

AMENDMENT LIST TO
19 WING COMOX YACHT CLUB BYLAWS

| AMENDMENT | DATED | AMENDED BY |
|---|----------|---|
| #1 | Jan 2011 | Capt M. Archambault Donna Gallant Steve Bunyan |
| #2 | Feb 2011 | AC Moorehead |
| #3 | Dec 2011 | Capt MPJ Archambault |
| #4 | Jan 2012 | Mr. S Bunyan |
| #5 | Jan 2012 | Maj FJS Laplante, Sgt K Stevens |
| #6 | Feb 2012 | AGM by members |
| #7 | Jan 2013 | No change |
| #8 | Feb 2014 | Constitution & Bylaws Committee |
| #9 | Feb 2015 | Constitution & Bylaws Committee |
| #10 | Feb 2016 | Constitution & Bylaws Committee |
| #11 | Feb 2017 | Constitution & Bylaws Committee |
| #12 | Feb 2019 | Constitution & Bylaws Committee |
| #13 | Feb 2020 | Capt DPC Jones |
| #14 | Feb 2022 | Capt (Ret) James Hollis, Rear-Commodore |
| #15 | Feb 2023 | Capt (Ret) James Hollis, Rear-Commodore |
| #16 | Feb 2024 | LCol F Bohac, Commodore |
| #17 | Feb 2025 | Constitution & Bylaws Committee, major re-write |
| #18 | Feb 2026 | Minor edits by Commodore, with Exec endorsement |
| | | |
| The latest changes approved at the Annual General Meeting are marked by a vertical change bar in the left-hand margin | | |

References: A. A-FN-105-001/AG-001 (Policy and Procedures for Non-Public Fund Accounting

- B. 19 Wing Comox Recreation Policy Manual
- C. 19 Wing Comox Recreation Club Constitution
- D. DAOD 5045-0 Canadian Forces Personnel Support Programs
- E. A-PS-110/AG-002 Morale and Welfare Programs in the Canadian Forces
- F. Personnel Support Programs – Policy Manual 12 July 2013
- G. 5590-1(NM DSRM) 22 July 2013 Categories of Membership Community Recreation Clubs and Specialty Interest Activities
- H. 5590-1(DDSRM) 10 February 2014 Categories of Membership Community Additional Guidance
- I. WSO 1-30 Use of Shared Facilities at Goose Spit Marine Site

ARTICLE I – NAME

1. These Bylaws, along with the Constitution (ref C), establishes the organization, functional procedures and operational guidelines for the 19 Wing Comox Yacht Club (19WCYC). In these Bylaws, the "Club", shall be deemed to mean, "19 Wing Comox Yacht Club (19WCYC)".
2. The club consists of the following divisions (does not include power boats):
 - a. Keelboat
 - b. Dinghy
 - c. Paddlesports.
3. Paddlesports is defined, for 19WCYC purposes, as kayak, stand-up paddleboard (SUP), canoe and any other type of craft whose only means of propulsion is by paddle. Craft which are rowed, such as inflatable dinghies or rowboats, are not included.
4. The Keelboat, Dinghy and Paddlesports divisions are referred to collectively as "19WCYC".

ARTICLE II – MISSION

5. The primary purpose of the Club is to promote recreational and organized sailing and paddle sport opportunities for serving and former members and their families, consistent with applicable regulations and orders. Specific objectives include, but are not limited to, provision of:
 - a. An organized training program in sailing, paddlesports, seamanship, and pilotage, with an emphasis on water safety;
 - b. Organized sailing activities including participation in CISM and Sail Canada sponsored regattas, locally sponsored races, cruising and adventure training under sail;
 - c. Organized paddle sport activities and adventure training;

- d. Maintain safe facilities, and boating activities;
- e. Liaison between Club members and other CAF sailing clubs, boating organizations or sailing associations in Canada, the Commonwealth and elsewhere;
- f. Maintain a library of sailing and nautical information including books, charts, etc.;
- g. Maintain a Club Business Plan which forms the basis for realistic and sustainable Club growth; and
- h. Maintain a safe and inclusive environment where members can contribute to the operation of the club and develop their leadership skills.

