



Alexandra Yacht Club Bylaws

As amended April 21, 2021

These Bylaws govern the affairs of the Club, and set out the rights and responsibilities of its members, directors and officers. Members must follow the provisions just as if they had signed a contract with the Club that contained the same terms.

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1. **Mission Statement**

The Mission Statement of the Club is:

- To have membership composed of yachting enthusiasts of good character and of all ages that is predominantly resident to the local area, represents a broad spectrum of the Community, and is appropriate in size for our facilities
- To promote and encourage yachting and boating by providing our members and guests with a Clubhouse, harbor facilities, services and related activities, that are second to none
- To maintain a standard of excellence in all aspects of our operations including maintenance and improvements of our facilities, through self-help and volunteerism, when and where applicable
- To function as a non-profit organization with a cost structure that enables fulfillment of this Mission Statement, within reach of substantially all members, and preserves our tradition of sound fiscal management.

2. **Members**

2.1. **Types of Members**

There are four types of members: senior, associate, life, and honorary. The rights and responsibilities of each are set out here.

a. **Senior Member**

Requirements A senior member must:

- i. Obey these Bylaws and the Club Rules, which are a schedule to these Bylaws
- ii. Be at least 18 years old
- iii. Carry at least \$2,000,000 in public liability insurance, in a form the Board of Directors accepts, if a boat is kept on Club premises and
- iv. Put at least 16 hours of unpaid work into the Club each year

Rights A senior member has the right to:

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- i. Vote at meetings of members
- ii. Stand for election to the Board of Directors
- iii. Subject to availability, the Club Rules, and seniority,
 - A Keep a boat owned by the member and no more than three other senior or life members, in the slip or mooring assigned to it for the boating season and to operate the boat in the Club's water lot
 - B If the boat is on a swing mooring, store a dinghy on Club premises
 - C Store a boat for the winter on Club property, provided no member who has had winter storage for at least one year may be displaced by a more senior member bringing in a larger boat
 - D Share a locker with three other Senior/Life members
- iv. Share the use of Club facilities, subject to these bylaws
- v. Subject to the approval in advance of the House Director, have exclusive use of the Clubhouse for private, non-commercial social functions any time during the period starting four weeks after haul-out and ending four weeks before launch, by paying the applicable fees
- vi. Become an associate member without paying the associate member initiation fee

Initial Payments Upon being accepted, a senior member must:

- i. Pay an initiation fee of \$2,500, or if he or she was an associate member when applying pay an initiation fee of \$2,300
- ii. Acquire an AYC debenture and a mooring debenture. These are obtained through the Treasurer.

The Board may, in its discretion, agree to permit the member to pay the initiation fee and the cost of the debentures over a specified time period, and the member shall be deemed to be in compliance with membership requirements provided payments are made in accordance with that agreement.

Ongoing Payments A senior member must pay, each year, the following fees:

- i. For annual membership, \$600 on or before January 31;
- ii. For a slip or mooring, \$1.30 per square foot for the boat's length multiplied by its beam, on or before January 31;

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- iii. Fees will be increased by \$0.50 (fifty cents) per square foot to \$1.80 per square foot through a series of five \$0.10 (ten cent) increases each year phased in over five years from 2019 to 2023;

For winter storage, haul out and launch, \$1.50 per square foot for the boat's length multiplied by its beam, on or before July 31. Fees will be increased by \$0.50 (fifty cents) per square foot to \$2.00 per square foot through a series of five \$0.10 (ten cent) increases each year phased in over five years from 2019 to 2023;

- iv. For unfulfilled work hours, \$60 an hour;
- v. For Sail Past, \$60 per member on or before January 31 which will provide each member with one (1) non-refundable ticket to the Commodore's Reception. If the Commodore's Reception cannot be held, the Sail Past fee shall be carried over to the following year.

Joint Senior Membership Two people who are married or who have been living together for more than two years may jointly hold senior membership. New members may apply jointly, with both names on the application. Where the joint membership will cover an existing senior member and partner, the senior member may notify the board in writing that they wish to hold joint membership.

Both joint senior members must meet all the requirements of senior membership

At members' meetings, joint members may jointly cast one vote. If only one is at the meeting, that person may cast one vote. Either is eligible for election to the Board of Directors, but both may not serve on the Board at the same time.

A joint member has no more rights than a single member has¹, and joint members' responsibilities are shared responsibilities².

