

HARRISON YACHT CLUB



MEMBER of the Agassiz/Harrison Chamber of Commerce

HARRISON YACHT CLUB
CONSTITUTION
BYLAWS
SCHEDULES

AMENDED JULY 21, 2022

NOTES

HARRISON YACHT CLUB

TABLE OF CONTENTS

Table of Contents.....	ii-iv
Preamble	v
Lexicon	vi

CONSTITUTION

Article 1	Name	1
Article 2	Purposes	1
Article 3	Financial Gain, Profit, or Accreditation Restriction	1
Article 4	Dissolution of the Harrison Yacht Club	1

BYLAWS

1.01	Membership	2
1.02	Life Honorary Member	2
1.03	Membership Continuation	2
1.04	New Membership and Sponsor Responsibilities	2
1.05	HYC Flag Officers	3
1.05.1	Immediate Past Commodore	3
1.06	Trustees	3
1.07	The Bridge	3
1.08	Financial Signing Officers	3
1.09	Elections	3
1.09.1	Elections - Annual	3
1.09.2	Termination – Bridge Members	4
1.09.3	Vacancy – Bridge	4
1.09.4	Absence – Bridge	4
1.10	HYC Burgee and Crest.....	4
1.11	Financial Policies.....	5
1.11.1	Financial Year	5
1.11.2	Encumbrance/Borrowing of Funds.....	5
1.11.3	Accounting	5
1.11.4	Special Accounts.....	5
1.11.5	Capital Account	5
1.11.6	Register of Indebtedness.....	5
1.11.7	Inspection of HYC Financial Record.....	5
1.11.8	Approval by the Bridge	5
1.11.9	Financial Reporting.....	6
1.11.10	Disposition of Assets	6
1.11.11	Assets and Property Rights	6
1.11.12	Member Reimbursements	6

HARRISON YACHT CLUB

TABLE OF CONTENTS (continued)

2.01	Duties.....	7
2.01.1	Commodore.....	7
2.01.2	Vice Commodore.....	7
2.01.3	Rear Commodore.....	8
2.01.4	Treasurer.....	8
2.01.5	Fleet Captain.....	9
2.01.6	Staff Captain.....	9
2.01.7	Immediate Past Commodore.....	10
2.01.8	Trustees.....	10
2.01.9	Bridge Meetings.....	10
2.01.9.1	Bridge Meetings - Not Scheduled.....	11
2.01.10	Committees.....	11
2.01.10.1	Election Committee.....	11
2.01.10.2	Membership Committee.....	11
2.01.11	Disclosure of Interest.....	11
3.01	Annual General Meeting.....	12
3.01.1	Special General Meetings.....	12
3.01.2	Amendments to the HYC Constitution or HYC Bylaws.....	12
3.02	Notice of Annual Meeting.....	12
3.03	Quorums for General and Financial Business.....	12
3.04	Casting Vote.....	12
3.05	Rules of Order.....	13
3.06	HYC Fees.....	13
3.06.1	Annual Membership Dues.....	13
3.06.2	Other Club Fees.....	13
3.06.3	Billing and Collection of Annual Dues and Other Fees.....	13
3.06.3.1	Payment Schedule.....	14
3.06.3.2	Failure to Make Payment.....	14
3.06.3.3	Administrative Fees.....	14
3.06.4	Budget Variations.....	14
3.07	Privileges Terminated - Non Payment.....	14
3.07.1	Reinstatement of Terminated Privileges - Non Payment.....	14
3.08	Resignation.....	14
3.08.1	Membership Termination – Conduct Unbecoming or Detrimental.....	15
3.08.2	Membership Termination – Right or Interest.....	15
3.09	Moorage.....	15
3.09.1	Moorage Fees.....	15
3.09.2	Visitor Moorage.....	15
3.09.3	Mooring.....	15
3.09.4	Moorage Seniority.....	15
3.09.5	Moorage Rules.....	16

HARRISON YACHT CLUB

SCHEDULES

Schedule A – HYC - Member Privileges 18

Schedule B – HYC - Dues & Fees..... 19

Schedule C – HYC - Member Rules 20

HARRISON YACHT CLUB

PREAMBLE

This document, as amended from time to time, includes the Constitution, Bylaws and Schedules of the Harrison Yacht Club.

Schedule A **HYC - Member Privileges** form part of the HYC Constitution and Bylaws;

Schedule B **HYC - Dues & Fees** form part of the HYC Constitution and Bylaws;

Schedule C **HYC - Member Rules** do not form part of the Constitution or Bylaws and may be added to, altered or amended as required, without prior Membership approval, by the Harrison Yacht Club Bridge;

These Schedules are included to inform the HYC Members and for the guidance and understanding of the Bridge Members in the fulfillment of their duties;

The Harrison Yacht Club is a Registered Society under the Societies Act of British Columbia; and,

The Constitution and Bylaws of the Harrison Yacht Club are subject to the laws of the Province of British Columbia and Canada. In the event of conflict arising from the Harrison Yacht Club Constitution and Bylaws, the laws of the Province of British Columbia and Canada shall prevail.

