

# DRYDEN YACHT CLUB

## CONSTITUTION AND BY – LAWS

### ARTICLE I - ORGANIZATION AND OBJECT

#### **Section 1: Name**

The name of the club shall be: DRYDEN YACHT CLUB

#### **Section 2: Object**

The object, for which this club is formed, is to promote and encourage all boating activities, such as sailing, motor boating, canoeing, rowing, swimming and other kindred water sports.

#### **Section 3: Address**

Its principal place of business shall be: Dryden, Ontario

#### **Section 4: Fiscal year**

The fiscal year of the Dryden Yacht Club shall extend from January 1 to December 31

### ARTICLE II - MEMBERSHIP

#### **Section 1: Classes of Membership**

- a) **Basic** membership shall have the right to utilize all facilities of the club, including the launch ramp, but may not keep a boat in a dry-berth or a wet berth, slip or mooring.
- b) **Dryberth** membership shall have all the rights of a basic membership, but may, in addition, park or store one boat and trailer in a designated dryberth storage area.
- c) **Wetberth** membership shall have all the rights of a basic membership, but may, in addition, anchor or moor one boat in a designated berth or slip. One boat may be stored on a cradle or trailer in a designated area during the winter and one cradle or trailer may be stored in a designated area during the boating season.
- d) A “membership” shall include all the immediate members of a family, including children living at home. Each “membership” as defined in sub-sections b) and c) above shall have one vote.
- e) The rights and privileges of membership shall not be transferred.

## **Section 2: Duties of Members**

The Dryden Yacht Club is owned, operated and maintained solely by its members. Every member is expected to contribute to the operation of the club.

Each member is expected:

- a) to observe all rules of safe boating
- b) to ensure boats stored on club property are properly secured
- c) to contribute to the security of the club by vigilance against trespassing and vandalism
- d) to participate in work parties and special projects
- e) to assist with regular maintenance
- f) to help keep Clubhouse and grounds neat and clean
- g) to obey all rules of the Club
- h) to use and enjoy facilities of Club
- i) to attend Annual, General and Special meetings
- j) to take part in social activities

## **Section 3: Suspension and Revocation of Membership**

The Executive Committee may suspend a member for conduct that is offensive or unacceptable. A member who has been suspended will have none of the duties or rights of Yacht Club membership. At the next General meeting, a vote will be taken to either end the member's suspension, or to revoke the membership.

## **ARTICLE III - OFFICERS**

### **Section 1: Officers**

- a) The officers of the club shall be:
  - Past-Commodore (ex-officio)
  - Commodore
  - Vice-Commodore
  - Secretary
  - Treasurer
  - Harbourmaster
  - Docks and Ground Captain
  - Clubhouse Captain
  - Fleet Captain
  - Social Program Captain
  - Communications Captain
- b) These officers shall be the Executive Committee of the Club and shall be empowered to conduct the business of the Club and appoint such committees as they deem necessary to assist them.
- c) The ten voting officers shall also be the Directors of the Corporation.

## **Section 2: Election of Officers**

- a) Officers shall be elected at the Annual Meeting and shall serve for one year.
- b) The Commodore shall not serve more than three consecutive one-year terms.

## **Section 3: Duties of Officers**

- a) Commodore
  - To call and chair all Executive, General and Special meetings of the Dryden Yacht Club
  - To vote at these meetings only in the case of a tie
  - To act as a representative of the Dryden Yacht Club
  - To be responsible to the general membership and to represent their views
  - To present an Annual Report to the membership at the Annual Meeting
- b) Vice-commodore
  - To assume the duties of the Commodore and to chair meetings if the Commodore is absent or unable to perform those duties
  - To stand for election for the position of Commodore when the Commodore resigns
  - To assist the Commodore as required
  - To assist other members of the executive to carry out tasks or projects
- c) Secretary
  - To take minutes of all Executive, General and Special meetings and to present the minutes at the next meeting
  - To receive all correspondence and present it at Executive meetings
  - To notify members of upcoming Executive, General and Special meetings
- d) Treasurer
  - To be responsible for the collection of money from membership fees, docking fees and other sources of income
  - To draw up a budget to meet expenses, and allocate funds to special projects
  - To pay all bills at the direction of the Executive
  - To assist the Harbourmaster to assign berths and docking space
  - To present a Financial Report to the membership at the Annual Meeting
- e) Harbourmaster
  - To supervise the safe and orderly operation of the harbour, dryberth area and trailer/cradle storage area
  - To allocate slips, moorings and dryberths
  - To plan, organize and coordinate the lifting-in of boats in the spring and the lifting-out of boats in the fall
  - To assist the Docks and Grounds committee to plan and carry-out regular maintenance of the harbour facilities
  - To assist the treasurer to collect the membership fees
  - To recruit a committee from the membership to assist in the performance of these duties
  - To present an Annual Report to the Executive within thirty days of the year-end