Joint membership ends when:

- i. one member dies
- ii. both joint members advise the Club in writing that one wishes to cease being a member

¹ One boat, one shared locker, for example

² Responsibility for work hours is shared, for example

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- iii. one ceases to meet the requirements of joint membership
- iv. a court orders that one member cease membership

When joint membership ends, only the remaining member has rights of membership, has seniority based on when he/she became a senior member, and holds any Club debenture(s) which the joint members held.

Where both joint members wish to cease being joint members, an additional initiation fee shall be paid and an additional Club debenture purchased unless each had paid the fee and purchased such debenture prior to becoming a joint member and had not previously redeemed the second Club debenture

Seniority A senior member has seniority based on the original date of acceptance into the Club and compliance with the membership requirements. A surviving joint senior member, or a senior member whose membership has been transferred to him/her, shall be entitled to the seniority of the original member, or the date of transferral of a senior membership. A member who changes to associate membership and, as an associate member, reapplies for senior membership within three years, keeps the original seniority and does not have to pay a senior membership initiation fee if accepted.

b. Life Members

There may be no more than five life members at any time. If more than five senior members are eligible, seniority determines which five will be life members.

A life member must:

- i. Be at least 65 years old
- ii. Have been a senior member for at least 25 years

Life members have the same rights and responsibilities as senior members, except that they do not have to pay the annual membership fee.

Where a membership is held jointly, only one of the joint members must meet the age and seniority requirements for life membership.

c. Associate Members

Responsibilities Associate members must:

- i. Obey these Bylaws and Club Rules

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- ii. Be at least 18 years old
- iii. Contribute at least 4 hours of unpaid work to the Club each year, unless the member resides outside of the Greater Toronto Area, or the Board, in its discretion, has waived this requirement.

Rights Associate members do not have the right to vote at meetings of members, stand for election to the Board of Directors, keep a boat at the Club, or book the Club House for private functions.

Associate members have the right to share the use of Club facilities, subject to these Bylaws.

Payments Once accepted, the member must pay:

- i. an initiation fee of \$200 and
- ii. an annual membership fee of \$250 on or before January 31. If the Associate member has transferred from Senior membership the annual dues will be \$100 on or before January 31.
- iii. For Sail Past, \$60 per member on or before January 31 which will provide each member with one (1) non-refundable ticket to the Commodore's Reception. If the Commodore's Reception cannot be held, the Sail Past fee shall be carried over to the following year.

d. **Honorary Members**

From time to time, the Board of Directors may appoint honorary members. Honorary members have no rights or responsibilities.

2.2. **Becoming a Member**

Applicants for senior or associate membership must fill in the application form approved by the Board of Directors. The application form must be posted on the Clubhouse bulletin board for at least two weeks before the Board of Directors interviews the applicant and considers the application.

For an applicant to be accepted, at least two-thirds of the board members present at the meeting where the application is considered must vote in favour.

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2.3. **Transferring Membership**

Membership cannot be transferred except to a partner (that is, a person married to a member, or who has lived with the member for more than two years), and provided:

- i. the member has died and the partner applies in writing for the transfer within six months of the death, or
- ii. the member and partner separate and give the board proof that they both agree to the transfer, and the partner applies in writing for the transfer within six months of
 - o their signing a separation agreement or
 - o a court decision that the membership shall be transferred to the partner

The Board of Directors shall transfer the seniority of the former member to the member to whom the membership is transferred.

2.4. **Member Resigning**

A member who wants to resign must advise the Secretary in writing. The resignation takes effect on the later of the date on which the Secretary receives it or the date the member specifies, but not earlier than the date the member's boat leaves the Club premises.

A member who resigns must pay all applicable fees up to the date on which his or her boat is removed from Club premises.

2.5. **Failing to Pay Dues and Fees, Breaking Bylaws or Rules, or Engaging in Harmful Activity**

Suspension A member who fails to pay dues, fees, assessments and applicable charges within two months of the date required is automatically suspended as a member. While suspended, a member does not have the privileges of membership, including the right to launch, or haul out a boat. The member may apply to the board for re-instatement of membership upon payment of all amounts owing, plus a 10% re-instatement fee.