ARTICLE III – BYLAWS PURPOSE

6. These Bylaws are a set of rules, which amplify ref C and govern the operation of the Club.

ARTICLE IV – EXTERNAL AFFILIATIONS

7. Should the Club wish to affiliate or associate itself with another organization, group or society with similar interests which is not authorized by Ref A, the Commodore of the Club shall obtain from the organization concerned an outline of its operation and purposes, including:

- a. A copy of the organization's Constitution;
- b. A copy of any regulations binding members on affiliation with the organization; and
- c. A list of the groups affiliated with this organization.

ARTICLE V - MEMBERSHIP

8. Membership is renewed annually in March and the membership year is 01 April to 31 March. A pro-rated membership rate of half of a full membership rate is available as of 1 September. Payment of fees and completion of the application form & waiver(s) are both required for valid membership. Applications shall be reviewed by the Membership Officer on behalf of the Executive Committee and must reflect the restrictions as noted in Article VI. In addition to the membership types outlines in Ref C, the club may, at an AGM, assign lifetime memberships to deserving individuals.

9. From time to time as it pleases the membership, and upon confirmation by AGM, distinguished individuals may be invited to become an Honourary / Lifetime Member of the Club. This privilege is bestowed for life, and as such, shall be extended only in the rarest of circumstances to individuals who have made extraordinary contributions to the club. Lifetime Members are not subject to annual membership fees. In addition to the privileges associated with Club membership, a one-time recognition memento may also be presented. The recognition

memento may be in the form of a plaque, gift certificate etc., to a maximum value of \$75.00 (before taxes and delivery fees).

10. Honourary / Lifetime Members may be elected to an Executive position in accordance with their status that they would enjoy were they fee-paying members.

11. In the event of the passing of a lifetime member, the lifetime membership is not extended to their immediate family.

12. For the purposes of membership, the following definition of family members apply:

- a. The member's spouse or common-law partner who is normally residing with the member at member's place of duty or who, if living separately, is doing so for military reasons;
- b. A relative by common-law partnership, adoption or, is normally resident with the member and for whom the member may claim a personal exemption under the Income Tax Act;
- c. A child who is normally resident with the member and for whom the member would have been eligible to claim a personal exemption under the Income Tax Act if the child were a relative by blood, marriage, common-law partnership, adoption legally or, in fact, for whom the member has accepted full financial responsibility and has commenced adoption proceedings;
- d. A child or legal ward of the spouse or common-law partners and the member who is single and in full-time attendance at school or university and is under the age of 26 (children under 19 may not hold office or vote; and
- e. A family member who is permanently residing with the member, but who is precluded from qualifying as a dependent under the Income Tax Act because the family member receives a pension.

13. Military personnel on TD. Subject to approval by the Commodore, military personnel on TD in Comox may be allowed to participate in Club activities and may be allowed to use the Club vessels and facilities upon confirmation of the minimum sailing/kayaking qualification. Fees will be levied on a pro-rated assessment of the Regular annual membership fee.

14. Members of other CAF Sailing/Kayak Clubs. Fully paid-up, certified members of other CAF sailing or kayak clubs who are transferred to Comox are automatically members of the Club without payment of further dues until the end of the current Club membership year. At that time, they are liable to pay the annual membership fee.

15. Visiting CAF Sailing/Kayak Club Members. Visiting members of other CAF sailing or kayak clubs shall be treated as guests and granted social courtesies and privileges of the Club. Upon confirmation of the requisite qualifications, a checkout, and payment of the associated fee, they may be granted the use of Club vessels.

16. Others. The Commodore may grant visitor status to serving military members of foreign countries who are in Comox on temporary duty.

17. Associate Members. Application for Associate Membership will be made in writing to the Commodore after having secured a Regular Member to act as sponsor on his/her behalf. Associate Members' families shall enjoy the same club benefits as all other classes of membership. The application shall be reviewed at the next Executive Meeting for approval; it is expected that the sponsor will attend that meeting to respond to any questions/concerns. Associate Members are only eligible to serve on the Executive Committee when approved by an Executive Committee resolution of 50 percent plus-one, which must include the Commodore. An Associate member may be recommended for General Meeting election to an Executive position. Associate Membership is a privilege extended to individuals who wish to be active participants in the Yacht Club. Renewal of all Associate Members is required by the Executive Committee annually, and all returning Associate Members shall have a current Regular Member as a sponsor. Associate members are expected to be active participants in the club and engage with Club social events, work parties or assist with committees.

