

# Pigeon Lake Yacht Club

## By-Laws

### ARTICLE 1

#### Membership Classes and Dues.

##### Section 1 – Membership

Membership shall be divided into the following classes:

- A) *INDIVIDUAL MEMBERSHIP* – Shall consist of an individual adult.
- B) *COUPLE or FAMILY MEMBERSHIP* – Shall consist of up to two adults and dependent children.
  - Memberships (A) and (B) are entitled to all Club privileges, including the right to vote (if 18 years of age or older), with two (2) votes per couple or family membership, to propose and endorse applications for memberships, to hold office, to participate in the distribution of the assets of the club in the event of its dissolution, to skipper yachts in Club - sanctioned races and to launch their own boats from Club property.
  - Children are the responsibility of the parents.
- C) *SOCIAL MEMBERSHIP* – Shall consist of individuals (Section C, below), or couples/families (Section D, below).
  - Such memberships are entitled to use Club facilities for P.L.Y.C. social events only. Social members do not have any of the other privileges that (A) or (B) entail, except that they have the right to vote in official Club meetings.

##### **Section II: Annual Membership Fees: for 2019**

A) Individual Membership:	\$ 95.00
B) Couple or Family Membership:	\$ 172.00
C) Social Membership Individual:	\$ 50.00
D) Social Membership Couple or Family:	\$ 85.00

##### **Section III: Boat Fee Classification:**

- 1) **Dry Sailing:** These boats must not be left at the docks overnight. They must be kept in the designated area. This includes one trailer per boat.
- 2) **Keel Boats:** Each boat will have a designated slip. This includes one tender of acceptable size and trailer/cradle. The boat owner is responsible for its safety, this includes mooring and docking tackle. Keel boats tied to the docks will be limited in size and weight at the discretion of the Directors.
- 3) **Canoe Storage:** These boats must not be left at the docks overnight. They must be kept in the designated area.

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- 4) **Winter Storage:** Boats stored in the designated are, over the winter, at the owner's risk, subject to Rule 4, Appendix A.

NOTE: As a limited amount of space is available for both dry sailing and keel boats, respective spaces will be allocated by the Directors on a basis of previous consecutive dock usage, and if necessary, by P.L.Y.C. membership seniority.

### **Section IV: Annual Summer Boat Fees: For 2019**

Summer boat fees apply to the sailing season only (the period between "docks in" and "docks out").

- 1) **Dry Sailing:** Primary boat - \$ 334.00  
Second boat - \$ 167.00
- 2) **Keel Boats:** Primary boat - \$ 20.50 per ft (based on LOA length overall)  
Second boat - \$ 10.25 per ft (based on LOA length overall)
- 3) **Canoe Storage:** \$ 40.00
- 4) **Members with more than one boat:** A member with more than one boat will pay 50% of the rate on the smaller boat(s).

### **Section V: Annual Winter Boat Storage Fees:**

- 1) **Dry Sail Boats:** \$ 160.00
- 2) **Keel Boats:** \$ 160.00

**Section VI: Initiation Fees:** There is currently no initiation fee.

### **Section VII: Privileges:**

Club privileges shall be subject to rules which ay be prescribed from time to time. See Appendix "A" attached.

### **Section VIII: Membership Term:**

Club memberships run for one (1) calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>) and any annual dues and Annual Summer Boat Fees payable must be paid on or before April 15<sup>th</sup> of that year. Members who have an outstanding balance after April 15<sup>th</sup> will be charged 5% on the outstanding balance. Members, who have not paid their membership dues by May 31<sup>st</sup> shall have voluntarily rescinded their membership.

### **Section IX: Partial Year Reduction:**

New members joining the club after August 1<sup>st</sup> will be 50% of the membership rate. New members joining the club after August 1<sup>st</sup> will be charged 50% of the applicable Annual Summer Boat Fee.

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### **Section X: Privileges and Obligations:**

The P.L.Y.C. is operated exclusively by the volunteer efforts of its members and the Club's success depends on the extent to which each of its members contributes their time and talent. Members are expected to do their share of work necessary for the Club's operation, and to participate in one of the standing committees.

Furthermore, the Club has limited space for dry-sailed boats and a limited number of keel boat slips, and there is usually a waiting list for keel boat slips. Therefore, members are expected to actively use their boats during the sailing season. If a member does not use his/her boat(s) for an entire year, the boat(s) will not be allowed to occupy Club facilities in succeeding years without express consent of the P.L.Y.C. Board of Directors. The member will be responsible for submitting a written request for consent of the Board to least two months prior to the deadline date for payment of fees (added Feb. 1<sup>st</sup>, 2014).