Breach or Interference Any Director on noting or being told that a member, a member's guest or a member's family member has by any act omission broken any provision of these Bylaws or the Club Rules or has otherwise interfered with other members' use and enjoyment of the Club may bar the member and/or any

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other person from the Club property for up to 48 hours if the behaviour involves danger, seriously disturbs other members, or may damage the Club's or Club members' property.

Board to Consider Where such bar is imposed, or where the Flag Officer requests, the Board of Directors shall consider the matter at a Board meeting.

Notice to Member The Secretary must notify the member, in writing, at least ten days in advance that the matter will be discussed and disciplinary, or further disciplinary, action may be decided upon.

The notice shall include:

- i the date, time and place of the meeting
- ii the grounds for the proposed discipline
- iii a statement that the member may bring those with first-hand knowledge of the matter to address the meeting, and may personally or through a representative, make submissions to the Board before it makes a decision.

Extension of Bar The Board of Directors may, at its discretion, extend the time for which the member and/or the other person is barred from the Club property until it meets to consider the matter.

Board Powers At the Board meeting, after hearing from the member and/or the member's representative, and any others who have first-hand knowledge about the matter that the member or the Flag Officer invites to the meeting, the Board may decide to:

- i. Reprimand the member
- ii. Bar the member and/or any other person from Club property for a further period of time
- iii. Bar the other person from Club property indefinitely
- iv. Terminate the membership of the member
- v. Suspend any action if the member enters into and complies with a performance agreement
- vi. Take any other action that it deems fit.

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Written notice of a decision must be given to the member within ten days after the board meeting.

Appeal A member has the right to appeal the decision of the board by calling a special general meeting of members, as outlined in Section 3 below. If there is no quorum at that meeting, the appeal is lost. When membership is terminated or suspended, or a member is barred from Club property, the member is not entitled to any refund of fees. A member whose membership is terminated must pay all applicable fees up to the date on which his or her boat is removed from Club premises.

3. **Members' Meetings**

3.1. **General Meetings**

There are two general meetings of members each year, in April and November, normally on the third Wednesday of those months.

3.2. **Special General Meetings**

The Commodore, the Board or, as long as they advise the Secretary in writing, 10% of members entitled to vote, may call a special general meeting of members. When a special general meeting is called, the Secretary must send a notice within five days.

3.3. **Notice**

Senior and life members receive notice of general meetings by e-mail, if the member has given an e-mail address to the Secretary for that purpose, or otherwise by ordinary mail to their last address on record. The notice is sent at least 10 days before the meeting and must include:

- i. the time, place and date of the meeting
- ii. the meeting agenda
- iii. all motions to be presented at that meeting
- iv. information about any other matter to be discussed at the meeting
- v. minutes of the last general meeting

Meetings can deal only with business that has been specified in the notice. Any member may add an item to the agenda of a

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general meeting, provided the meeting has the power to deal with it, by notifying the Secretary in writing by the 15th of the month prior to the meeting.

3.4. **Quorum**

A quorum for any general meeting is 35% of the members who are entitled to vote.

3.5. **Members' Meeting Rules**

Meetings follow the rules set out in the edition of *Wainberg's Society Meetings* that is current at the time of the meeting.

3.6. **Voting**

Voting for Directors is by ballot. Other votes are taken by a show of hands, unless a member entitled to vote requests voting by ballot. The chair appoints two or more scrutineers to distribute, collect and count ballots.

If a vote on a motion results in a tied vote, the motion fails; if an election for a Director is tied, the winner is selected by lot.

In the event that a senior member is unable to attend or vote at a general meeting, the senior member may authorize their vote to be exercised at the meeting by a written proxy given to another senior member in form satisfactory to the Secretary, provided that that senior member is in agreement to accept the proxy. No member may carry more than two proxies.

3.7. **Annual General Meeting**

The November meeting is the annual general meeting of the members. The business of the annual general meeting is to:

- i. Receive the reports of the directors
- ii. Receive the financial statements and auditors' report for the preceding fiscal year
- iii. Appoint auditors
- iv. Elect directors
- v. Deal with any other business that is properly brought before the meeting.

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4. **Board of Directors**

4.1. **Make-Up**

There are nine Directors: three Flag Officers (Commodore, Vice-Commodore, and Rear Commodore), and a Treasurer, Secretary, House Director, Membership Director, Social Director and Communications Director.

4.2. **Duties**

The Board of Directors manages the affairs of the Club.

4.3. **Qualifications**

To be elected and serve, a Director must be a member entitled to vote at members' meetings, and must not be in arrears of any payments due to the Club.