HYC Constitution amended on July 21, 2022

HARRISON YACHT CLUB

LEXICON

AGM - Annual General Meeting

BRIDGE - Formerly known as the "HYC Executive"

HYC - Harrison Yacht Club

LHM - Life Honorary Member

A Member in good standing who has demonstrated exemplary deportment, conduct and a deep commitment to the HYC over many years and who has earned the appreciation and respect of the Members of the HYC.

PCOC - Pleasure Craft Operator Card

QUORUM - Twenty-five percent (25%) of the HYC Membership must be present for any vote and sixty-six percent (66%) of the quorum must vote in favour of the motion for it to pass

SGM - Special General Meeting

HARRISON YACHT CLUB

CONSTITUTION

Article 1 Name

The name of the Society is the “Harrison Yacht Club” hereinafter referred to as “the HYC” or “the Club”. The Societies Act of British Columbia governs the HYC and this Constitution.

Article 2 Purposes

The purposes of the HYC shall be to:

- (a) encourage safe boating;
- (b) provide stewardship of the environment of Harrison Lake and Harrison River;
- (c) provide and maintain a suitable marina, and other facilities for its Members;
- (d) promote camaraderie through social interaction and Membership volunteer efforts; and
- (e) work with and recognize other Yacht Clubs.

Article 3 Financial Gain, Profit, or Accreditation Restriction

The purposes of the Society shall be carried out without personal gain for its Members and any profit or other accretions to the Society shall be used for promoting its purposes. This provision is unalterable in accordance with the Societies Act.

Article 4 Dissolution of the Harrison Yacht Club

Upon dissolution of the HYC, all assets after all debts have been satisfied, will be given to one or more charitable organization(s) to be decided by the HYC Members at the final General Meeting before dissolution as per the Societies Act of BC. This provision is unalterable in accordance with the Societies Act.

HARRISON YACHT CLUB

BYLAWS

1.01 Membership

A Membership shall:

- (a) be an individual or a married or common-law couple and any children under the age of 19;
- (b) with the exception of the underage children, have no more than two (2) people of legal age (19 years or older), and each of these is a voting Member;
- (c) when their children reach the age of 19 years, they must secure their own HYC Membership by applying to the HYC Bridge should they wish to do so, otherwise they will be considered visitors;
- (d) be an owner of a vessel;
- (e) have privileges and pay dues and fees as set out in Schedules A and B; and,
- (f) notify the Club of any Membership or contact information changes.

1.02 Life Honorary Member

The current Life Honorary Members will retain their privileges. This category of Membership is discontinued.

1.03 Membership Continuation

Any current HYC Member, regardless of vessel ownership status, may retain their Membership by paying their yearly Membership dues.

1.04 New Membership and Sponsor Responsibilities

The procedure for sponsoring a new Membership in the HYC shall be as follows.

1. At least one of the two sponsoring Members shall approach the Bridge to advise of the background of the applicant(s).
2. If the Bridge agrees that the Member may continue with this sponsorship, the sponsor shall obtain and provide to the applicant(s) the necessary forms.
3. It is the responsibility of the sponsor to ensure the applicant(s) are fully aware of and follow the HYC Constitution, Bylaws, Rules as well as the HYC's purposes, objectives and expectations of its Members.
4. The sponsor will provide the completed Forms, dues and fees to the Vice Commodore.
5. The Vice Commodore will arrange for a meeting with the applicant(s) and the Commodore.
6. The Commodore and Vice Commodore will provide a recommendation on the applicant(s) at the next Bridge meeting and ask for a vote.

HARRISON YACHT CLUB

7. The applicant(s) will be considered "Probationary Members" until such time as they have attended two social events, as confirmed by the Vice Commodore, following which they will be confirmed as members at the next AGM.

1.05 HYC Flag Officers

The following Flag Officers shall be elected by the HYC voting Members at the AGM or an SGM:

- Commodore
- Vice Commodore
- Rear Commodore
- Treasurer
- Fleet Captain
- Staff Captain

1.05.1 Immediate Past Commodore

The Immediate Past Commodore is a Flag Officer.

1.06 Trustees

There shall be three Trustees. They will be elected by the HYC voting Members at the AGM or an SGM.

1.07 The Bridge

The Bridge shall consist of the following Flag Officers and Trustees:

- Commodore
- Vice Commodore
- Rear Commodore
- Treasurer
- Fleet Captain
- Staff Captain
- Three Trustees
- Immediate Past Commodore

1.08 Financial Signing Officers

There are three financial signing Officers. The Treasurer and two other flag officers, the Treasurer and either one of the two shall be required to sign all cheques to be drawn on the funds of HYC. The two other flag officers shall be determined at the first meeting of the new Bridge after the AGM.

1.09 Elections

1.09.1 Elections – Annual

Elections shall be held annually at the HYC AGM. The election process will be conducted and controlled by the Election Committee. All candidates for office shall be HYC Members. Voting will be by secret ballot by those in attendance with no proxy votes allowed.

HARRISON YACHT CLUB

1.09.2 Termination – Bridge Members

Removal of a Bridge Member requires a quorum of HYC Members and a vote in favour of the motion.