- f) Docks and Grounds Captain
  - To plan, organize and coordinate the maintenance of the outdoor facilities of the Dryden Yacht Club
  - To maintain an inventory of all outdoor items used by, or stored on the premises, of the Dryden Yacht Club
  - To plan, organize and coordinate special maintenance or construction projects
  - To recruit a committee from the membership to assist in the performance of these duties
  - To present an Annual Report to the Executive within thirty days of the year-end
- g) Clubhouse Captain
  - To supervise the day-to-day operation of the Clubhouse
  - To plan, organize and coordinate the maintenance of the Clubhouse
  - To maintain an inventory of all items and supplies used in the operation of the Clubhouse
  - To plan, organize and coordinate special maintenance or construction projects involving the clubhouse
  - To recruit a committee from the membership to assist in the performance of these duties
  - To present an Annual Report to the Executive within thirty days of the year-end
- h) Fleet Captain
  - To plan, organize and coordinate the Club Racing Program
  - To promote, organize and coordinate sailing, boating and racing events
  - To assist the Social Committee to encourage member participation in these events
  - To promote, organize and coordinate sail training events
  - To promote, organize and coordinate the S.O.B.I.R. Regatta
  - To recruit a committee from the membership to assist in the performance of these duties
  - To present an Annual Report to the Executive within thirty days of the year-end
- i) Social Program Captain
  - To plan, organize and coordinate social events for the club
  - To encourage the membership to participate in social events
  - To assist the Fleet Captain in planning and organizing boating events
  - To recruit a committee from the membership to assist in the performance of these duties
  - To present an Annual Report to the Executive within thirty days of the year-end
- j) Communications Captain
  - To plan, organize and coordinate effective communications between the Executive and the membership
  - To plan, organize and coordinate effective communications between the

- Club and the community
- To provide information to the news media about the Club's activities
  - To recruit a committee from the membership to assist in the performance of these duties
  - To present an Annual Report to the Executive within thirty days of the year-end

## **ARTICLE IV - MEETINGS**

### **Section 1: Annual Meeting**

- (a) An Annual Meeting shall be held within 90 days of the year-end.
- (b) Notice of Annual Meeting shall be sent to all members at least two weeks prior to the meeting.
- (c) The Annual Meeting shall be for the purpose of hearing Annual Reports, adopting the Financial Report, election of officers, approving By-law or Constitutional amendments, and any other business for the good of the Club.

### **Section 2: General Meetings**

- (a) A General Meeting may be called by the Commodore at any time.
- (b) A Notice of Meeting shall be sent to all members at least two weeks prior to the meeting. The Notice shall state the purpose of the meeting.

### **Section 3: Quorum**

- (a) A quorum for an Annual or General Meeting shall consist of at least 20% of the membership, present or represented by proxy.
- (b) Proxies must be presented to the Secretary before the meeting is called to order.
- (c) A quorum for an executive meeting shall be five officers.

## **ARTICLE V - FINANCES**

### **Section 1:**

- (a) Membership fees are due and payable April 30 and shall be considered in arrears after that date.
- (b) Membership fees and any other income shall be payable to the Dryden Yacht Club and will be deposited in a bank account.
- (c) The Commodore, Vice-commodore and Treasurer will have signing authority.
- (d) The Executive must approve all expenses incurred for regular care and maintenance of Club property.
- (e) Capital expenses, which exceed 15% of the annual membership fees, shall be approved at an Annual or General Meeting.
- (f) Membership and other fees shall be determined annually by the Executive and approved at the Annual Meeting.

## **Section 2: Financial Review**

- (a) A financial statement shall be prepared by the Treasurer and presented to the membership at the Annual Meeting.
- (b) The Treasurer's books shall be reviewed annually following the year end.

## **ARTICLE VI - USE OF FACILITIES**

### **Section 1: Allocation of Berths**

- a) Allocation of wetberths, slips, moorings and designated dryberth spaces will be at the discretion of the Executive.
- b) Preference will be given to the previous users of each slip as long as the membership is in good standing.
- c) Berths will be allocated after April 30 and before the boats are lifted in.
- d) Members in arrears after April 30 may not necessarily be reallocated their previous slips.
- e) Members shall not sublet their wetberth, slip or mooring or designated dryberth.

### **Section 2: Clubhouse**

The facilities of the Dryden Yacht Club are provided for the use of all members in good standing.

### **Section 3: Launching ramp**

- a) The boat-launching ramp is provided for use by Dryden Yacht Club Members only.
- b) At the discretion of the Executive, in special circumstances, the launch ramp may be used by non-members upon payment of a fee.

### **Section 4: Parking Space**

Parking areas are for the use of Members and guests only.

### **Section 5: Temporary Use of Docking Facilities**

At the discretion of the Executive, a fee may be charged, on a daily or weekly basis, for temporary use of docking or parking facilities by non-members or visitors to Dryden.

## **ARTICLE - VII AMENDMENTS**

This constitution may be modified or amended at an Annual Meeting of the Dryden Yacht Club by majority vote (including proxy votes), provided a notice of motion of Constitutional Amendment has been included in the Annual Meeting Notice.