4.4. **Indemnification**

If an action or proceeding is brought about that relates to the way a Director carried out his/her duties, the Club will cover any costs that result, except for costs due to a Director's wilful neglect or default.

4.5. **Calling Board Meetings**

The Commodore or any three Directors may call a Board meeting. Any Director may call a Board meeting for an urgent matter. The Directors may fix dates for regular Board meetings.

4.6. **Notice of Board Meetings**

No notice is needed for regular Board meetings. For other Board meetings, Directors receive notice by e-mail, if the Director has provided an e-mail address to the Secretary for that purpose, and otherwise by ordinary mail to their last address on record. The Secretary sends the notice no less than five days before the meeting, or, if it is for an urgent matter, one day before.

4.7. **Quorum**

A quorum at a board meeting is five Directors and must include at least one Flag Officer.

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4.8. **Board Meeting Rules**

Board meetings follow the rules set out in the edition of *Wainberg's Society Meetings* that is current at the time of the meeting.

4.9. **Use of Electronic Communications**

Any Director may take part in a Board meeting electronically, provided all Directors taking part in the meeting can communicate simultaneously with each other.

4.10. **Past Commodore**

The Past Commodore is entitled to take part in, but not vote at, board meetings for twelve months after her/his term expires.

4.11. **Resigning**

A Director who wants to resign must advise the Secretary in writing. The resignation takes effect on the later of the date on which the Secretary receives it or the date the Director specifies.

4.12. **Removing a Director**

Any Director may be removed by a two-thirds vote by ballot of the voting members at any members' meeting. Members must then, at the meeting, elect a new Director to fill the vacancy.

4.13. **Vacancies**

As long as at least five Directors, including one Flag Officer, remain in office, the Directors may fill board vacancies, except those created when a Director is removed from office, for the balance of the term.

4.14. **Committees**

The Board may appoint any committees that it judges the Club needs, and delegate authority to a committee as necessary.

5. **Directors' Roles**

5.1. **Commodore**

The Commodore:

- chairs Members' and Board meetings
- represents the Club as required

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- has authority to act on behalf of the Club on matters that, in her/his discretion, pose a serious threat to the safety and security of Club members, and/or the property of members or the Club, and cannot await the next board meeting, in which case the Commodore will report on the matter at the next board meeting
- shall be ex-officio a member of all committees.

5.2. **Vice-Commodore**

The Vice-Commodore:

- takes on the duties and authority of the Commodore in the Commodore's absence
- is responsible for managing the hauling out, storage and launching of boats on Club property, and for the upkeep of the Club premises (other than the Clubhouse), property and equipment
- keeps a record of lockers and the locker waiting list.

5.3. **Rear Commodore**

The Rear Commodore:

- takes on the duties and authority of the Commodore in the absence of the Commodore and Vice-Commodore
- is responsible for maintaining the Club's docks and moorings
- allocates slips and moorings
- keeps a waiting list for slips and moorings and posts it in the Clubhouse.

5.4. **Secretary**

The Secretary:

- keeps the membership roll showing the name, address, seniority and membership type of every member, and, if applicable, boat name, size and type.
- keeps, prepares and sends minutes of all Board meetings to Board members, and of all Members' meetings to members entitled to vote
- notifies members and Directors of meetings, as required by these Bylaws
- corresponds on behalf of the Club, as the Board directs

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- keeps and files all records, reports and communications
- issues membership cards.

5.5. **Treasurer**

The Treasurer:

- prepares the annual Club budget for approval by the Board
- reports to the Board and the members at each meeting on the finances of the Club, including variances to date from the approved budget, as required and in line with accepted practice
- reports at each General meeting on the finances of the Club, including variances to date from the approved budget,
- makes sure members are invoiced
- receives all fees and assessments
- deposits all money the Club receives in a financial institution approved by the Board
- keeps proper financial records of all Club transactions
- keeps a waiting list of former members whose debentures are available for transfer
- is responsible for regalia.

5.6. **House Director**

The House Director:

- is responsible for the upkeep of the Clubhouse
- handles members' bookings for Clubhouse use

5.7. **Membership Director**

The Membership Director:

- promotes membership in the Club
- records and responds to membership inquiries
- maintains and reports regularly to the board on membership waiting lists
- posts new member applications on the Club notice board
- arranges new member interviews with the Board
- maintains work hour records for members
- maintains and posts the record of all work.