18. Honorary Member: Honorary membership is extended to distinguished positions held within the 19 Wing and area community. Examples of Honorary Membership include the Wing Commander, as-well as the Commodore(s) from local area Yacht Club(s), Mayors, Members of the Legislative Assembly and Members of Parliament and the families of the foregoing. Honorary Membership remains valid exclusively while the individual is occupying their position. Honorary memberships are not subject to membership fees. Honorary Members may be elected to the Executive in-accordance with their status that they would enjoy were they fee-paying members.

ARTICLE VI – MEMBERSHIP RESTRICTIONS

19. As the club is run by volunteers and all members are expected to contribute in some form to the operation of the club and maintenance of its facilities, membership is restricted to persons whose primary residence is within 100 km of 19 Wing or personnel employed at the Wing (ex: Imposed Restriction), even though their permanent residence may be outside of the 100 km radius.

ARTICLE VII – EXECUTIVE COMMITTEE

20. The Executive Committee, elected by the membership at an AGM, is composed of:

- a. Commodore (President);
- b. Vice-Commodore (Vice-President);
- c. Treasurer;
- d. Rear-Commodore;
- e. Secretary;

- f. Captain – Paddlesports;
- g. Captain – Keelboat;
- h. Captain – Dinghy;
- i. Foreshore Officer; and
- j. Membership Officer (appointed).

21. The Executive shall be elected for one-year terms, with no limit on number of consecutive terms that may be served. The membership type of the Commodore, Vice-Commodore and Treasurer is normally RegF, as per ref C. For the other positions, any type of member may apply. In the event that an executive position is vacant after an AGM, the Executive Committee, or WComd, may appoint a member into the position.

22. The business, discipline and management of the Club shall be in the hands of the Executive Committee who shall support the Commodore in his/her direct responsibility to the Wing Commander for the conduct of the Club, the operation of the vessels allocated to the Club and the furtherance of the aims and objectives of the Club. The Executive Committee is responsible to the Club Membership to make, alter, vary and rescind, from time to time as circumstances necessitate, such rules and regulations enshrined in the Bylaws as may be thought advisable with respect to:

- a. The use of Non-Public assets belonging to the Club and the location of yacht berths and moorings off the foreshore area allocated to the Club; and
- b. The use of DND buildings and property allocated to the Club provided such house rules and regulations do not contravene service regulations concerning the use of public property.

23. The Executive Committee shall, for the purpose of carrying out the objectives of the Club, and within the limits of Non-Public regulations and the approved budget, draw, make, accept, endorse, discount, execute and issue cheques, promissory notes, bills of exchange and other negotiable and transferable instruments.

ARTICLE VIII – OTHER POSITIONS

24. Other key positions, appointed by the Executive or Division Captains are:
- a. Division Deputies;
 - b. Events Coordinator;
 - c. Training Officer;
 - d. Communications Officer; and
 - e. Bar Officer.

25. Subcommittees shall be formed by the Commodore, to develop, organize, analyze, or complete a specific assignment. Any member in good standing may participate in these subcommittees.

26. Executive Committee members may designate assistants as required to fulfil various duties such as training, maintenance, scheduling.

ARTICLE IX – AMENDMENTS

27. Amendments to these bylaws shall be drafted by the Bylaws committee and submitted to the membership at least 30 days prior to an AGM.

ARTICLE X – DISCIPLINE AND CONDUCT

28. Club members and guests are to conduct themselves in an appropriate manner at all times and shall not, when involved in Club activities, on Club property, or utilizing Club equipment, act in any way that would endanger anyone or bring discredit to the Club or to the Canadian Armed Forces.

