

CANADIAN FORCES BASE KINGSTON YACHT CLUB (CFBKYC)

CONSTITUTION & BY-LAWS

Saturday, October 13, 2007

TABLE OF CONTENTS

3. CONSTITUTION
3. NAME
3. AUTHORITY FOR ESTABLISHMENT AND OPERATION
3. PURPOSE
3. AFFILIATION
3. MEMBERSHIP
3. REGULAR MEMBERS
3. ORDINARY MEMBERS
4. ASSOCIATE MEMBERS
4. APPLICATION FOR MEMBERSHIP
4. MEMBERSHIP DUES
4. MEMBERSHIP POINTS
4. TERMINATION OF MEMBERSHIP
5. EXECUTIVE COMMITTEE
6. ELIGEABILITY TO HOLD OFFICE
6. MEETINGS
6. ANNUAL GENERAL MEETINGS
6. NOTICE OF GENERAL MEETINGS
6. QUORUM
6. VOTING PRIVILEDGES
7. RULES OF ORDER AND PROCEDURE
7. PROCEDURE FOR THE ELECTION OF FLAG AND EXECUTIVE OFFICERS
7. AMENDMENTS TO THE CONSTITUTION
8. BY-LAWS
8. PURPOSE OF BY-LAWS
8. BY-LAWS PART 1 – DUTIES OF OFFICERS
8. COMMODORE
8. VICE COMMODORE
8. REAR COMMODORE YACHTS
9. REAR COMMODORE DINGHIES
9. REAR COMMODORE PROPERTIES
9. PAST COMMODORE
10. MEMBERSHIP OFFICER
10. SECRETARY
10. TREASURER
10. INFORMATION OFFICER
11. ENTERTAINMENT OFFICER

11. FLEET CAPTAIN SAIL
11. FLEET CAPTAIN POWER
11. FLEET CAPTAIN DINGHIES
12. MAINTNANCE OFFICER
12. SAFETY, SECURITY AND ENVIRONMENT OFFICER
12. TRAINING OFFICER
12. RACING OFFICER
12. CLUB INSTRUCTOR
13. CLUB WEBMASTER
13. OFFICER-OF-THE-DAY
13. DUTIES OF THE OFFICER-OF-THE-DAY
14. DUTIES OF ALL MEMBERS
14. BY-LAWS PART 2 - CLUB OPERATIONS
14. MEMBERSHIP CARDS
14. PARTICIPATION
14. QUALIFICATIONS
14. USE OF CLUB DINGHIES
14. SIGN-OUT OF CLUB DINGHIES
15. CLUB DINGHIES SAILING RESTRICTIONS
15. SAIL TRAINING PROGRAMME
15. REGATTA ORGANIZING COMMITTEES
15. MOORING/DOCKAGE
16. LINE AND FENDER REQUIREMENTS
17. LOSS/ACCIDENT – PERSONNAL LIABILITY
17. FINANCES
17. SAFETY
18. ETIQUETTE
18. CFBKYC BURGEES
18. AREA MAINTNANCE AND SECURITY
19. DEPORTMENT AND BEHAVIOR
19. ALCOHOL POLICY
19. LOSS OF PRIVILEDGES
20. GUIDANCE AND POLICIES

CONSTITUTION

NAME

1. The official name of the organization is the Canadian Forces Base Kingston Yacht Club (CFBKYC).

AUTHORITY FOR ESTABLISHMENT AND OPERATION

2. The club is established under the authority of the Base Commander (BComd), Canadian Forces Base (CFB) Kingston. The CFBKYC is established as a recreation club under authority of QR&O 27.01, and CFAO 50-2 (Recreation) and shall be operated in

accordance with regulations and orders governing the operations of clubs in the Canadian Forces (CF) and with this constitution as amplified by the rules and By-Laws.

PURPOSE

3. The purpose of the club shall be to provide a recognized association of CFB Kingston personnel, their dependents, and other eligible personnel who are interested in the safe operation of watercraft.

AFFILIATION

4. The CFBKYC shall not affiliate with any other club or association without the approval of the BComd CFB Kingston.

MEMBERSHIP

5. Membership categories in the CFBKYC shall be in accordance with paragraph 9 of CFAO 50-20 (Recreation Clubs) and as directed by the BComd in order of precedence as follows:

- a. Regular members;
- b. Ordinary members; and
- c. Associate members.

REGULAR MEMBERS

6. The following persons working and living within the CFB Kingston geographical boundaries are eligible for Regular membership as follows:

- a. members of the Regular force and their dependents;
- b. members of the Regular force on Temporary Relocation (TR) and dependents whose prime residence is within the CFB Kingston geographical boundaries;
- c. members of the Reserve force while on Class B or C Reserve Service and their dependents; and
- d. foreign military personnel on duty with the CF and their dependents.

ORDINARY MEMBERS

7. The following persons living within the CFB Kingston geographical boundaries may apply to become Ordinary members:

- a. former members of the CF in receipt of an annuity under the CFSA, DSPCA or a pension under the Canada Pensions Act;

- b. Class A Reservists with at least five years of service and a recommendation from their Commanding Officer; and
- c. DND employees and Non Public Fund (NPF) employees holding full time or indeterminate positions at CFB Kingston.

NOTE: Potential members applying who meet some, but not all, of the above criteria shall be considered for membership as an Associate member.

ASSOCIATE MEMBERS

8. Subject to the approval of the Club's Executive Committee, any person living within the CFB Kingston geographical boundaries and not specified in paragraphs 6 or 7 may be invited to become an Associate member. Associate membership shall be for one year, without any guarantee of renewal for further one-year terms. Personnel applying for Associate membership, who do not meet the criteria for Ordinary membership but have a current or previous affiliation to the CF, will be given priority over those who have no affiliation.

APPLICATION FOR MEMBERSHIP

9. Application for membership in the club by individuals qualified for membership in the CFBKYC must be made on the form prescribed by the Club Executive and shall be forwarded to the Membership Officer complete with payment in full of the applicable membership dues. When a vessel's ownership is shared with a person other than a dependant, each co-owner shall become a member of the CFBKYC. Only one mooring/storage fee will be charged. Each co-owner will fully participate to mandatory club's activities.