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5.8. **Social Director**

The Social Director:

- organizes the Club social events
- organizes food for the spring and fall yard cleanups

5.9. **Communications Director**

The Communications Director:

- publishes the Club newsletter
- is responsible for the Club website
- sends notices to other clubs accepting reciprocal privileges, and keeps and posts a list of these
- maintains a calendar of club events
- helps with other Club communications needs.

5.10. **Fleet Captain**

The Fleet Captain:

- supervises the arrangements for the welfare of all vessels taking part in any activate under the jurisdiction of the Club
- manages the racing program, including scoring and awards, participation fleet handicapping, support of the AHMEN series and other regattas or related events
- manages the cruising program
- coordinates boating education and safety programs, and promotes the seaworthiness of vessels using Club facilities.

5.11. **Other Duties**

Directors carry out any additional duties that the Board assigns them.

6. **Financial**

6.1. **Fiscal Year**

The Club's fiscal year ends on October 31.

6.2. **Audit Committee**

At each annual general meeting, the members appoint two senior or life members who are not Directors to act as auditors

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for the year. They will audit the Club's financial records and report their findings to the next annual meeting.

6.3. **Spending Limits**

The Board may not commit the Club to a single expense of more than \$7,000,³ except for the rental of a crane for launch and haul-out, without the approval of the majority of votes cast at a general meeting.

6.4. **Borrowing Powers**

The Board of Directors may, with the approval of a two-thirds majority of the votes cast at a general meeting and for specified capital purposes:

- i. borrow funds from a financial institution
- ii. issue Club debentures.

6.5. **Assessments**

The Board may levy an assessment on senior members at any time, but no more than once a year. It must notify the senior members in writing of the assessment, which

- i. cannot be more than half the annual membership fee
- ii. in total, cannot be more than enough to cover an existing or expected deficit in the current year's operation

The notice must explain why a special assessment is needed and when it is due.

6.6. **Overdue payments**

If a member fails to pay a fee or assessment when due:

- i. a 5% surcharge is added, plus 2% per month after the due date
- ii. the member's name may be posted on the Club's notice board

As outlined in Section 1.5, the rights of membership are dependent on paying all dues, fees, assessments and penalties.

6.7. **Lien**

The Club has a lien for all dues, fees, assessments and penalties a member or former member owes, on that person's boat, goods on Club property and debenture(s). This lien may be enforced as set out in the *Ontario Repair and Storage Liens Act*.

³ Amended – Spring AGM April 20, 2011

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6.8. **Redeeming and Transferring Debentures**

The Club may, at its discretion, redeem debentures issued by it, in proportion to the amount each member holds.

When a person ceases to be a member and the membership is not transferred to a partner or joint member, any debenture the person holds is available for transfer to a senior member who does not hold that class of debenture. The Treasurer adds that information to the waiting list for transfer of debentures as of the date the resignation took effect, the member died, or the Club terminated the membership.

7. **Other Matters**

7.1. **Signing Documents**

All Club cheques must be signed by any two of the Commodore, Vice-Commodore and Treasurer. Other documents requiring the Club signature must be signed by any two of them, or by other Directors the Board appoints by resolution.

7.2. **Amendment**

The Board may change or repeal this by-law by a resolution confirmed with or without variation by a two-thirds majority present at a Members' Meeting with quorum present.

7.3. **Waiver and Release**

The member waives, and releases the Club from any liability, including liability for negligence, of the Club, or anyone acting on behalf of the Club, for any loss or damage to any property or for any personal injury on the Club premises.

7.4. **Repeal of Prior By-laws and Rules**

All previous By-laws and Rules are repealed.

PASSED by the Board of Directors on March 1, 2017 and CONFIRMED with amendments by a meeting of members on April 19, 2017.

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Schedule to the Alexandra Yacht Club By-laws

ALEXANDRA YACHT CLUB CLUB RULES

1. INTRODUCTION

The philosophy and fee structure of the Alexandra Yacht Club are directly related to, and dependent on, the observation of common courtesy and an attitude of cooperation and mutual respect by all.

2. GENERAL

2.1 The Club Bylaws and Rules shall be made available to the members in a manner determined by the Board of Directors. Every member is presumed to know and understand the contents.