1.09.3 Vacancy – Bridge

In the event of any vacancy occurring on the Bridge, however caused, such vacancy shall be filled by a Member elected/appointed by the Bridge. Any Member thereby elected/appointed to fill any such vacancy shall hold office for the remainder of the unexpired term.

1.09.4 Absence – Bridge Member

Any HYC Bridge Member who misses three consecutive Bridge meetings without just cause shall have their position reviewed by the Bridge.

1.10 HYC Burgee and Crest

The Burgee of the HYC shall be as depicted below. All HYC Members shall hoist/fly the HYC Burgee from their boats when underway.



The HYC Crest is the Harrison Yacht Club Burgee with 'Harrison' curved across the top and 'Yacht Club' curved underneath.



HARRISON YACHT CLUB

1.11 Financial Policies

1.11.1 Financial Year

The financial year of the HYC shall begin January 1st and end on December 31st of each year.

1.11.2 Encumbrance/Borrowing of Funds

The Bridge shall neither authorize nor permit the HYC to become encumbered or to borrow funds without first obtaining the approval of the Membership. Approval by 66% of the quorum in attendance is required for that approval.

1.11.3 Accounting

Financial Statements and projected budgets for the routine day-to-day operations and expenses of the HYC will be prepared and presented to the Membership for acceptance at an AGM or SGM. 66% approval is required.

1.11.4 Special Accounts

From time to time the Bridge may wish to establish special use accounts within the HYC's accounting structure in order to carry out specific projects. The need for these accounts along with budgets and justification will be presented to the Membership at an AGM or SGM, which requires a 66% Membership approval.

1.11.5 Capital Account

To facilitate capital expenditures a capital account will be maintained. Funds to be allocated to or withdrawn from the account along with an allocation or repayment schedule will be approved by the Membership at an AGM or SGM, which requires a 66% Membership approval.

1.11.6 Register of Indebtedness

A register of HYC indebtedness shall be maintained and current at all times. A summary of the register of indebtedness shall be included in the annual budget presentation and also provided to the Membership at any meeting where the finances of the HYC are to be discussed.

1.11.7 Inspection of HYC Financial Records

The documents, including the accounting records of the HYC will be open to the inspection by any Member on fourteen (14) days written notice to the Bridge.

1.11.8 Approval by Bridge

The Societies Act of BC provides that the HYC will not issue, publish or circulate a financial statement of the HYC other than to a Member of the Bridge unless it is first approved by the Bridge and the approval is evidenced by the signature of two Bridge Members.

HARRISON YACHT CLUB

All financial statements of the HYC issued, published or circulated by the HYC other than to a Trustee or Flag Officer:

1. must have attached to it every auditor's report or Review Engagement made in respect of it; and,
2. must not, unless it has been audited or subject to Review Engagement and an auditor's report has been made on it, purport to be an audited financial statement.

1.11.9 Financial Reporting

At any AGM or SGM where Member approval is required pertaining to financial matters outside the approved HYC budget, a complete financial report will be provided to each HYC Member no less than **fourteen (14)** days prior to the meeting.

1.11.10 Disposition of Assets

The HYC assets will be disposed of in an open, fair and transparent manner with the purpose of maximizing financial return to the HYC. The Bridge will determine when assets will be disposed of. A minimum of one month's notice will be provided to the Membership through the HYC Minutes and the manner of the sale will be stated. Smaller items under \$100.00 shall be sold at the discretion of the Bridge as determined at a HYC Bridge meeting with notice to the Membership through the HYC Minutes. Larger items will be auctioned. The Bridge will notify the Membership as to the type of auction.

1.11.11 Assets and Property Rights

No Member of the HYC shall have any right, title, or interest whatsoever in or to any of the property or assets that the HYC may have or may hereafter acquire title or ownership to.

1.11.12 Member Reimbursements

1. HYC Members and Bridge Members are not required to incur travel costs because of the involvement in HYC activities.
2. HYC Members shall not be entitled to any remuneration other than pre-approved travel costs or reimbursements.
3. No reimbursement shall be paid to any Member without receipts and prior approval of the HYC Bridge.
4. If a Member travels on approved HYC business they may claim current BC Government rate per kilometre from their residence or the HYC clubhouse, whichever is less.
5. Travel and expenses shall be documented on an HYC Expense Sheet and include all receipts in order to be reimbursed.

HARRISON YACHT CLUB

2.01 Duties

2.01.1 Commodore

It shall be the duty of the Commodore to:

- (a) assume full responsibility for all the activities of the HYC;
- (b) oversee all committees;
- (c) ensure that the Constitution is adhered to and the Bylaws and Rules are enforced;
- (e) act as the HYC liaison with the Village of Harrison;
- (f) arrange and preside at all HYC General and Bridge meetings;
- (g) prepare and present a report for submission to the Membership at the AGM;
- (h) ensure new Members are informed of their interim and/or permanent acceptance in the HYC and arrange an informal meeting to officially welcome the new Members to the HYC, and provide them with copies of the HYC Constitution and Bylaws;
- (i) maintain a full complement of active Bridge Members, without allowing dual portfolio, by taking timely action, through the Bridge and/or the HYC Membership to replace any Officer or Trustee who is no longer fulfilling their assigned duties or has become a liability to the HYC; and,
- (j) ensure that the purposes, objectives, and interests of the HYC are met.