MEMBERSHIP DUES

10. Annual membership dues will be recommended by the Club Executive for first level of approval by the General Assembly, which is then approved by the chairperson of the Recreation Council and the Personnel Support Program (PSP) Manager. A Recreation Club Participation Fee (Rec Fee) is required to be paid by all personnel applying for club membership. The Rec Fee is mandatory regardless of other base club's participation. After August 1, fees for membership and mooring are one-half. The club will refund membership and mooring fees on request prior to lift-in. Any refunds issued after lift-in and before August 1 will be one-half the fees for mooring and membership. The Membership Officer and the Treasurer are responsible for refund.

MEMBERSHIP POINTS

11. The membership ranking is designed to establish priority. The points are accumulated and carried forward. The MO is responsible to maintain a prioritized

membership list based on accumulated points within each category (the membership categories are in the precedence as shown at paragraph 5 above). The points are awarded at the end of each season when the member or executive member has met the participation requirements. The points are as follows:

- a. Seniority Points: 1 point per year of CFBKYC membership; and
- b. Executive Points: 3 points per year of effective participation on the Executive Committee.

TERMINATION OF MEMBERSHIP

12. A majority vote by the Flag Officers may move to have a member's name removed from the membership list without refund of dues when:

- a. a member ceases to qualify under paragraphs 6, 7 or 8 above;
- b. a member repeatedly fails to participate in mandatory activities in support of the club; or
- c. for cause.

NOTE: The decision of the Flag Officers will be final. However, if deemed appropriate, the Flag Officers may devise a remedy, which the member must fulfill in order to be reinstated.

EXECUTIVE COMMITTEE

13. An Executive Committee, which shall consist of Flag Officers and Executive Officers as prescribed in this article, shall administer the club. Executive Officers shall assist Flag Officers in their duties, as and when appropriate. Appointed Officers may be appointed by the Executive Committee to assist Executive members, but are not considered to be Executive Officers of the club. Appointed Officers shall form sub-committees of the Executive under the direction of the appropriate Flag Officer.

14. The Executive Committee shall be responsible for the day-to-day management of the club in accordance with this Constitution and such direction as is properly given by the club membership at general meetings.

15. The Flag Officers shall consist of:

- a. Commodore (Cmdre);
- b. Vice Commodore (VCmdre);
- c. Rear Commodore – Yachts (RC Yachts);

- d. Rear Commodore – Dinghies (RC Dinghies); and
- e. Rear Commodore – Properties (RC Properties).

NOTE: The immediate Past Commodore (PCmdre) shall be an ex-officio club officer. If unable to fulfill this position, then another PCmdre may be invited to assume this role.

16. The Executive Officers shall consist of:

- a. Membership Officer (MO);
- b. Secretary (Secy);
- c. Treasurer (TR); and
- d. Information Officer (IO).

17. These additional Executive Officers may perform duties in support of Flag Officers as follows:

- a. In support of the VCmdre:
 - (1) Safety, Security and Environment Officer (SSEO); and
 - (2) Entertainment Officer (EO).
- b. In support of the RC Yachts:
 - (1) Fleet Captain Sail (FC Sail); and
 - (2) Fleet Captain Power (FC Power).
- c. In support of the RC Dinghies:
 - (1) Fleet Captain Dinghies (FC Dinghies).
- d. In support of the RC Properties:
 - (1) Maintenance Officer (Maint O).

ELIGIBILITY TO HOLD OFFICE

18. Flag Officers. The Cmdre and the VCmdre must be members of the CF Regular or Class B or C Reserve Service. Retired members of the CF can also serve if given specific approval by the BComd. Other Flag Officers may be Regular or Ordinary

members, however the majority of Flag Officers must be from the CF Regular Force or Primary Reserve.

19. Executive Officers. Any Regular or Ordinary member may serve on the Executive Committee.

20. Term of Office. Flag Officers and Executive Officers shall be elected to office annually at the Annual General Meeting (AGM). The term of office for each elected officer shall commence immediately after the election and shall expire after the election of a new Executive Committee. In the event that an elected officer is no longer able to hold office, the Cmdre, pending ratification by the Executive Committee, shall appoint a replacement to act in that capacity until elections are held by the general membership at the next scheduled General Meeting (GM). If the Cmdre is unable to continue the term, then the VCmdre shall assume the duties.

21. No person shall serve more than three consecutive terms of office as Cmdre.

22. The elected slate of Flag and Executive Officers shall be referred to the chairperson of the Base Recreational Council.

23. Appointed Officers are appointed by a vote of the Executive Committee as required.

MEETINGS

24. General Meetings of the club shall be held on a regular basis at least twice per year. Extraordinary General Meetings (EGMs) may be called as required by the Cmdre or upon the request of at least 10 voting members or 1/3 of the voting membership, whichever is the lesser.

ANNUAL GENERAL MEETING

25. One meeting, usually taking place in the fall, shall be considered the Annual General Meeting (AGM). During this meeting, among other normal business, the retiring officers of the Executive Committee shall submit reports and a new Executive shall be presented for election. Membership fees and mooring/docking fees for the upcoming season shall be agreed upon by the General Assembly at this meeting.

NOTICE OF GENERAL MEETINGS

26. The Secretary shall ensure that notice of GMs is advertised via e-mails, club website and displayed within the clubhouse no less than one month prior to the meeting date. When possible, this notice shall include the agenda for the meeting.

QUORUM

27. One-third of the voting members of the club, as determined by the records of the Membership Officer, shall constitute a quorum at any GM.

VOTING PRIVILEGES

28. Regular and Ordinary members shall have voting privileges at all GM on all matters, except as elsewhere stated in this Constitution.

RULES OF ORDER AND PROCEDURE

29. The Cmdre shall act as Chair for all meetings. In the absence of the Cmdre, the next senior Flag Officer (as specified at para 14) shall act in the Cmdre's place.