2.2 Each member shall indemnify and save harmless Alexandra Yacht Club and all other members from all damages and losses which they may suffer because of any act or omission of any such member or any person for whom such member may be responsible.

2.3 A member wishing to introduce a new or different boat into the Club shall first obtain written permission of the Board.

Where joint senior members wish to introduce a second boat, they shall indicate which member will have responsibility for the second boat, their joint membership shall cease upon introduction of the second boat.

The member with responsibility for the second boat shall become a senior member upon payment of the initiation fee and the debentures required of each senior member. The Board shall obtain the advice of the Vice Commodore and the Rear Commodore before making its decision.

3. CLUB PROPERTY

3.1 The Club is for the exclusive use of members, their immediate families, and their guests in the company of a Club member. No one else may use its premises other than a member of a club having a current reciprocal arrangement with the Club.

3.2 Except as permitted by paragraph 3.3, the Clubhouse (other than the boardroom and the electrical room), the barbeques, the patio, and the parking area are available for shared use by all members.

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To avoid conflict, and to ensure the Club's premises are reasonably available for the use of all members, any member wishing to invite more than 15 guests to the Club must have the prior consent of the House Director.

3.3 Senior members desiring to reserve the Clubhouse for a private function outside of the boating season (as defined in the Bylaws) should make a written request to the Board through the House Director, accompanied by the required fee as determined from time to time.

3.4 Members shall conduct themselves at all times with due regard for the rights, convenience, and enjoyment of other members.

3.5 No-one shall enter or use the Clubhouse unless they are dressed in, at least, a shirt and shorts.

3.6 Members are responsible for the conduct of their family members and guests. They shall ensure that their guests comply with these rules and the Club Bylaws.

3.7 Pets belonging to members and guests shall be kept under the control of their owners at all times, must be leashed at all times and not be allowed to run free on Club property.

Any pet which disturbs other members shall be removed from Club property, at the request of a Flag Officer. No pets are permitted at any time to be in the clubhouse (including the upper balconies), on the upper patio at the west side of the clubhouse, in the BBQ area or the grass area on the west side of the clubhouse.

Members and guest shall ensure that they always cleanup after their pets.

3.8 Members shall keep the Club property neat and orderly at all times. Members shall ensure that they clean up after their use of Club facilities.

3.9 Members are responsible for damage to Club property, other than reasonable wear and tear, caused by them, their family members, or their guests.

Should there be damage to Club property or an unsatisfactory clean-up, whether arising from the private function or otherwise, the

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member is liable to the Club for any damages or clean-up as determined by the appropriate Board member.

3.10 Members shall return all Club equipment to its proper place of storage after use.

3.11- No member shall remove any Club equipment from the premises, except as authorized by the Vice Commodore or House Director.

3.12 Smoking is not permitted at any time in the clubhouse (including the upper balconies), on the upper patio at the west side of the clubhouse, in the BBQ area or the grass area on the west side of the clubhouse.

4. BOAT STORAGE

4.1 Membership seniority shall be the primary factor in allocating winter boat storage space. Subject to these rules, winter yard storage allocations are at the discretion of the Vice Commodore.

4.2 Normally, all boats stored for the winter are launched on spring launching dates.

A member wishing to store a boat in the parking area during the boating season shall first obtain the permission of the Board, and will be assessed storage fees established by the Board for each calendar month, or part thereof, that the boat remains in the yard. In granting permission, the Board may fix time limits and establish other conditions.

4.3 Permission from the Vice Commodore to store a mast on a boat is required.

4.4 Unless permission is obtained, outboard motors shall be removed from stored boat transoms.

4.5 Masts shall be stored on the mast racks as directed by the Vice Commodore.

5. LAUNCH AND HAUL-OUT

5.1 Launching and haul-out dates are fixed by the Board each year.

5.2 Launching and hauling out on those dates is a co-operative effort. Each member launching or hauling out a boat shall participate on the

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day of launch and haul-out in such tasks and for such time as directed by the Vice Commodore.

5.3 A member, or the member's authorized representative, must be present for the boat's launch and haul-out, and must approve the placement of slings before lifting and the placement of cradle supports before the crane releases the boat.

5.4 Winter storage fees include crane rental costs for launch and haul-out on those dates fixed by the Board.

5.5 If a member's boat is not launched on the club launch date, the member, and not the Club, is responsible for any costs of the boat's launch and there is no refund or credit of any portion of fees or dues paid. At its discretion, the Board may establish a fee to be paid if a member's boat remains in the yard after launch.