ARTICLE XI - TERMS OF REFERENCE

29. Commodore – The Commodore is responsible to the Rec Club Assembly Chair for the control, organization and functioning of the Club. The Commodore’s specific duties and responsibilities are to:

- a. Plan and call Executive and General Meetings;
- b. Liaise with other Wing organizations/personnel as required;
- c. Ensure the Club has financial resources to carry current Club policies into the new year;
- d. Attempt to fill Executive and Committee member vacancies as they occur;
- e. Attend any Rec Club Assembly meetings called by the Chairperson, and if necessary, present any problems or items of interest concerning the Club;
- f. Sign all official Club correspondence and documents;
- g. Appoint members to Ad Hoc Committees as required;
- h. Be a member of all Sub-Committees, attending as necessary in an ex-officio capacity;
- i. Delegate authority to such other committee members as deemed necessary to share the administrative burden, or when temporarily absent, to direct the Club’s activities, and
- j. Responsible for the Club Distribution Account (may be delegated).

30. Vice-Commodore – The Vice-Commodore is responsible to the Commodore to:
- a. Act as chairperson during the absence of the Commodore at an Executive Committee Meeting or a Club General Meeting;
 - b. Ensure members meet membership regulations outlined in the Constitution and Bylaws;
 - c. Manage the Membership and Bar Officers; and
 - d. In consultation with the Commodore, advise and direct other Executive Members.
31. Treasurer – The Treasurer is responsible to the Commodore to:
- a. Regularly report on the financial position of the club and comparison to budgeted amounts;
 - b. With the assistance of the executive committee draft the annual budget;
 - c. Approve expenditure reports;
 - d. Liaise with Non-Public Funds on the financial administration of the club; and
 - e. For all matters pertaining to finances and the collection and depositing of fees.
32. Secretary – The Secretary is responsible to the Commodore to:
- a. Produce a Record of Decisions for all Executive Committee Meetings;
 - b. Produce meeting minutes for all Executive Committee Meetings;
 - c. Produce minutes for all Club General Meetings, and
 - d. Draft and distribute agendas for all meetings;
 - e. Organize the Annual General Meeting; and
 - f. The safeguarding of Club-related documents, including reports, minutes, correspondence, etc.
33. Rear Commodore – The Rear Commodore is responsible to the Vice-Commodore to carry out duties and responsibilities as follows:
- a. Maintenance, cleaning and security of the Clubhouse, storage sheds and all Club assets therein;
 - b. Grooming of grounds around clubhouse, parking lot, storage shed and parking lot;

- c. On an annual basis maintaining and supervising an entertainment committee as per Art II Para 12c;
 - d. Managing both an annual Maintenance and Entertainment budget, and
 - e. Managing the use of the clubhouse for special functions per Art VIII para 23.
34. Foreshore Officer – The Foreshore Officer is responsible to the Commodore to:
- a. Manage berthage and maintenance of club mooring balls;
 - b. Liaise with Marine Section and RP Ops on matters pertaining to use of the docks and reporting deficiencies;
 - c. Manage the reciprocal moorage agreements; and
 - d. Ensure compliance with the Foreshore Rules.
35. Division Captains – Keelboat, Paddlesports, and Dinghy Captains are responsible to the Commodore for all matters pertaining to their respective Division by:
- a. Directing Division programs, including training, policies, standards, excursions, races, regattas and cruises;
 - b. Ensuring members have the requisite competency and experience to operate club equipment safely;
 - c. Manage the maintenance of all Club-owned equipment in the Division including the appointment of a Bosun, if necessary; and
 - d. Enabling and encouraging social activities of the Division.
36. Membership Officer – The Membership Officer is responsible for advising new members on procedures, reviewing and administering membership applications, collecting and depositing fees under the direction of the Treasurer, and compiling nominal rolls.
37. Bar Officer – The Bar Officer is responsible to:
- a. Manage the Club's bar operation and stock;
 - b. Ensure the bar is operated in accordance with CFMWS policy, provincial regulations and the liquor license; and
 - c. Manage the bartender training and duty schedule.
38. Training Officer(s)– the Training Officer(s) supports the Division Captains to organize club training for all divisions:
- a. Coordinate and schedule club courses;