30. Procedure at meetings shall be governed by Jones O. Garfield's Parliamentary Procedure at a Glance, except as may otherwise be stated in this constitution.

31. Unless otherwise provided herein, to carry a motion shall require only a simple majority of the votes cast.

32. Except in the case of a tie, the Chair shall have no vote.

33. No motion or vote comes into effect until the minutes of the meeting are reviewed and accepted by the PSP Manager.

PROCEDURE FOR THE ELECTION OF FLAG AND EXECUTIVE OFFICERS

34. A Nominating Committee of three Regular members, with a named Chair and appointed by the Flag Officers, shall prepare a slate of Flag Officers and Executive Officers for presentation at the AGM. The slate shall be presented to the Cmdre at least two weeks prior to the AGM.

35. The Chair of the Nominating Committee shall present the proposed slate of officers for election at the AGM. Additional nominations shall be invited from the floor.

36. Where only one nomination is proposed for a specific office, the nominated member will have been considered to be elected by acclamation. Where more than one nomination has been proposed for a specific office, an election shall be conducted under the supervision of the Chair of the Nominating Committee, subject to the following regulations:

- a. each nominated member may be given an opportunity to address the membership for a period not to exceed five minutes;
- b. voting for each office shall be conducted separately and by a show of hands;

- c. only voting members present may vote in the election of a Flag or Executive Officer; and
- d. all nominations, either by the Nominating Committee or from the floor, shall be made with the full knowledge and consent of the nominated member.

AMENDMENTS TO THE CONSTITUTION

37. Amendments to this Constitution may be made only at a GM unless ordered by the Flag Officers to be held at an EGM:

- a. an amendment shall come into effect immediately after it has been approved by the BComd or on an effective date specified in the body of the amendment;
- b. an amendment to this Constitution may be proposed by a Regular member or by a Flag Officer by giving the Secy notice in writing. To be considered for the agenda of a scheduled GM, a proposed amendment must reach the Secy in time to be posted not less than thirty days prior to the date of the scheduled GM. Motions of amendment to the Constitution from the floor at a GM will not be accepted;
- c. notice of amendments to this Constitution shall be posted by the Secy not less than 30 days prior to the GM; and
- d. all amendments to this Constitution shall require a majority of two-thirds of the voting membership present at the meeting in order to be carried.

BY-LAWS

BY-LAWS

1. The By-Laws are outlined herein. These regulations are subject to change from time to time but must be reviewed by the Executive Committee and approved by the General Assembly. Amendments to these By-Laws are made as described for the Constitution at paragraph 2, except that both Regular and Ordinary members may propose changes.

PURPOSE OF BY-LAWS

2. These By-Laws are a set of rules, which amplify the Constitution and govern the Club's operations.

BY-LAWS PART 1 - DUTIES OF OFFICERS

COMMODORE (Cmdre)

3. It shall be the duty of the Cmdre to:

- a. be responsible for the overall management of the club in accordance with the Constitution of the club and the By-Laws governing the club;
- b. direct the aims and policies of the club;
- c. operate the club in accordance with the CFBKYC Constitution and By-Laws and within the bounds of the approved budget;
- d. be the Chairman and Presiding Officer at all Club Executive meetings and GMs;
- e. coordinate the activities of the RCmdres, MO, Secy, TR, and IO; and
- f. ensure that the club is represented at all appropriate boating activities and meetings.

VICE COMMODORE (VCmdre)

4. As directed by the Cmdre, the VCmdre shall:
 - a. assume the duties of the Cmdre in his/her absence;
 - b. assist the Cmdre in the management of the club;
 - c. be directly responsible for the day-to-day operation of the club;
 - d. co-ordinate the activities of the Safety, Security and Environment Officer (SSEO), the Entertainment Officer (EO), the Officer-of-the-Day (OOD), and any paid club employees as allocated by the Cmdre;
 - e. serve as a member of the Club Executive and the Finance Committee; and
 - f. maintain a record of attendance at GMs, work parties and other club's mandatory activities.

REAR COMMODORE YACHTS (RC Yachts)

5. As directed by the Cmdre, the RCmdre Yachts shall:
 - a. assist the Cmdre in the management of the club;
 - b. assume the duties of the Cmdre in the absence of the Cmdre and the VCmdre;
 - c. be directly responsible for all activities related to the club operation of those yachts owned by club members or guests of the club, as it may pertain to the operational activities of the club;

- d. prepare and maintain the club yacht mooring/dockage plan;
- e. co-ordinate annual lift-in and lift out procedures;
- f. supervise the activities of any appointed officers and paid club employees as allocated by the Cmdre; and
- g. serve as a member of the Club Executive.

REAR COMMODORE DINGHIES

- 6. As directed by the Cmdre, the RC Dinghies shall:
 - a. assist the Cmdre in the management of the club;
 - b. be directly responsible for all activities related to the safe operation of club dinghies and those of members, as it may pertain to the operational activities of the club;
 - c. be responsible to the Executive Committee for the sail-training program;
 - d. supervise the activities of any appointed officers and paid club employees as allocated by the Cmdre; and
 - e. serve as a member of the Club Executive.

REAR COMMODORE PROPERTIES (RC Properties)

- 7. As directed by the Cmdre, the RC Properties shall:
 - a. assist the Cmdre in the management of the club;
 - b. serve as the Distribution Account Holder for the club, for both public and NPF accounts;
 - c. act as the club's purchasing and ordering agent for parts and equipment;
 - d. organize and supervise the maintenance of club property;
 - e. supervise the activities of any appointed officers and paid club employees as allocated by the Cmdre and organize and supervise any work parties which may from time to time be called;
 - f. manage the club Property Plan; and
 - g. serve as a member of the Club Executive.

PAST COMMODORE (PCmdre)

8. As directed by the Cmdre, the PCmdre shall:
 - a. advise and assist the incumbent Cmdre; and
 - b. serve as an ex-officio member of the Club Executive.