2.01.2 Vice Commodore

It shall be the duty of the Vice Commodore to:

- (a) assist the Commodore in the discharge of their duties;
- (b) prepare and present a report for submission to the Membership at the AGM;
- (c) chair the Membership Committee;
- (d) manage and distribute the HYC Membership Cards;
- (e) prepare and submit a current Membership roster of the HYC Members to the HYC Membership at the AGM;
- (f) update and maintain as necessary, pursuant to the Societies Act of BC and privacy concerns of our Members, an accurate list of the HYC Members, including: name(s), registration number, boat name, home address, home and business telephone numbers and e-mail address;
- (g) prepare and update the Membership Package;
- (h) be responsible for the safekeeping, collection of appropriate fees (if required), and distribution and recording of clubhouse keys;
- (i) maintain, promote and develop reciprocal agreements with other yacht clubs;
- (j) officiate as Commodore in their absence; and,
- (k) ensure that the purposes, objectives and interests of the HYC are met.

HARRISON YACHT CLUB

2.01.3 Rear Commodore

It shall be the duty of the Rear Commodore to:

- (a) assist the Commodore and Vice Commodore in the discharge of their duties;
- (b) prepare and present a report to the Membership at the AGM;
- (c) officiate in the absence of the Commodore and Vice Commodore;
- (d) record and keep the minutes of all meetings of the HYC and the Bridge in a written format and e-mail them to all the HYC Members and, once adopted, place a copy in the HYC Clubhouse binder;
- (e) ensure safe custody of all administrative and financial reports and records pertaining to the operation of the HYC pursuant to the Societies Act of BC;
- (f) circulate all necessary notices in a timely fashion;
- (g) circulate all the HYC correspondence to the appropriate Officer(s); and,
- (h) ensure that the purposes, objectives and interests of the HYC are met.

2.01.4 Treasurer

It shall be the duty of the Treasurer to:

- (a) oversee all funds of the HYC and maintain an overall inventory of all the HYC financial and material assets;
- (b) be responsible for accounts receivable and accounts payable;
- (c) deposit, in a timely manner, all funds received in the name of the HYC in a recognized Canadian Financial Institution;
- (d) prepare a financial statement for presentation at all meetings of the Bridge and the AGM or whenever requested by the Commodore;
- (e) sign every cheque drawn on the funds of the HYC as designated by this Constitution;
- (f) invoice the HYC Members and collect all monies owing from the Membership;
- (g) if requested, issue an official receipt to all persons or organizations paying monies to the HYC and keep a copy of such receipt in the HYC financial records;
- (h) arrange for a Review Engagement of the HYC financial records immediately following completion of an HYC financial year and make available for distribution the Review Engagement to all the HYC Members a minimum of fourteen (14) days prior to the HYC AGM;
- (i) ensure the distribution of the proposed budget to all the HYC Members a minimum of fourteen (14) days prior to the HYC AGM;
- (j) ensure all purchases follow the HYC policies, the HYC Constitution and Bylaws, the HYC's approved annual budget, and generally accepted accounting practices;

HARRISON YACHT CLUB

- (k) pay all the HYC approved debts drawn on the HYC's account, and demand and retain bona fide invoices or sales slips for all paid HYC transactions whether by cheque, approved on-line payment or cash;
- (l) ensure there is adequate insurance for all the HYC assets and liabilities;
- (m) ensure there is an investment plan, pursuant to the HYC applicable Constitution Articles and Bylaws for all accumulated funds, and invest those funds as approved yearly by the HYC Membership at the AGM;
- (n) inform the HYC Bridge and Membership immediately of any financial deviations greater than the individual and/or overall amounts;
- (o) make all the HYC accounting records open to inspection by elected HYC Trustees or any HYC Members pursuant to the Societies Act of BC;
- (p) upon approval of the HYC's previous year financial Review Engagement at the AGM, pass on all the HYC Financial records to the Rear Commodore for filing and safe keeping pursuant to the Societies Act of BC; and,
- (q) ensure that the purposes, objectives and interests of the HYC are met.

2.01.5 Fleet Captain

It shall be the duty of the Fleet Captain and/or designate to:

- (a) provide a moorage plan to the Bridge suitable for the safe mooring for vessels of the HYC. The Fleet Captain shall be responsible for continuing to provide an updated Moorage Plan and Waiting List to the Bridge as well as posting both updated documents on the notice board;
- (b) assign moorage space to maximize moorage revenues for the HYC;
- (c) maintain a minimum 30 lineal feet assigned as transient docking for visiting HYC Members or Members of reciprocal Yacht Clubs;
- (d) obtain from Members and reciprocal guests, and confirm all vessel measurements vessel safety and proof of current insurance, PCOC (*Pleasure Craft Operator Card*) and radio licences prior to allocating any moorage space;
- (e) enforce the HYC marina Rules with the support of the Bridge;
- (f) ensure the marina docks and equipment are safe and in good repair;
- (g) prepare and present an Annual Report for the AGM;
- (h) prepare a year-end inventory report of all the HYC marina assets and provide the report to both the Rear Commodore and Treasurer; and,
- (i) ensure that the purposes, objectives and interests of the HYC are met.