- b. Establish and implement standards and content for all club training, instruction, materials and examinations; and
 - c. Provide appropriate supplies as well as oversight of instructors.
39. Communications Officer – The Communications Officer is responsible:
- a. Coordinate all internal communications within the Club;
 - b. Keep the club website up to date; and
 - c. Maintain club communication distribution lists.
40. Events Coordinator (s)- The Events Coordinator(s) work closely with Division captains to:
- a. Organize work parties to support the various divisions;
 - b. Organize special events;
 - c. Manage lists of which member is interested in what activities to support the operation of the club; and
 - d. Work closely with the Communications Officer to seek volunteers and communicate opportunities to volunteer.
41. Assistants to Elected Position – The Division Captains may appoint one or more deputies, bosuns, training officers or assistants whose duties may include:
- a. Fulfilling the duties of the elected position when the incumbent is absent;
 - b. Providing reports to the Executive Committee when necessary;
 - c. Participating in Executive Committee meetings when necessary, but with no voting privileges (unless Acting due to absence);
 - d. Manage the division training activities; and
 - e. Responsible to the Division Captain for the on-going scheduling and maintenance of all Club- owned equipment and facilities under their care and to make arrangements for any repairs or modifications as necessary. It is expected that all equipment shall be kept in a good state of seaworthiness and repair. The Bosun or assistants may, with the concurrence of the Division Captain, solicit the aid of Club members to assist them.
42. Subcommittees, other than those listed below, may be formed by the Commodore, to develop, organize, analyze, or complete a specific assignment. Any member in good standing may participate in these subcommittees.
43. The following Standing Committees are operated and administrated as detailed below:

- a. Foreshore Committee – The Foreshore Committee shall review keelboat berthage applications, develop a berthage plan, and update the Foreshore Rules when applicable. The standing Foreshore Committee is comprised of the Foreshore Officer, Assistant Foreshore Officer, the Keelboat Captain, and one other member appointed by the Commodore;
- b. Bylaws Committee – The committee shall annually review the Bylaws and make recommendation for amendments; and
- c. Entertainment Committee – A committee responsible to the Rear Commodore to organize Club entertainment (i.e. TGIFs, Potlucks, Invitationals, Family Days, etc.).

ARTICLE XII – MEETING ORDER OF BUSINESS

44. Order of Business – Club Executive Officers shall ensure that parliamentary procedures are followed while conducting meetings. The order of business for the Club Executive or General meetings should normally be as follows:

- a. Call to order;
- b. Record attendance or absence of members;
- c. Introduction by Commodore, introduce attendees, if applicable;
- d. Reading and adopting of previous minutes;
- e. Business arising out of previous meeting;
- f. Financial report;
- g. Reports of Executive Officers;
- h. Dealing with correspondence;
- i. New business;
- j. Discussion period (time permitting to be decided by the Chairperson); and
- k. Date of next meeting and adjournment.

45. Executive Committee Meetings – Meetings shall be those gatherings of the membership of the Club so conducted as to discuss and decide on course of action and deliberations on matters of interest to the Club. The Commodore shall call these meetings.

46. A quorum for an Executive meeting shall be “50% plus-one” elected Executive members. Meetings may be held either in person, electronically, or via a combination of the two methods. Either physical or electronic attendance will count towards the quorum. In the event that an elected member is not in attendance, their designated deputy may attend and vote in their absence.

47. In the event of a split vote, the Commodore, or in their absence the meeting chair, shall cast the final vote.

48. The Executive Committee shall normally hold monthly meetings, and prior to every General Meeting. The Secretary will draft an agenda for the meeting and minutes will be recorded. The Secretary will ensure as soon as possible after a meeting that a copy of the minutes of every General Meeting or Executive Meeting and a Record of Decision of each Executive Meeting is posted on the 19WCYC website.

49. General Meetings – General membership meetings shall be held at least annually. A quorum for a General Meeting shall be 25% of the membership. Members may be present at General Meetings in person, electronically (if available) or represented by proxy.

50. Right of Speech – All members of the Club shall have the right of verbal or written communication of ideas and thoughts at any time. Matters of business shall be determined by those members who have the Right of Voting Privilege. In the case of speech in a General Meeting, the Commodore shall decide in what order members may speak and the Order of Business shall determine the progression of discussion or vote on topics at hand.