MEMBERSHIP OFFICER (MO)

9. As directed by the Cmdre, the MO shall:
 - a. process and verify the content of all applications for membership;
 - b. determine the proper membership category in accordance with the Constitution;
 - c. maintain a current membership nominal roll and provide specific lists to the OOD book, Work Party sign-in, RC Yachts, and PSP Manager on request;
 - d. provide accumulated points as described in the Club's By-Laws paragraph 48 to membership once a year or as required;
 - e. issue membership cards no later than lift-in; and
 - f. obtain current proof of insurance for all members boats berthed at the club.

SECRETARY (Secy)

10. As directed by the Cmdre, the Secy shall:
 - a. record, publish and distribute the minutes of all general and executive meetings;
 - b. receive and distribute all correspondences for the club;
 - c. maintain the club files;
 - d. advertise notification of Executive Committee meetings and GMs; and
 - e. serve as a member of the Club Executive.

TREASURER (TR)

11. As directed by the Cmdre and in accordance with paragraph 2 of the Constitution, the TR shall:

- a. be responsible for the management of the club budget;
- b. receive and disburse all monies on behalf of the Cmdre, issuing receipts as warranted;
- c. advise the club on financial matters; and
- d. serve as a member of the Club Executive and the Finance Committee.

INFORMATION OFFICER (IO)

12. As directed by the Cmdre, the IO shall:

- a. be responsible for the general communications of the club with its members, target audiences and the public, including the drafting and sending of reciprocal letters and posting the reciprocal invitation cards and letters in the club house;
- b. draft and maintain the club Communications Plan;
- c. act as Website Administrator to maintain the club website up to date;
- d. co-ordinate the activities of the Club Webmaster (CW) as Appointed Officer;
- e. coordinate the annual membership publicity campaign;
- f. identify and maintain contact with offices that can effectively and widely disseminate any advertisement as required;
- g. be the first point of contact to answer general questions about the club, and refer the request to the appropriate Executive Committee member, if required;
- h. coordinate all CFBKYC-sponsored activities publicity which may be of benefit to the members; and
- i. serve as a member of the Club Executive.

ENTERTAINMENT OFFICER (EO)

13. As directed by the VCmdre, the EO shall:

- a. recommend and arrange an appropriate club Entertainment Program; and
- b. serve as a member of the Club Executive.

FLEET CAPTAIN SAIL (FC Sail)

14. As directed by the RCmdre Yachts, the FC Sail shall:
- a. assume the responsibilities of the RC Yachts in his/her absence;
 - b. coordinate the activities of the club sailboat fleet;
 - c. organize and supervise the installation and removal of mediterranean and offshore moorings and ensure that they are maintained in a safe condition; and
 - d. organize and oversee work parties for projects affecting sailboat operation of the club.

FLEET CAPTAIN POWER (FC Power)

15. As directed by the RC Yachts, the FC Power shall:
- a. coordinate the activities of the club power boat fleet;
 - b. supervise the spring launch and fall recovery of all floating boat docks, including the courtesy dock;
 - c. ensure floating docks are in a safe and serviceable condition for spring launch; and
 - d. organize and oversee work parties for projects affecting powerboat operations of the club.

FLEET CAPTAIN DINGHIES (FC Dinghies)

16. As directed by the RC Dinghies, the FC Dinghies shall:
- a. assume the responsibilities of the RC Dinghies in his/her absence;
 - b. coordinate the activities of the club dinghy fleet;
 - c. supervise the launching and rigging in spring, regular maintenance requirements during the sailing season, and the de-rigging and storage in the fall of all club dinghies;
 - d. assist RC Dinghies with the sail training program; and
 - e. organize and oversee work parties for projects effecting the dinghy operation of the club.

MAINTENANCE OFFICER (Maint O)

17. As directed by the RC Properties, the Maint O shall:

- a. assist the RC Properties and act as his/her second;
- b. assume the duties of RC Properties in his/her absence;
- c. supervise the work-share maintenance program for the club;
- d. supervise the maintenance programme for all club infrastructure and boats less the club dinghies; and
- e. assist the RC Properties with the establishment of a club Development Plan.

SAFETY, SECURITY AND ENVIRONMENT OFFICER (SSEO)

18. As directed by the VCmdre, the SSEO shall work under the direction of the VCmdre. This officer shall ensure that all aspects of club operations are carried out in a safe and environmentally friendly manner. Specific responsibilities include:

- a. fire safety;
- b. electrical safety;
- c. security of club facilities; and
- d. ensuring that Provincial and Federal regulations are adhered to with respect to fuel and other hazardous products.

TRAINING OFFICER (Trg O)

19. As Appointed Officer directed by the RC Dinghies, the Trg O shall:

- a. arrange for and coordinate the training of club members in accordance with directives from the Club Executive; and
- b. maintain training and qualification records of all club members.

RACING OFFICER (RO)

20. As Appointed Officer directed by the RC Dinghies, the RO shall:

- a. direct and control, with the assistance of race committees which may from time to time be called, the conduct of the racing program as approved by the Club Executive;
- b. serve as an ex-officio member of any regatta committee which may be called to organize major events; and

- c. publish post-race results on the club website and on the clubhouse notice board.

CLUB INSTRUCTOR (CI)

21. As Appointed Officer directed by the RC Dinghies, the CI shall be responsible for the general conduct of sail training in the club; specifically the CI shall:

- a. be qualified dinghy sailor to Canadian Yachting Association (CYA) standard level green or higher, and have several years of experience instructing;
- b. conduct training and testing for club members as directed by the RC Dinghies and per CYA standards, reporting the results of all tests to the RC Dinghies;
- c. ensure the safety of all trainees;
- d. make recommendations on matters of safety, to any member of the Club Executive as warranted;
- e. direct the operation of the club members assisting in the training;
- f. ensure, by personally checking, that all boats and equipment required for training are in satisfactory operating condition, and reporting deficiencies to FC Dinghies; and
- g. prepare for the RC Dinghies, an End-of-Season-Report and other reports requested by him/her or which may, in the view of the instructor, be required.