2.01.6 Staff Captain

The Staff Captain shall:

- (a) be responsible for the maintenance, operation, and supplies of the Clubhouse. The responsibilities of the contract cleaner for the HYC will also be under the jurisdiction of the Staff Captain;

HARRISON YACHT CLUB

- (b) enforce Clubhouse Rules with the support of the Bridge;
- (c) prepare and present an Annual Report for the AGM;
- (d) prepare a year-end inventory of all Clubhouse and patio assets and provide the report to both the Rear Commodore and Treasurer; and,
- (e) ensure that the purposes, objectives and interests of the HYC are met.

2.01.7 Immediate Past Commodore

It shall be the duty of the Immediate Past Commodore to:

- (a) assist the Commodore in an advisory capacity;
- (b) arrange for a name plate of the current Commodore to be affixed to the Past Commodore's Board prior to the scheduled changeover; and,
- (c) ensure that the purposes, objectives and interests of the HYC are met.
- (d) organize and coordinate the HYC Commodore Sail Past

2.01.8 Trustees

The duties of the Trustees are:

- (a) to monitor all the HYC activities per the Societies Act of BC and the HYC Constitution and Bylaws and report their findings to the Membership at the AGM;
- (b) monitor the disposition of any HYC property on the authority of the Bridge;
- (c) to be a trusted spokesperson for the HYC Membership at Bridge meetings;
- (d) to attend all Bridge meetings and monitor the activities of the Bridge for any errors in policy or procedure as defined by the HYC Constitution and Bylaws and the Societies Act of BC;
- (e) to be on the Election Committee; and,
- (f) to ensure that the purposes, objectives and interests of the HYC are met.

2.01.9 Bridge Meetings

A quorum for all Bridge meetings shall consist of six of its Members. In the event of a tie vote the Commodore shall cast the deciding vote.

The Bridge shall:

- (a) have full authority over the management, finances, buildings, docks and grounds of the HYC subject to the budgets approved at the AGM;
- (b) have the authority to exceed the overall HYC budget by the amount identified in HYC Bylaws; and,
- (c) hold meetings as required, and at the written request of any one of its Officers or Trustees.
- (d) HYC Bridge Members may attend monthly meetings by electronic means no more than three (3) months in any one election year.

HARRISON YACHT CLUB

- (e) Bridge Members may serve a maximum of three terms concurrently in any one position. The Immediate Past Commodore may serve on the Bridge as needed so that he or she may fulfill their term as Immediate Past Commodore.
- (f) The Commodore, Rear Commodore, Fleet Captain and two Trustees shall be elected in odd-numbered years for a term of two years. The Vice Commodore, Treasurer, Staff Captain and one Trustee shall be elected in even-numbered years for a term of two years.
- (g) Any HYC Member may attend Bridge meetings unless it is an in-camera meeting.
- (h) The HYC Bridge shall hold meetings monthly or as required to appropriately keep the business of the HYC current.

2.01.9.1 Bridge Meetings - Not Scheduled

If the HYC Bridge fails to schedule a meeting as required by the Societies Act of BC or the HYC Bylaws, the Bridge must, on the application of a Member of the HYC, call or direct the calling of a meeting.

2.01.10 Committees

1. Committee Members will be comprised of HYC Members.
2. The Bridge has the right to create ad hoc committees.
3. Ad hoc committees are created to perform a specific task and are dissolved when the task is completed and the final report is given.
4. Each committee will elect a chair who will be responsible for calling the committee meetings, overseeing the work, completing the work or task assigned, communicating and reporting back to the Bridge.
5. A committee can only make recommendations to the Bridge.

2.01.10.1 Election Committee

It shall be the duty of the Election Committee to prepare and present a slate of Flag Officers and Trustees for election at the AGM. The Trustees will be joined by two other HYC Members elected to the Election Committee by the HYC Membership at the previous AGM. One Trustee on the Election Committee will be elected chairperson by the Election Committee. The Election Committee shall preside over all elections. Only in the event of a vacant position on the slate will nominations be taken from the floor.

2.01.10.2 Membership Committee

The Vice Commodore shall chair the Membership Committee. The Bridge shall receive, review, and vote on all applications for HYC Membership. A new Membership Package will be prepared and updated annually by the Vice Commodore. HYC Membership and Moorage Applications shall be made available in the Clubhouse and on the HYC website.

HARRISON YACHT CLUB

2.01.11 Disclosure of Interest

A Member of the Bridge who is directly or indirectly interested in a proposed contract or transaction with the HYC must disclose fully and promptly the nature of their interest to each of the other Bridge Members. That Member must not be counted in the quorum and must abstain from voting on the approval of the proposed contract or transaction at a meeting of the Bridge.

3.01 Annual General Meeting

An Annual General Meeting of the HYC shall be held each year within 90 days of the year-end (December 31st) at a suitable place selected by the HYC Bridge. All required documents must be provided to the Membership fourteen (14) days prior to the AGM as per the Societies Act of BC and the HYC Constitution.