5.6 Members may use the club crane to launch a boat into or lift a boat out of the water, provided:

- The boat's gross weight is less than 11,000 pounds - the member is responsible for establishing the boat's weight
- The crane operated with great care and under the supervision of an experienced member.

5.7 All boats and dinghies shall be removed from the water lot within 12 days of the completion of haul-out, exception may only be made with the written approval of the Rear Commodore. At its discretion, the Board may establish a fee to be paid if a member's boat is not removed from the water lot within 12 days of the completion of haul-out.

5.8 All boats shall be seaworthy by Sail Past, exception may only be made with the written approval of the Rear Commodore:

- Sailboats shall have mast(s) stepped and be rigged
- Powerboats shall be capable of propulsion by their own engine(s).

5.9 Members may not stay overnight aboard their boats or on club property during the period commencing 10 days after haul-out and ending 10 days prior to launch. Exceptions may only be granted with the prior written approval of a Flag Officer.

6. WORK HOURS

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6.1 Each Senior and Life member shall contribute a minimum of sixteen hours of work each year, and each Associate member shall contribute a minimum of four hours of work each year.

6.2 Each hour worked in the Officer of the Day program will be credited as one work hour. It shall be the responsibility of each member to report all times worked to the Vice Commodore.

6.3 Members receive four hours credit towards club work hours for participating for the full morning of yard clean-up.

6.4 Hours worked during launch and haul out do not count for club work hours.

6.5 Credit for work hours outside of yard clean-ups, work parties, the Officer of the Day program, and weekly maintenance must be approved by the responsible Board member.

7. YARD CLEANUPS

7.1 All Senior and Life members must attend and participate in spring and fall yard clean-ups, unless excused by a flag officer.

7.2 Any member who cannot attend a yard clean-up must make alternative arrangements to the satisfaction of the Vice Commodore, prior to the date of the clean-up. At the discretion of the Rear Commodore, hours served on mooring work parties may be substituted for yard clean-up.

7.3 The assignment of tasks at yard clean-ups is the responsibility of the Vice Commodore .

8. PARKING

8.1 Parking of cars shall be subject to the direction of the Vice Commodore. Care should always be exercised to use only one parking space and in a manner that does not inconvenience other members or guests. Parking is only for members and guests of members, while the guest is visiting a member at the Club. Members requiring extended parking stays shall arrange permission from the Vice Commodore.

8.2 While the Club will make efforts to arrange for off-site parking for launch, haul-out and yard clean-ups, members are responsible for finding their own parking site if that cannot be arranged.

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9. BOAT MAINTENANCE

9.1 Members shall take all proper precautions when sanding, grinding, painting, varnishing, or conducting any form of repair or upkeep on their vessel that creates dust, spray, a spill, or pollution of any kind; such precautions are to include draping the vessel to prevent pollution from affecting other boats, automobiles and property. The member will be responsible for all clean-up required, and damage caused, to other boats, automobiles and property arising from such dust, spray, spill, or pollution. This rule applies year round, whether the boat is launched or in winter storage.

10. LOCKERS

10.1 Each locker shall be shared by four senior members.

10.2 A yearly fee, established by the Board, for maintenance and electricity is payable with the annual membership fee by each member who has been assigned a locker.

10.3 No heaters or heavy duty electrical appliances may be used in the lockers. Lights, small power tools, and one refrigerator may be used.

10.4 No inflammable substance may be stored in a locker.

10.5 No exterior painting or structural changes are to be made to any locker.

10.6 Locks are to be supplied by the members. Lockers are to be kept closed and locked at all times when not in use.

10.7 An up-to-date waiting list of members for locker space shall be maintained and posted in the Clubhouse.

10.8 Locker spaces may only be transferred to the person at the top of the waiting list.

10.9 The Vice-Commodore shall:

- Decide on any requests for locker re-assignment, and
- Settle any conflict relating to lockers.

10.10 The contents of lockers are the responsibility of the members, and no responsibility rests with the Club for loss or damage to locker contents.

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11. CRADLES

11.1 Each cradle shall be identified by the owner's name, and the bow end shall be marked.

11.2 Cradles must be collapsible. They shall be stored during the summer as required by the Vice Commodore.

11.3 The provision of a strong and adequate cradle is the responsibility of the member concerned. No boat shall be stored upon, launched from, or hauled out onto a cradle which, in the opinion of the Vice Commodore, is unsafe. A wooden cradle is not considered strong and adequate for the purpose of storage of a sailboat.