CLUB WEBMASTER (CW)

22. As Appointed Officer directed by the IO, the CW shall be responsible for the good maintenance of the club website; specifically the CW shall:

- a. maintain a professional quality webpage;
- b. only post on the club website the material provided by the IO, the Secy or the VCmdre;
- c. post approved information material and minutes of meetings within 24 hours; and
- d. ensure the club website is up-to-date at all times and of a standard similar to that of the CFB Kingston website.

OFFICER-OF-THE-DAY (OOD)

23. The OOD is responsible for all boating activities and other club activities, which may occur during the duty watch. The OOD acts on behalf of the VCmdre and must be obeyed accordingly.

24. The OOD shall be detailed by the VCmdre from the general membership of the club, excluding Flag and Executive Officers, given that the member is:

- a. a minimum age of 18, or is a member of the CF; and
- b. posses a valid Pleasure Craft Operator Card (effective September 15, 2009).

DUTIES OF THE OFFICER-OF-THE-DAY

25. As directed by the VCmdre and on behalf of the Cmdre, the OOD shall:

- a. be responsible for all yachting, boating, and club activities which occur during the duty watch, and read and action the contents of the OOD Duty Book;
- b. stand the duty watch at the club boat house as prescribed by the VCmdre, or shall find a replacement, notifying the VCmdre in advance;
- c. greet all visitors and allocate moorings if required;
- d. advise skippers of hazards, especially poor weather (the OOD shall have the right to stop all sailing in club or dinghy boats, if, in his/her opinion, this is considered necessary for reasons of safety);
- e. assist Flag and Executive Officers during the duty shift as requested; and
- f. enter a report into the OOD's Log at the end of the watch.

DUTIES OF ALL MEMBERS

26. It is the duty of all members to:

- a. Serve as OOD as directed by the V/Cmdre; and
- b. Attend the following mandatory events:
 - (1) All events designated as Work Parties;
 - (2) Lift-in; and
 - (3) Lift-out.

27. Members failing to perform the duties as shown in paragraph without prior arrangement of a suitable replacement may be subject to the following:

- a. Fine of \$100 for failing to perform an assigned OOD;
- b. Fine of \$50 for failing to attend any other mandatory event; and

c. Retirement of membership under paragraph 12 of the Constitution without refund of monies for repeated failure to perform the duties.

28. Exceptions for extenuating reasons may be granted by a vote by the Flag Officers.

BY-LAWS PART 2 - CLUB OPERATIONS

MEMBERSHIP CARDS

29. Each member shall be issued with an individually numbered membership card by the MO upon full payment of the annual membership fee.

30. Membership cards are not transferable. A member found to have “loaned” a card might be subject to removal from the club, in accordance with paragraph 11 of the Constitution.

31. A member may be required to produce and surrender his or her membership card in exchange for the use of club facilities.

PARTICIPATION

32. Our club is a self-help venture and every club member(s) is expected to participate in and assist with all aspects of club operations. The activities include, among others, the functions indicated on the participation form of the annual application. Members failing to participate in club operations will not be awarded seniority points under paragraph 11 of the Constitution.

QUALIFICATIONS

33. Members are expected to achieve and maintain high standards of seamanship and sailing proficiency. Courses are available through private schools approved by the CYA, and through Canadian Power and Sail Squadrons (CPS).

USE OF CLUB DINGHIES

34. No club dinghy may be signed out except by a qualified CFBKYC adult member whose name appears on the authorized list posted in the OOD book, or by a qualified visiting member of another CFB Yacht Club upon surrendering his Club membership card. Qualifications may include: CYA Certification to White Sail 3 standard or higher; certification by CFBKYC to White Sail 3 equivalent; or, other qualifications as recognized by a CFBKYC Flag Officer as evidence of competence to sail dinghies, and noted by the Flag Officer in the OOD Log.

SIGN-OUT OF CLUB DINGHIES

35. Club dinghies must be signed out by the member in the OOD Log.
36. A sailing plan must be noted on the Sign-out Sheet, to include at a minimum the anticipated area and direction of sail from CFBKYC, number of crew, and the anticipated time of return.
37. Skippers are personally responsible to ensure that all safety equipment required by law is carried in the dinghy. Each person in the dinghy must wear a properly fitted Personal Flotation Device (PFD) at all times.
38. At the end of a sail, the skipper must return all equipment to its proper place and must ensure that the boat, dinghy shack, and dinghy compound are left in good condition. Wet sails are to be loosely spread in the dinghy shack, and arrangements made to properly fold and pack them away when dry. Any damages or deficiencies, and surrounding circumstances, must be noted in the OOD Log. The member may be held financially responsible for losses or damages if negligence is found.

CLUB DINGHIES SAILING RESTRICTIONS

39. All dinghies are to be back at the Dinghy Dock by 8 p.m. unless prior approval of a Flag Officer is obtained, and in any event must be back at the dock before current boating regulations require navigation lights to be shown.. Approval for use beyond 8 p.m. must be noted in the OOD Log by the approving Flag Officer and an OOD designated to remain on duty until the dinghy returns.
40. No CFBKYC dinghies are permitted east of Milton Island or west of the Penitentiary Shoal Buoy, without the prior approval of a Flag Officer who must note that approval in the OOD Log. No sailing shall be permitted if in the opinion of the senior Flag Officer present, the CI, or the OOD, weather conditions are too adverse (winds over 15 knots, high waves, or a severe weather system in or near the area).

SAIL TRAINING PROGRAMME

41. The CFBKYC will organize, manage and conduct a Sail Training Programme (STP) under the auspices of the PSP. The RC Dinghies will be responsible for the operation of the STP.
42. The STP is offered to CFB Kingston members who would like to learn the sport of sailing in a low cost and safe environment. CFB Kingston members will receive priority for this training and billets will be offered to other Kingston residents on a space available basis.
43. The instructor for the STP must be a qualified dinghy sailor to CYA standard level green or higher. The STP will endeavour to acquire instructors from within CFB Kingston and will encourage the local development of instructors.