3.01.1 Special General Meetings

A Special General Meeting must be called within 10 days and held within 30 days upon receipt of a written request signed by 10% or more of the HYC Members or by two Trustees. Such a request shall specify the purpose of this meeting, and only such business, as set forth in the request shall be discussed.

3.01.2 Amendments to the HYC Constitution or HYC Bylaws

In order for a Member to propose an amendment to the HYC Constitution or HYC Bylaws the proposed amendment(s) shall be signed by no less than 10% of the HYC Membership and submitted in writing to the Rear Commodore. The Rear Commodore shall immediately email a copy of proposed amendment(s) to all voting Members and post a copy on the HYC Notice Board. Within fourteen (14) days of the posting, the Bridge shall call a SGM to be held within thirty (30) days to consider the proposal. Following the SGM any amendments will be distributed to all HYC Members.

3.02 Notice of Annual Meeting

No less than thirty (30) days prior to the AGM, notice of the AGM shall be emailed to all voting Members.

No less than fourteen (14) days prior to the AGM, all voting Members shall be provided with an Agenda; previous year's AGM Minutes; Nomination Report; Financial Statements and proposed Budget; previous year's Review Engagement; and, venue and time.

3.03 Quorums for General and Financial Business

Twenty-five percent (25%) of the HYC Members shall constitute a quorum to carry on the business of the HYC and for the purposes of voting.

3.04 Casting Vote

The Chair of any HYC meeting shall cast their vote only in the event of a tie.

Voting at Annual or Special General Meetings shall be conducted via secret ballot for all financial items, elections, or any vote that may be held with regard to an individual or

HARRISON YACHT CLUB

individuals. The Bridge may ask for a show of hands unless there is an objection from any HYC Member present.

3.05 Rules of Order

Unless otherwise provided by the HYC Constitution, Robert's Rules of Order (as revised) shall apply to the conduct of the meeting and the Agenda shall include:

Call to Order

Roll call to establish a quorum to conduct business and vote

Reading of Minutes

Business arising from previous Minutes

Financial Statement reading (must include Review Engagement for AGM)

Communications

Bridge Reports

Reports of Committees

New business

Members' suggestions & questions from the floor

Adjournment

3.06 HYC Dues & Fees

It is the objective of the HYC, in establishing a fee structure, to provide for improvements to the Marina and Clubhouse, through appropriate capital planning.

3.06.1 Annual Membership Dues

Annual Membership Dues will be recommended and substantiated by the Bridge, voted upon by the HYC Membership at the AGM, and then posted in Schedule B.

3.06.2 Other Club Fees

The following HYC fees will be posted in Schedule B: HYC Membership Initiation Fee, Moorage Fee, Visitor Daily Moorage Fee, Dinghy Storage Fees, and Electrical Fee. The HYC Bridge will recommend and substantiate these fees for approval by the HYC Membership at an SGM or AGM.

3.06.3 Billing and Collection of Annual Dues and Other Fees

The Treasurer shall:

- (a) prepare an annual invoice, detailing Membership dues, moorage and hydro fees for each Member of the HYC;

HARRISON YACHT CLUB

- (b) mail/e-mail these invoices by January 15th of each year; and,
- (c) include a Membership Form, Moorage Renewal and a Liability Waiver with the annual invoice forms.

3.06.3.1 Payment Schedule

All Membership Dues, Hydro and Moorage Fees shall be due and payable in full no later than February 15th of each year.

For HYC applicants, the Initiation Fee and the HYC Membership Dues shall accompany their application packages. These funds will be refunded if the application is not accepted.

Receipts will be issued to all the HYC Members upon request.

3.06.3.2 Failure to Make Payment

Failure to pay the annual invoice by February 15th of the current year will be interpreted as notification to the HYC Bridge that the Members no longer wish to retain their Membership and moorage.

3.06.3.3 Administrative Fees

HYC will establish a \$50.00 Administrative Fee for late membership and moorage payments, additional membership and moorage invoice requests where invoices have already been sent to the member and any other circumstance that imposes extra administrative work for the Treasurer and/or the Fleet Captain. This payment shall be added to Schedule "B" as well.

3.06.4 Budget Variations

The following variations to the Annual Budget approved at the last AGM by the HYC Membership shall apply:

1. The HYC Bridge is granted the authority to exceed individually budgeted items by an amount no greater than \$2,000.00 from any one approved HYC budget item or investment plan.
2. The HYC Bridge is granted the authority to exceed the overall annual approved budget by no more than \$5,000.00 per budget year.
3. The HYC Treasurer shall notify the HYC Bridge and Membership immediately of any financial deviations greater than above-mentioned individual and/or overall amounts.

3.07 Membership Termination - Non Payment

After the 15th of February of any current year, any Member in arrears of any dues or fees will result in the termination of the privileges of the HYC and their moorage space will be reallocated as per the Moorage Waiting List.

3.07.1 Reinstatement of Terminated Membership - Non Payment

Application to the Bridge of the HYC for reinstatement of a Membership may be made by mail, together with a payment covering any and all arrears due to the HYC. After confirmation of payment, the Bridge will then consider the application for reinstatement. A reinstated Member will be placed on the Moorage Waiting List. If the application is made after March 31st, the applicant must re-apply as a new Member. The initiation fee to re-join may be waived at the discretion of the Bridge in extenuating circumstances. If the Bridge rejects the re-application, the Member's payment will be refunded within thirty (30) days minus any arrears owing.