51. Voting Privilege - Each Regular, Ordinary, Associate, Honourary & Lifetime Member shall have one vote at a General Meeting. In the case of several individuals enjoying the privileges of one family membership (paid, Lifetime), the number of votes per family membership shall not exceed a total count of one. All members are invited to attend AGM's and club functions, however, each family shall establish who among them is their single, designated voter.

- a. Regular Member – one vote on any topic (except Commodore);
- b. Ordinary Member – one vote on any topic;
- c. Associate Member – one vote on any topic;
- d. Honourary or Lifetime Member – one vote on any topic;
- e. Minor Dependents – may not vote; and
- f. Exceptional Voting Circumstances – under normal conditions the Commodore shall have no vote unless the issue at hand is deadlocked in a tie; then and only then may the Commodore cast a vote to break the deadlock issue.

52. Minutes – The Secretary shall ensure the minutes of meetings are kept and completed. The last page of the minutes shall be arranged with following signature blocks and distribution as per direction from CFMWS.

ARTICLE XIII – FINANCES

53. Financial Control/Expenditure Limitations:

- a. Finance – The 19 Wing Comox Yacht Club is not empowered to make personal or institutional loans.
 - b. No member of the Club Executive Committee shall receive any remuneration, profit or advantage by reason of his/her connection with the Management of the “Club”.
 - c. Club Funds shall not be alienated:
 - (1) by gifts to private or public institutions;
 - (2) to relieve a member of his personal responsibility for loss or damage to public or non-public property;
 - (3) for testimonials or gifts, except as stipulated in Article XVII;
 - (4) for National appeals for financial assistance, or
 - (5) for the provision of anything connected with religious services.
 - d. Para 48 (c) shall not be misconstrued as prohibiting the expenditure of funds collected or donations received for specific purposes.
54. The financial control of the Club shall be as follows:
- a. Operating Budget/Expenses.
 - (1) Operating expenses are expenses of a recurring nature required in supporting the operation of the Club. The financial cycle for the 19WCYC is from 01 April to 31 March. The Annual Operating Budget will be drawn up in accordance with the direction in Ref A. After screening by the FS&R Manager and approval by the general membership, the Club budget will then be submitted as part of the FS&R budget to the Wing Fund Committee for final approval.
 - (2) Once the operating budget has been approved at the AGM, an Executive Member shall have the discretion to spend their budgeted allocation, except when a single expenditure exceeds 10% of their allocated budget or the amount of \$500, whichever higher (except for Keelboat Division). When this occurs, they will notify the Commodore and request approval for the expenditure from the Executive Committee.
 - b. Non-Budgeted/Unforeseen Expenditures.
 - (1) The Commodore may authorize all recurring and non-recurring expenditures of both a capital and non-capital nature not exceeding \$2000 for any one item or project;

- (2) The Executive Committee may authorize all recurring and non-recurring expenditures of both a capital and non-capital nature not exceeding \$10 000 for any one item or project;
 - (3) For expenditures that are not time sensitive, the recommendation of an extraordinary general meeting shall be obtained for all expenditures exceeding \$10 000 for any one item or project; and
 - (4) The Executive Committee, in consultation with the FS&R Manager or his/her delegate, may authorize exceptional recurring and non-recurring expenditures of both a capital and non-capital nature greater than \$10 000 and not exceeding \$20 000 for any one item or project only when the expenditure is deemed urgent and essential by said Committee, to the continuation of the club activities or preservation of assets. Non-capital expenditures must be approved by the FS&R Manager; capital expenditures require a CER staffed through the Sr. Manager PSP accompanied by supporting documents.
- c. Revenue and Expenditures – All revenue shall be deposited with the NPF Accounting Office (or through other electronic means as approved by NPF) and all expenditures should be made through the assigned NPF Club credit cards.
 - d. Control of Public and NPF Property – Once a new Distribution Account (DA) holder is appointed, the holder shall meet with the previous DA holder; bring the DA up to date and report to NPF Accounts (NPF DA). The holder shall verify the DA on a regular basis; and additions, deletions, or losses reported to NPF Finance.
 - e. Procedures for Write-Off of NPF Equipment – Public and Non-Public property is to be accounted for through DA procedures and will only be disposed of in accordance with appropriate disposal procedures as defined in CF regulations.
 - f. Signing Authorities – The Commodore shall ensure that the Rec Coordinator is provided with a current list of Executive Committee members authorized to spend the Club funds.