## **ARTICLE II**

### **Election of Members:**

- Method of election to membership
- Resignation, expulsion and termination of membership

#### **Section I – Qualifications and Process for Applying for Membership:**

Any person of good standing and of age required for the different classes of membership shall become a member of the Club upon election by the Board of Directors and payment of the fee and current dues.

Every person proposed for membership shall complete an application on a form provided by the Club Secretary. A cheque for the applicable fees and dues shall accompany the application. Each such application shall be endorsed by two (2) Regular Members. No candidate shall be considered for election to membership unless they intend to participate in club activities.

The proceedings of the Board of Directors upon the question of admission to membership shall be held strictly private and confidential.

#### **Section II: Method of Election to Membership:**

All candidates for membership shall be voted upon by the Board of Directors. Refer to the Articles of Incorporation. No rejected candidate shall again be proposed for membership until one year shall have lapsed.

#### **Section III: Resignation of Membership:**

Membership may be terminated by voluntary resignation, in writing, accepted by the Board of Directors. No such resignation shall be accepted unless the resigning member shall at the time be in good standing and shall have paid indebtedness to the Club including dues for the period in which the resignation is tendered.

#### **Section IV: Expulsion:**

A member may be expelled from the Club for misconduct or flagrant infraction of the Club rules, but only after that person shall have been furnished an opportunity to be heard by the Board of Directors, in his/her own defense. Refer to the Articles of Incorporation. A motion to reconsider the expulsion of a member may be made at the same meeting at which such expulsion is voted, or at the next regular meeting, but at no other time; and no one who may have been expelled from the Club shall be re-elected or admitted to the Club for a period of one year. The Board of Directors shall be the sole judge of what constitutes misconduct or flagrant abuse of Club rules.

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### **Section V: Indebtedness, Suspension and Forfeiture of Membership:**

All indebtedness of members to the Club shall be paid within thirty (30) days of the date when the statement is rendered. If a member continues in arrears for sixty (60) days, all Club privileges of such member shall be suspended until the payment of such indebtedness. If a member continues in arrears for ninety (90) days, his membership shall be deemed forfeited and terminated. No person who has forfeited his membership shall be eligible to be re-elected as a member until his indebtedness at the time of forfeiture is paid.

### **Section VI: Remission of Dues:**

The Board of Directors may, upon application from any absent or disabled member, relieve each member from the payment of dues for a period of not more than one year. Club privileges may not be enjoyed by such member, or his family, at the discretion of the Directors, during the period of which dues may be so remitted.

## **ARTICLE III**

### **Meetings of Members, Nominations and Elections.**

#### **Section 1 – Annual Meeting:**

The regular annual meeting of the membership shall be held within two (2) months following Labour Day. Written notice of the annual meeting shall be mailed to all regular members ten (10) days in advance of such meeting. Matters related to the Articles of Incorporation or these By-Laws, **requiring a vote to be taken by ballot**, shall be considered and acted upon at an annual meeting only if they have been submitted in writing to the Secretary at least twenty-one (21) days before the Annual meeting.

#### **Section II – Voting Members:**

Only voting members may participate or vote at any annual or special meeting.

#### **Section III – Quorum:**

At any annual or special meeting, thirty (30) percent of the total number of regular members shall constitute a quorum. Should a quorum not be present, the meeting may be adjourned by the Commodore or Vice-Commodore from time to time until the required quorum is secured. If however, an election is to be held at such meeting or action taken upon any matter upon which regular members may vote by ballot, as provided by these By-Laws, and sealed ballots shall have been returned in advance, such meeting may be held for the purpose of such election or for the purpose of action upon any other matter upon which sealed ballots shall have been returned. The presiding officer shall, upon the direction of the Board of Directors, adjourn any such meeting and direct that further notice be give to the regular member if it shall appear from the ballot cast on any question submitted to the regular members that the vote is not conclusive, and that a decisive note might be secured by allowing additional time for the reception of the ballots.

#### **Section IV – Voting on Questions by Ballot:**

The voting upon any question required by the Articles of Incorporation to be submitted to regular members, including any proposed amendment to the Articles of Incorporation shall be taken by ballot at any general or special meeting. Such ballot shall be mailed to the regular members and shall be received and canvassed in the manner as here provided in respect of ballots cast at an annual election. The ballot on such question shall be in such form as the Directors may prescribe.

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### **Section V – Rules of Order:**

All parliamentary questions arising at any meeting of the members shall be determined in accordance with “Robert’s Rules of Order”. The Commodore, subject to the direction of the Board of Directors, shall determine the order of business.