3.08 Resignation

Any Member who wishes to resign from the HYC must submit their resignation by mail or e-mail addressed to the Bridge.

3.08.1 Membership Termination - Conduct Unbecoming or Detrimental

Any Member of the HYC may have their Membership terminated by the Bridge for conduct unbecoming or detrimental to the HYC. A terminated Member may request in writing that their termination be reviewed and voted upon at a Special General Meeting, if the request is supported and signed by no less than 10% of the HYC Members.

3.08.2 Membership Termination - Right or Interest

Termination of a HYC Membership shall extinguish any rights, privileges, obligations, or interests of the Member(s), excluding any financial obligations. HYC Clubhouse keys must be returned to the Bridge.

3.09 Moorage

The HYC Bridge has the right to change the moorage assignments throughout the year at their discretion.

3.09.1 Moorage Fees

Moorage Fees shall be recommended by the Bridge and must be approved at a SGM or the next AGM. Details of Moorage Fees are set out in Schedule B.

3.09.2 Visitor Moorage

Visitor moorage facilities for vessels may be offered, when available, at the applicable rate established in Schedule B. Visitor moorage will not exceed three (3) consecutive nights unless otherwise approved by the Fleet Captain.

3.09.3 Mooring

Members shall be responsible for the safe and secure mooring of their vessels in accordance with the HYC Moorage Rules.

3.09.4 Moorage Seniority

HARRISON YACHT CLUB

Moorage space will be assigned on a seniority basis and is administered by the Fleet Captain.

Members will be added to the Moorage Waiting List based upon the date of their Moorage Application.

As moorage space becomes available, the Fleet Captain will contact the next Member on the Moorage Waiting List provided that their vessel can be accommodated. Payment of the full moorage fee must be paid within five (5) working days of notification by the Fleet Captain.

Every Member with moorage at the HYC must have and must provide to the Fleet Captain a copy of their vessel liability insurance coverage and a copy of any changes or renewals as it expires. A Pleasure Craft Operator Card (PCOC) and a (Radio) Operator's Certificate-Maritime are required and a copy of each should be provided when initially applying for Moorage. If a Member who is first on the Moorage Waiting List declines the moorage opening they will keep their position on the HYC Moorage Waiting List. If a Member declines moorage twice, that Member will move to the last position on the Moorage Waiting List.

If a Member ceases mooring at the HYC the Member must notify the Fleet Captain. A pro-rated refund of the moorage fee minus an administrative fee of \$100.00 may be considered by the Bridge if the Member's moorage space can be assigned to another HYC Member.

3.09.5 Moorage Rules

1. All vessels new to the HYC, prior to being assigned moorage, must be examined by the Fleet Captain and two other Bridge Members for safety, condition and compliance with the Small Vessel Regulations. The same will apply to any vessel currently moored at the HYC that is deemed to be non-compliant.
2. Access to any HYC facilities and docks is available only to Members, reciprocal yacht club members and invited guests.
3. All users of the HYC facilities and docks do so at their own risk.
4. The HYC is not responsible for any damage or injury sustained by Members or guests.
5. All boats moored at the HYC's docks, or being handled by the HYC's servants or agents, shall be at the Members' risk and the HYC shall not be responsible, under any circumstances, for any loss or damage caused to or sustained by such boats.
6. Each Member is responsible for the safe mooring of their boat, and shall furnish and maintain their own dock lines. The installation of anything on the docks shall be pre-approved by the Bridge and once installed shall remain and become the property of the HYC. Outboard motors must be left in the down position.
7. All vessels moored within the HYC boundaries must be kept clean. Failure to do so will result in a notification from the HYC Bridge to the Member and possible charges for cleaning.
8. All vessels approaching, using, or leaving the HYC docks or moorings, shall respect a no wake zone from the white buoys. Speed limit is not to exceed 5 (five) knots or dead slow.