44. The fee to be charged for a course will be sufficient to cover all operating costs for the conduct of the course. An additional amount is to be used for dinghy replacement as required. Fees to be charged to non-CFB Kingston members will equate to those charged by other sailing schools in the area.

45. CFB Kingston members will receive a free membership for the CFBKYC for the year in which they take the STP. They will be allowed to use the dinghies as part of the STP. Use in subsequent years will require the purchase of a club membership. Non-CFB Kingston members will be given the opportunity to purchase a club membership should they wish to use the dinghies subsequent to the completion of the STP.

REGETTA ORGANIZING COMMITTEES

46. An organizing committee shall be formed for each major regatta sponsored by the club. A club member appointed by the Cmdre shall chair the Committee. The chairperson will be an Appointed Officer of the Club Executive for the period of operation of his committee.

MOORING/DOCKAGE

47. The RC Yachts is responsible for the safe and efficient allocation of mooring/dockage, and to ensure that new Regular members are guaranteed a slip. The goal is efficient use of mooring facilities on the basis of:

- a. Type and size of vessel: Safety and common sense will dictate considerations that restrict certain boats to specific type of dock;
- b. Membership categories (in the precedence as shown at paragraph 5 of the Constitution) will not be used for determining a mooring berth, unless in a case of two or more new members, a new CF member will be given priority;
- c. The member's wishes are considered with the above factors. Vessels of returning members will not be moved from the previous year's position unless recommended by the mooring sub-committee and approved by the Executive; and
- d. Points, as per paragraph 11 of the Constitution, will be used in the event that all other factors are equal and a vessel must be moved. In this event, the member with the lowest points will be moved.

48. Moorings are the property of the CFBKYC and only the RC Yachts is authorized to re-assign them. Yachts shall be located as assigned except for temporary berthing alongside the courtesy dock for loading, unloading and other essential activities. Use of the courtesy dock is limited to a maximum of two hours, except when otherwise authorized by RC Yachts.

49. Applications for mooring/dockage shall only be considered for members' privately operated vessels. Vessels used for rental/charter or participation in commercial enterprises will not be accepted. Members found to be in violation will lose their club privileges.

50. Vessels in excess of 33-ft LOA by 11-ft beam and vessels less than 19-ft LOA, will not be considered for mooring/dockage without a special vote by a majority of Flag Officers.

51. Applications for mooring/dockage must be returned fully completed by March 1 to the club MO. For an application to be considered, it must be accompanied by the following:

- a. a cheque for the entire seasonal fees post dated April 1; and
- b. a signed application form that includes the waiver of liability and the conditions agreement.

52. Members shall be informed of their mooring status not later than March 31. Any appeals against the allocations are to be forwarded to the VCmdre for resolution or, if there is no resolution, for presentation to the Executive Committee for a final decision.

53. The MO will maintain a waiting list for applicants who wish to become members and receive a mooring after the March 1 deadline. The list is prioritized in order of membership categories, and date/time of receipt within each category. An applicant can remain on the waiting list until the preferred choice is met.

LINE AND FENDER REQUIREMENTS

54. Lines must be set as follows:

- a. vessels shall be secured to their moorings with top quality lines of strength appropriate for the size of vessel. Double pendants shall be used on "wet moorings";
- b. "idiot lines" shall be installed at slips to prevent floats and buoys from drifting into the channels between the piers; and
- c. owners are expected to check all lines frequently to ensure they are in good condition and are protected from chafing. Whenever a line is to be attached to a chain, shackle or eye, as on a wet mooring, a thimble shall be spliced into the line. Shackles shall be lock-wired.

55. Fenders of adequate size and quality shall be provided by the owner and used on both sides of the vessel while in the slip.

LOSS/ACCIDENT – PERSONAL LIABILITY

56. The club assumes no responsibility for personal injury, personal property loss or damage, or third party liability due to the negligence or ignorance of a member using CFBKYC or dinghy boats or any of the club facilities.

FINANCES

57. Control of club finances shall be vested in the Club Executive and managed by the TR through the Chairman of the Base Recreational Council:

a. all receipts, Messes and Institutes Receipts, shall be deposited in the Base Fund in the name of the Club and all disbursements shall be made by cheque through Base Fund.

b. a petty cash float of \$200 will be maintained by the Petty cash representative for reimbursement of expenses of up to \$100. If the amount is under \$100, the member can be reimbursed by the petty cash representative. To replenish the petty cash float back up to \$200, the petty cash representative will:

(1) complete the Recap of Petty Cash Expenditures request;

(2) have it signed by the treasurer;

(3) make a copy of it and supporting receipts for the treasurer; and

(4) bring the request and receipts to NPF for reimbursement.

c. for those making larger purchases on behalf of the Club, PST must not be paid. A Purchase Exemption Certificate form can be requested from the TR;

d. all cheque requests can be approved by any Flag Officer or the TR;

e. the Financial Year for the club shall end on March 31, at which date the accounts shall be closed and financial statements prepared;

f. a Finance Committee under the chairmanship of the Cmdre and with the VCmdre and the TR as members shall prepare a budget for the following year's operation. This budget shall be presented to the Club Executive for consideration not later than December 1; and

g. a Financial Report shall be prepared by the TR and presented to the membership at the first GM of the season.

SAFETY

58. Members shall comply with Canadian Coast Guard (CCG) regulations regarding safety equipment aboard their vessels. Yachts may be subject to a safety inspection at

least once during the season by RC Yachts or by the CCG at the request of the Cmdre CFBKYC.