11.4 The Vice Commodore is authorized to order such repairs as are required to render a cradle safe, at the expense of the member. If, in the opinion of the Vice Commodore, a cradle is beyond repair, its removal by the owner may be ordered.

11.5 The Vice Commodore, or the Club, shall not be responsible for any damage to any boat, or to any other boat caused by a member's deficient cradle, under any circumstances.

12. PUMP-OUT UNIT

12.1 The pump-out deck fittings and electrical cord shall be returned to the equipment shed as soon as the pump-out is finished.

13. DOCK WALL

13.1 The portion of the dock wall painted yellow is reserved for pump-outs. The remaining areas, painted white, shall be for normal use by members. Time allowed shall normally not exceed one hour, without the permission of a Flag Officer.

13.2 No member's boat may be left overnight on the dock wall without permission of a Flag Officer.

13.3 Rafting on the dock wall may be required, at the discretion of a Flag Officer.

14. DOCKS AND MOORINGS

14.1 Only a Senior or Life member, or the spouse, or child of such a member living with the member, or an adult child who is an associate member, may operate a boat from the Club docks or moorings. Any such person must hold valid permits or other authorizations as prescribed by law in the operation of a vessel.

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Upon reaching the Age of Majority, the child shall hold an Associate membership in accordance with paragraphs 2.1.c and 2.2 of the Bylaws.

Members of a club with exchange privileges may operate their boat to and from the Club mooring areas while visiting.

14.2 The Club shall be responsible for the installation, maintenance and removal of all docks and mooring buoys.

14.3 The installation, removal and maintenance of docking and mooring lines shall be the sole responsibility of the member to whom the dock or mooring has been allocated.

14.4 Docking and mooring lines shall be of material approved by the Rear Commorore and be at least one-half inch in diameter. Nylon is recommended.

14.5 Docking and mooring lines must be eye-spliced with thimbles at the shackle end. All shackles must be wired.

14.6 Members intending to vacate their mooring for a period of two days or more should indicate this on the designated board in the Clubhouse. This will enable the Club to better accommodate visiting boats.

14.7 Dock and mooring assignments are made annually at the discretion of the Rear Commorore.

14.8 Members are responsible for adjusting anchor chains on their assigned dock throughout the season, as required.

14.9 Members may only use the dock/mooring allocated by the Rear Commorore to them.

14.10 No boat at a club dock shall have a mast stored horizontally on deck more than 4 weeks after launch or any earlier than 4 weeks prior to haul-out.

15. DINGHIES

15.1 Members with dock allocation shall store any dinghy or personal watercraft within the footprint of the water lot space assigned to the

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member for the boating season, unless the Rear Commorore provides alternative arrangements in writing.

15.2 The Rear Commodore, on a seniority basis, shall assign dingy storage space to members who do not have a dock allocation.

15.3 During winter storage, all dinghies and other personal watercraft will be stored on or under the member's respective boat within the winter storage footprint, exception may be made with the written approval of the Vice Commodore.

If a dinghy or personal watercraft is stored in another location on AYC property, the member will be assessed a dinghy winter storage charge of \$300.

16. ELECTRICITY

16.1 All electrical extension cord sets used in the Club storage yard, on Club patios, on the Club seawall or on the Club docks shall meet the following minimum requirements:

- Canadian Standards Association (CSA) or Underwriters Laboratories (UL) approved for use in wet locations, hard usage
- Three conductor (two current carrying conductors and one identified ground) minimum #12 gauge (AWG)
- Cable lengths shall be kept to a minimum
- Cables shall not present a tripping hazard

The supply end of the electrical extension cord sets shall be connected last and unconnected first. The Board may remove any unsuitable extension cord set.

Electricity and water can be a dangerous combination: care shall be taken when operating electric equipment or appliances. Cabin heaters or water heaters shall not be left on when no one is on board.

16.3 There is a maximum of one electric outlet per vessel. Do not overload the system.

16.4 Immediately report any problems with pedestals, loose wires, discoloured receptacles, bad plugs, etc. to the Rear Commorore or any other member of the Board of Directors.

Rules as amended in **[April 21, 2021]**