HARRISON YACHT CLUB

9. Members shall not allow anyone else to use their vessel or slip at the HYC facilities. No unauthorized persons or vessels shall utilize the HYC docks, moorings or facilities without Bridge approval.
10. The Bridge reserves the right, at any time, to rearrange the position of any vessel moored at the HYC's docks without previous notice (if necessary) to the Member and the Member appoints the HYC as their agent for this purpose.
11. Vessels moored at the HYC shall not be used as live-aboard or used for Charter or Commercial purposes.
12. All electrical appliances and equipment, unless CSA or ULC and/or marine approved, shall not be operated on a vessel moored at the HYC unless the Member is in attendance. At the HYC, the American Boat & Yacht Club (ABYC) and the National Fire Protection Association (NFPA) guidelines are a minimum standard.
13. The unauthorized storage of flammable liquids, oils, rags, litter etc. is prohibited on the HYC docks or premises. Members may carry out only minor repairs at the HYC docks.
14. Members are responsible for the containment of all liquids and materials that can harm the marine environment.
15. The following is a list of specific rules for dinghies at the HYC docks:
 - a. All dinghies must be labelled with either dock number or T/T Boat Name
 - b. A dinghy cannot be a licensed vessel
 - c. Any motor on a dinghy must be 9.9 hp or less
 - d. The maximum length of a dinghy is either 12' or the width of the beam of your vessel, whichever is greater
16. All children under the age of 12 must wear a life jacket and be accompanied by a Member when on the HYC docks.
17. Members must check their boats regularly, especially after heavy winds, rain, snowfalls or freezing weather.
18. A Member will not be permitted to sublet their slip.
19. The moorage contract shall be construed to be a storage contract and the provisions of the Warehouse Lien Act. R.S.B.C. (as amended) shall apply.
20. Members shall be liable for any loss, damage or destruction to the HYC's property or vessels moored at the HYC docks and shall pay for any loss, damage or destruction caused within thirty (30) days of receiving proof of the loss, damage or destruction.
21. Anyone who purchases or inherits a vessel moored at the HYC will not acquire the rights of moorage or Membership.
22. Members who have their vessels listed for sale and moored at the HYC must accompany all boat brokers, sales persons and prospective purchasers at all times. "For Sale" signs must be approved by the HYC Bridge.

HARRISON YACHT CLUB

23. No swimming, diving or sailing is permitted within the HYC Facilities.
24. All vessels moored at the HYC shall be equipped with all required safety equipment under the Small Vessel Regulations.
25. All vessels moored at the HYC must be in good and proper mechanical condition and must operate under their own power.
26. Vessel inspections may be required, at the direction of the Bridge, for any vessel connected to 30 AMP shore power on the HYC docks. The cost of this inspection will be determined once the inspection has been completed. Should the vessel in question be found in compliance with recognized marine standards, HYC will bear responsibility for these costs. Should the vessel fail this inspection, the cost will be the responsibility of the vessel owner(s).

HARRISON YACHT CLUB

SCHEDULE A

HYC - MEMBER PRIVILEGES

PRIVILEGE / SERVICE	M	EXPLANATION / COMMENT
HYC Correspondence	Y	Meeting Minutes, newsletter, calendars etc.
Clubhouse Key	Y	Side door & Patio Gate
Regular use of HYC Facilities	Y	Includes use of parking, barbeque, washrooms etc.
Social Events	Y	Must pay cost or cover charge as directed by HYC Bridge
Voting on all issues	Y	All Members
Annual Docking	Y	Available only when moorage fees are paid
Elected to Bridge	Y	Must be duly nominated
Single Members	Y	May bring a guest to a HYC function for the Membership price

HARRISON YACHT CLUB

SCHEDULE B

HYC - DUES & FEES

These dues and fees are based upon cost recovery and subject to change at an AGM or SGM

DESCRIPTION	FEE	EXPLANATION
Annual Membership	\$200	See Bylaw 3.06
Club Membership Initiation	\$1,000	One time initiation fee to join HYC
Annual Moorage	\$3.50 / Ft	Length overall X \$3.50 X 12 months - Minimum of 18 Ft
Visitor Daily Moorage	\$20	See Bylaw 3.09.2
Summer Hydro Rate (30amp)	\$175	Summer Season Apr - Oct
Winter Hydro Rate	\$45 per month	Winter Season November – March
Key Deposit	\$35 per key	At time the key is issued
Dinghy Dock	\$100	12 Months
	\$40	Monthly
Administrative Fees	\$50	See Bylaw 3.06.3.3

HARRISON YACHT CLUB

SCHEDULE C

HYC - MEMBER RULES

The following Rules shall be strictly adhered to:

1. Dogs are prohibited from the HYC Clubhouse during social events.
2. All dogs, while on HYC property including all walkways, ramps, docks and picnic areas, will be on a leash at all times with the only exception being while on a vessel.

3. Parking:

We share a parking lot with the Harrison Festival, Art Gallery and Residents. The parking along side the Art Gallery Building and the south spot lakeside does not belong to HYC. We ask our members to respect this very tight parking situation.

Please do not park on the Art Gallery side of the parking lot.

No overnight parking is permitted except along the west fence.

Overnight parking is limited to no more than three nights.

Only one vehicle per boat slip is permitted in the parking lot.

Loading zone is for loading and unloading vehicles only.

Please do not obstruct the access to gates, doors or other vehicles.

Please park oversized vehicles outside of the parking lot.

4. Members are responsible for taking home their own litter and recycling.
5. Members using the HYC Clubhouse are responsible for leaving it cleaner than they found it otherwise they may be subject to a cleaning fee.
6. Members are not permitted to store personal items in the garage without prior approval of the Staff Captain.
7. All vessels requiring a 20 amp connection to any of the HYC pedestals must utilize a Code SJTW, 12 guage power cord with molded, sealed, lockable and illuminated [power "on/off"] ends with a yellow vinyl covering.
8. No person shall smoke any tobacco, electronic cigarette, cigar, cigarillo [sic], pipe or ignite any cartridge of nicotine solution, vaporizing system or smoke any substance that replicates a smoking experience in any building, structure, park or public space within the Village of Harrison Hot Springs.

HYC - Member Rules *amended on April 26, 2021*

HARRISON YACHT CLUB