59. Barbecues shall not be used on the dock.
60. Mooring lines shall not be laid across the dock except when needed during storm condition.
61. The use of non-marine battery chargers on boats is not permitted.
62. The size and type of external extension cords must be adequate for the amperage usage. It must be well attached, taking into consideration any unexpected movement of the vessel. A proper marine/exterior grade yellow extension cord with proper marine plug attached to the vessel and protected by a breaker is deemed safe and acceptable. Non-marine extension cord must be disconnected in the absence of the vessel's owner. The SSEO must approve any deviations.
63. Dinghies and other personal gear shall not be stored or placed on the dock in such a way that it impedes the embarking or disembarking of crews.
64. Extreme caution shall be observed when handling fuel and flammable liquids in the vicinity of the yachts. Portable fuel tanks shall be taken ashore for filling.
65. Toxic spills on shore are the member's responsibility and appropriate action must be taken to clean them up and report them as required. Minor spills are to be covered with the absorbent material provided and shoveled into the metal storage container at the OOD office.
66. Toxic spills in the water are the member's responsibility and appropriate action must be taken to clean them up and report them as required. Minor spills are to be contained and absorbed using the spill kits provided on each of the docks.
67. Major spills both on shore and in the water must be reported immediately to the environmental officer or any member of the executive. Emergency telephone numbers will be provided in the OOD office.
68. Members having worked/repairs completed at the club are responsible for the supervision of the work to ensure both safety and environmental concerns are met.
69. Members completing anti fouling repairs to their hulls must ensure that ground sheets are used to collect the debris and if necessary covering to prevent material from being blown onto other vessels or items.
70. Members must ensure that anti freeze in engines and water systems are recovered and properly disposed of.

71. The discharge of oily contaminated bilge water is not permitted. There is a pump available in the OOD Office and must be used.

72. Recovered materials such as engine oil lubricants and anti freeze are the member's responsibilities and must be properly stored and disposed of (many garages will accept these material and dispose of them at a reasonable cost).

ETIQUETTE

73. Halyards shall be secured to prevent ricocheting against the mast. This not only shows consideration in minimizing bothersome noise to club members and guests, and all residents living around Deadman Bay, but also reduces unnecessary chafing of lines.

74. Flags and pennants shall be flown in accordance with the accepted tradition of the yachting community. The national flag is the only flag, which may be flown from the backstay or flagstaff.

CFBKYC BURGEES

75. Any vessel under command of a member of CFBKYC shall be authorized to wear the CFBKYC burgee or Flag Officer's flag as appropriate. It is appropriate for the burgee or flag to be flown while the skipper of the vessel is onboard.

AREA MAINTENANCE AND SECURITY

76. All members are responsible for ensuring that the CFBKYC area is neat and tidy. Garbage shall be placed in containers provided.

77. Dogs must be controlled and leashed at all times.

78. Members shall ensure that the gate on the stairway is locked at all times, the gates on each dock and the driveway are secured by the last member departing the area each evening, and any other times when deemed appropriate and secure to do so.

DEPORTMENT AND BEHAVIOR

79. All members and guests are to ensure that they leave the area and buildings in a neat and clean fashion.

80. Smoking is not permitted in posted areas, near the gasoline storage area or near a boat that is being refuelled.

81. The definition of dependants, as defined in Compensation and Benefit Instructions (CBI) article 209.80, paragraph 3, will apply to all immediate family members of our membership. All other visitors will be treated as guests. Guests must be accompanied by an adult member or his/her dependant at all times. Members are

responsible for the conduct of their dependants and guests. Members of reciprocal clubs will be treated as guests once they have been deemed eligible to be assigned an available dock/mooring and have completed the sign-in process with the OOD.

ALCOHOL POLICY

82. The facilities of the CFBKYC are dedicated to increasing members' and guests' pleasure providing them with a safe and enjoyable yachting environment both on the ground and on water.

83. Members partaking of alcoholic beverages on their craft must respect the privacy of other members and neighbours sharing the bay and the general public who also share walking paths, local parks and the beach.

84. Any member must attempt to stop anyone from leaving the club facilities in the control of either a vessel or a motor vehicle while considered impaired. If necessary, the police can be called by any person present.

85. Any member not complying with this policy could face disciplinary action and expulsion from CFBKYC.

LOSS OF PRIVILEGES

86. Failure to comply with these or other applicable CF regulations may lead to loss of mooring privileges at CFBKYC and cancellation of CFBKYC membership.

GUIDANCES and POLICIES

87. Overall principles. CFBKYC is accountable to both its members and to the Base Commander and his staff (PSP/NPF). The Club's executives operate on the principle of transparency. The processes are known and respected and there is nothing to hide. The executives strive for consistency with the same application of the rules season after season.

88. General guidance. The Club is responsive to the Base Commander's intent to support the Kingston military community. Reg Forces from the Kingston area will be accommodated after the 1 March deadline, within the club's limitations. The Cmdre or VCmdre are the only ones permitted to give a refusal to a Reg Forces member who is requesting membership or a mooring.

89. Budget guidance. The Club will maintain rigorous financial management. From time to time, the Base initiatives may impact favourably on the financial assets of the club and executives will maintain awareness of those initiatives. The budget must reflect our operational viability; maintenance and future projects, and judicious reserve funds. Increases must be justified and progressive.

90. Accommodation for small pleasure craft. In Feb, 07 the Base Comd directed that the club examine ways to make boating more accessible to all members of the base. Restrictions of 19 foot minimum may be interpreted as exclusion to members of the base who may want to be part of our club. It is the Base Comd's intent that the club be available to all members of the base, particularly those of junior rank who may have smaller boats. The Club will therefore accommodate boats less than 19 feet. There will be an extra fee, to be determined by the executive committee. Phase one will provide storage on trailers in designated areas. Phase two may include more docking once a feasibility study is completed. Kayaks, canoes and skiffs will be provided with storage in the dinghies area with no extra fee recommended other than the membership.