## **ARTICLE IV**

### **Board of Directors:**

#### **Section I – Regular Meetings:**

Regular meetings of the Board of Directors shall be held as required at a time and date to be decided by the Board. Five (5) members shall constitute a quorum.

- Notice of Meetings: All members of the Board shall receive a mail. Electronic mail or telephone notice of each regular meeting;
- Agenda: The Commodore shall prepare an agenda for each meeting. Members of the Board of Directors who wish to have items placed on the agenda shall contact the Commodore prior to the meeting.
- Rules of Order: All parliamentary questions arising at any time shall be determined in accordance with “Robert’s Rules of Order”.
- Non-Board Members at Meetings: Any regular member of the Club may attend meetings of the Board of Directors subject to the following:
  1. Such member shall have a voice at a meeting of the Board of Directors only if the member has made arrangements in advance with the Commodore to have placed on the meeting’s agenda, a particular subject on which the member wishes to be heard and having done so, the member shall be heard on the subject and only on that subject.
  2. The Board of Directors, on a majority vote of the Directors present, may declare any meeting, or part thereof, an Executive meeting of the Board, in which case a Non Board Member may attend **only during that portion of the meeting when the subject for which the member was called is discussed.**

#### **Section II – Special Members**

Special meetings shall be held upon the written request of three (3) Directors upon three days’ notice, by mail, telephone or otherwise to each Director, or, upon waiver of notice. The Commodore shall call such meetings promptly upon receiving such request.

#### **Section III – Election of Officers:**

At the first meeting of the Board of Directors, following each annual meeting of the members, the Directors shall elect from among their number: a Commodore, Vice-Commodore, Secretary and a Treasurer, who shall hold office for one (1) year, or until their successors are elected and qualify.

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### **Section IV – Duties of General Officers:**

The general officers of the Club shall perform such respective duties as are fixed by the Articles of Incorporation and such further duties as designated by the Board of Directors. Other specific responsibilities of the general officers shall include:

#### **Vice Commodore:**

- Nominations and elections at the Annual General Meeting;
- Receive all questions of membership, such as privileges of various membership classes, resignations, expulsions, suspensions, forfeitures, etc. and to make recommendations thereon to the Board of Directors; and,
- Solicit from among the Club members, volunteers for the various Club activities. From such solicitations, compile lists of volunteers by activity and transmit to interested committee chairpersons.

#### **Secretary:**

- Receive all new applications for membership in the Club, make certain that such applications are properly completed and endorsed and present them to the Board of Directors for acceptance or rejection;
- Maintain an updated membership list; and,
- Collect, maintain and post the minutes of meetings.

### **Section V: Duties of the Board:**

The Board of Directors shall perform duties fixed by the Articles of Incorporation. Additionally, the Board shall rule on the allocation of dock and mooring locations.

### **Section VI: Past Commodore:**

The immediate Past Commodore shall be an ex-officio member of the Board of Directors for a period of one (1) year after his/her last term as Commodore has expired.

## **ARTICLE V**

### **Standing Committees.**

#### **Section I – Name of Committees:**

The Commodore, with the approval of the Board of Directors, shall, at the first regular meeting of the Board after its election, appoint the following Standing Committees, each of whom shall be chaired by a Director.

#### **Section II – Race and Regatta Committee:**

This committee shall be responsible for the overall administration of the Club's sailing activities. It shall work towards organized sailing events and regular sailing activities using the Racing Rules of Sailing, current edition, as a guide, and shall ensure that participating boats comply with the class association rules. It shall encourage junior sailors to actively take part in regular sailing events. It is responsible for the maintenance and operation of the Committee Boat, including purchases required, such as supplies and contract services, up to \$250.00. This committee is also responsible for safety promotion.

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### **Section III – Property Committee:**

This Committee shall be responsible for maintenance and repair of the Club's grounds, buildings and facilities, excluding the waterfront facilities, and sailing school equipment. Specific responsibilities of this committee shall include:

- Maintain all club buildings, both inside and out, in a good state of repair and to act promptly to maintain or replace items that have been damaged, worn out or lost;
- Maintain in a neat and attractive appearance all outside yards, including lawns, shrubs, trees, parking areas and the Lake front;
- Establish and obtain Board of Directors' approval of prices for services in excess of \$250.00;
- Winterize buildings as required; and,
- Purchase required supplies and contract services up to \$250.00.

### **Section IV – Waterfront Committee:**

This committee shall be responsible for maintenance and repair of the Club's waterfront facilities. Specific responsibilities of this committee shall include:

- Maintain the waterfront, and in-water facilities in a good state of repair and act promptly to maintain or replace items that have been damaged, worn out or lost; including the Yacht crane, piers, docks and water pumps;
- Provide annual spring installation and fall removal of piers, boats and other outside facilities;
- Co-ordinate the allocation of dock and mooring locations;
- Establish and obtain Board of Directors' approval of prices for services in excess of \$250.00; and,
- Purchase required supplies and contract services up to \$250.00.

### **Section V - Social Committee:**

This committee shall have charge of all social and entertainment functions sponsored by the Club. Other specific responsibilities of this committee shall include:

- Support of Club activities through the provision of food and refreshments;
- Provide the Treasurer with information required in the preparation of annual income, expense and capital improvement budgets;
- Establish and obtain Board of Directors' approval of prices for services in excess of \$100.00;
- Purchase required supplies and contract services up to \$100.00.

### **Section VII – Communications Committee:**

This committee shall be responsible for promoting the visibility of the Club in the community, for intra-club communications, and for the Club Historian. Other specific responsibilities of this committee shall include:

- Accumulate news and information of interest to the members and have it published in the club newsletter;
- Maintain the club website.

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**Historian:** The historian shall report to the Chairperson of the Promotions Committee – This person's duties shall include:

- Accumulate all Club publications and notices, pertinent newspaper and magazine pictures, articles, including race results, minutes of member meetings, publications of sailing associations such as the I.L.Y.A., photographs, memorabilia, etcetera considered to have historical value;
- Annually write a history of the past year's sailing and social season, significant improvements to the Club's properties, trophies added and retired, and the like.

### **Section VIII – Executive Committee:**

The officers shall constitute an Executive Committee, which shall be empowered to act for the Board between regular meetings of the Board. Actions of the executive committee shall be reported to the Board at its next regular meeting. The act of the Committee shall be considered the act of the Board.

### **Section IX – Sailing School Committee:**

This committee shall be responsible for all matters relating to sailing instruction in the Club. The Vice-Commodore and the Chairperson of the Communications Committee shall jointly chair it. Specific responsibilities of this committee shall include:

- Develop and co-ordinate all sailing instruction programs;
- Ensure the provision of suitable instructors;
- Maintain the training boats and instructional facilities in a good state of repair and act promptly to maintain or replace items that have been damaged, worn out or lost. Provide annual spring installation and fall removal of boats and other outside instructional facilities;
- Establish and obtain Board of Directors' approval of prices for services in excess of \$250.00.
- Purchase required supplies and contract services up to \$250.00.

## **ARTICLE VI**

### **Calendar Year:**

#### **Section 1: - Definition of Fiscal Year**

For the purposes of Club accounting, the Club will operate on the basis of November 1<sup>st</sup> to October 31<sup>st</sup>.

#### **Section II – Depository:**

The Board names Canadian Imperial Bank of Commerce (C.I.B.C.) the financial institution at which its depository accounts will be maintained and authorizes the Commodore and Treasurer to carry on such transactions with the C.I.B.C. as are necessary for the conduct of the operation of the Pigeon Lake Yacht Club.

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## **ARTICLE VII – Distribution and Amendment of By-Laws:**

### **Section I – Effect of By-Laws:**

These By-Laws shall supersede all By-Laws heretofore adopted and all other rules and regulations of the Club consistent therewith.

### **Section II – Amendments:**

These By-Laws may be altered, amended or repealed from time to time by a vote of 2/3 of all the Directors.

### **Section III – Distribution of By-Laws:**

Wherever the Board of Directors shall so order, the Secretary shall cause to be prepared and printed a booklet (Yacht Club Annual) containing the By-Laws and such ground rules and sailing rules as shall be prescribed by the Board of Directors. Printed copies thereof shall be furnished to all members.

### **List of Revisions:**

**March 22<sup>nd</sup>, 2007 -Revised Annual Fes up by \$10.00**

**November 3<sup>rd</sup>, 2007 – All fees for 2008 changed at AGM**

**April 11<sup>th</sup>, 2009 – All fees updated for 2009**

**February 16<sup>th</sup>, 2011 – All fees updated for 2011. Article V, Section II: CYA Rule book replaced with Racing Rules of Sailing, Current edition.**

**December 5<sup>th</sup>, 2012 – All fees updated for 2013;**

**September 10<sup>th</sup>, 2013 – Article I, Section VIII**

**February 1<sup>st</sup>, 2014 – Article 1, Section X – Add second paragraph**