91. Tender Storage. CFBKYC strictly manages tender storage due to the limited space available within the Club's confine. To keep the size of tenders manageable for storage, it was deemed necessary to restrict the size of the engine to a maximum of 9.9HP. Any tender kept at the Club must fit the dedicated rack, which is available at no additional fee. Storage of tenders using davits or alongside is permitted if it does not interfere with the neighbours' space and adheres to principles of safe mooring. Storage of an oversized tender on a trailer is not permitted within the Club's fenced area and will be directed into the upper parking lot, an area deemed safe but that is not managed by the Club. Regardless of membership category, members occupying mooring balls will be given priority on the dinghy racks. FC (Sail) will be responsible for coordinating the tender racks. A copy of the registration sheet will be held in the OOD Shack for reference purposes. The Flag Officers reserve the right to have a tender removed from the Club if any of the above conditions are not met. The storage conditions are:

- a. Storage of tenders on the racks is restricted to current CFBKYC members.
- b. Maximum of one (1) tender per member with a vessel (minimum 19 ft LOA) moored at CFBKYC.
- c. Tender must fit safely on the tender storage rack.
- d. Selection of a spot on the storage racks is on a first come, first served basis.
- e. If necessary, accumulated membership points will be used to settle conflict for the selection of a spot.
- f. Members are to re-register their tender at the General Meeting (GM) each year in May. Failure to do so may result in forfeiture of the spot.
- g. Once a member has been assigned a spot, the member will have first priority for that spot in the following year. A member may be assigned a new spot if requested and if one becomes available.

92. PWC. PWCs being licensed and of considerable power, will be treated as power boats and not as tenders. Members can bring their PWC and enjoy the facilities while at the Club. At the end of the day, the PWC must be back on the trailer and off of the

premises, as we do not allow for any storage at the club. The vessel must be insured.

93. Winter Storage Policy. Deadline for storage application with payment is 1 September. The storage plan will be published by mid- September. Criteria for winter storage allocations are based on membership category and points within that category. Members who apply after the deadline or do not moor their vessels with the club will be considered only if space is available. In addition, the winter storage fee for people applying after the 1 Aug mid-season timeline and opting not to have a dock will be set at \$100 plus the going rate for storage.

94. Parking Policy. The lower parking area has capacity for approximately 30 vehicles. Parking is on a first come, first serve bases but limited to one space per member. Guest parking will be in the upper lot. No boats will be authorized in the lower area unless approved by the executive committee (ex. Reg Forces members on operational deployment). Empty trailers are not authorized in the club facilities unless approved by the executive committee. The upper parking area is not controlled by the club.

95. Guidance for Social Events. The club will subsidize at least two social events, including the lift-in/out work parties BBQs. The actual lift-in/out will be potluck. Other social events will be prepaid to help with food purchases. The club cannot be expected to sustain losses from no shows and delinquents may be charged unless members cancel before the cut-off date as determined by the Ent O.

96. Entertainment Fund. The Ent O will maintain a book detailing income and expenditures of all social events. All receipts of purchase will be submitted to the treasurer for accountability and audit purposes. All entertainment operating funds will be submitted to the treasurer at the end of the season to be deposited in the Club's NPF general fund. The executive committee is responsible to approve the level of subsidization for marked social activities. An independent non-NPF audit will be done at the end of each season and a report will be submitted to the executive committee.

97. Oversized Boat Accommodation: The RC Yachts is responsible for a fair and coordinated allocation of all mooring and dockage. The mooring sub-committee ensures safe and efficient use of mooring facilities. Vessels in excess of 33-ft LOA by 11-ft beam and vessels less than 19-ft LOA, will not be considered for mooring/dockage without a special vote by a majority of Flag Officers. An existing member or a new applicant can request a mooring allocation for an oversize boat prior to the 1 March deadline. The mooring sub-committee will assess the request for an oversize boat and provide advice to the Flag Officers on the followings:

- a. The respect of the integral safety of the Club's installation and the suitability of the existing or envisaged mooring;
- b. The undesired displacement of other members' boat to lesser accommodation;
- c. The unacceptable loss of mooring capacity;

- d. The overall impact on the successful development of the mooring plan: and
- e. The employment of the mooring criteria IAW para 47 of the bylaw if required.

An existing member or a new applicant can request a mooring allocation for an oversize boat after the 1 Mar deadline. The mooring sub- committee will assess the request and provide advice to the Flag Officers on only the following two criteria:

- f. The ability to safely accept the oversize boat in the current member's mooring allocation; and
- g. The ability to safely accept the oversize boat to an unoccupied mooring.

98. Restricted Access to the Mast Crane. To alleviate the restriction to the mast crane, the executive committee has directed the following:

- a. Sailboats will have access to the crane anytime during the season with as little constraints as possible;
- b. Owner has to ensure that he has at least two designated members residing in Kingston who are readily available to move his vessel on his behalf when he is outside the Kingston area;
- c. When one of our members requires access to the crane, he will inform any Flag Officer(s) who in turn will notify the owner to move his vessel as soon as possible. The reaction time cannot exceed 48 hours unless the situation dictates otherwise;
- d. In the event of an emergency or any situation requiring quick access to the crane, he is required to move his boat within hours;
- e. Access for routine maintenance should be pre-arranged by the members in a timely fashion;
- f. Overall, the owner remains accountable for the reaction time of his designates.

99. CF members posted to CFB Kingston mid-season. A CF member that has been informed that he/she would be posted to Kingston during the current APS cannot have his application submitted prior the deadline and therefore cannot be guaranteed a spot on the mooring plan. To modify this accepted practice would have a negative impact on already qualified members and on the Club's operations (empty docks following posting cancellations and undesirable domino effect).

100. To minimise the impact on the Club and at the same time to recognise the intention of Reg Forces members that they will join the Club on arrival, the Club will take the following steps:

- a. Freeze some mooring balls for personnel who have indicated that they will be posted to Kingston. Relying on space to be made available by personnel posted out may not satisfy our requirement;
- b. Process the application only once a posting message is available. The membership will start as per the posting date;
- c. Provide no priority for mooring for this initial season; and
- d. A member will only be allowed to bring his vessel once he/she meets all the criteria to become a member as per our constitution.

* * *

ADOPTION OF CONSTITUTION

This Constitution was adopted at CFB/ASU Kingston on the 30 day of October , 2007.

//OSB//

 M. Goodspeed, LCol
CFBKYC Commodore

//OSB//

 P.R. Butt Recommended / Not recommended
FS&R Dir
Rec Council Chairperson

//OSB//

 J.L. Campbell Recommended / Not recommended
PSP Manager

//OSB//

 J.D. McLeod, LCol Approved / Not Approved
Acting Base Commander