ARTICLE XIV – FEES

55. Revenues collected by the Club shall include the following:
 - a. All membership fees, set at the AGM;
 - b. Course fees, annual kayak and dinghy fees, foreshore fees, keelboat rental/charter fees and concession revenue. All published fees are inclusive of the applicable taxes; and
 - c. Fees other than membership fees will be set by the Executive Committee and amended as required at an Executive Committee Meeting in order to remain responsive to operational requirements.

56. Refund of fees. Refunds of membership dues, course, foreshore, rental or other fees are authorized in the following cases:

- a. Membership Dues: In the first 30 days of the fiscal year, if the member has not used any club services; and
- b. Other Refunds: The service was not available, the course was cancelled or the member is under military service obligations and cannot participate. In the event that a service was partially delivered due to the previously listed reasons, the refund will be prorated at the discretion of the Division Captain. Military members require a posting message, course loading message or letter from their unit to justify the refund. For courses, or any other training requiring the issuing of books and/or materiel, once those items are delivered, they are 100% non-refundable in all circumstances.

ARTICLE XV – OPERATION

57. The 19WCYC will operate 12 months of the year, although the availability of club vessels may be limited due to weather and maintenance. The hours of operation shall be determined by the Club Executive in liaison with the FS&R Manager

ARTICLE XVI – CONDITIONS OF OCCUPANCY OF BASE FACILITIES

58. Minors and Guests – All members and guests, including minors in the Club house, must comply with the terms of the Liquor License. Members are reminded that they are completely responsible for the conduct of their children and/or guests.

59. Security/Key Control – All members are responsible for the security of the Club House. All members of the Executive Committee may be issued keys or codes to the Club House. All other members are entitled access on an as-needed basis. Access to other club resources is via passcode, and Division Captains will ensure passcodes are available only to authorized members. Passcodes will be changed no less than every six months, or more frequently as required.

60. HMCS QUADRA Gate Access – The Goose Spit site housing HMCS QUADRA, 19WCYC, and other 19 Wing facilities, is controlled by an unmanned gate (unless other arrangements are in place, e.g. summer cadet programs). Only current members will be provided a gate code to allow access to the site. The following apply:

- a. Gate codes are for the member's personal use. They are not to be shared with other members, guests, or other users of the Goose Spit site.
- b. Gate users are to ensure security by remaining at the gate while it closes behind them, to prevent 'tailgating' by other vehicles.

- c. Gate issues or security concerns can be reported to any member of the club Executive, or if urgent and after-hours 19 Wing Operations at 250-339-8231

61. Use of Club House for special functions – Members of 19WCYC or Units/sections at 19 Wing or HMCS Quadra, wishing to use the Club House for special functions must complete a User Request Form available on the Website and submit it to the Rear-Commodore for initial approval and coordination. A \$100 deposit to cover damage/cleaning may be required which will be refunded when confirmed by the Rear Commodore or his delegate. Final approval for facility use is by the Commodore.

62. Wing Standing Order 1-30 (Ref I), regulates use of shared facilities at Goose Spit Marine Site by 19 Wing Comox Yacht Club, 19 Wing Comox W Ops Marine Section, HMCS Quadra and RCSCC Port Augusta. The 19 WComd has authorized shared use of the marine facilities at Goose Spit, including jetty berthage and services, by 19WCYC.

ARTICLE XVII –CONSOLIDATED INSURANCE PROGRAM

63. CFMWS does not provide insurance coverage for injury to members of the various clubs/organizations.

64. Activities sponsored by Base Fund are included in coverage under the CAF Consolidated Insurance policy as per Ref A Chapter 20. This insurance provides for protection against loss and damage of Non-Public Fund property and for Public liability of the Commanding Officer responsible for the operation of Base Fund sponsored activities as a unit. There is no coverage provided for participants against dangers inherent in the activity.

65. The following shall apply with respect to Regular, Ordinary, Associate Members, their minor dependents as well as guests and their minor dependents:

- a. Each member (including immediate family) must sign a CFMWS Injury Waiver Form at the Rec Centre when they pay for their membership prior to participating in a 19WCYC activity or using 19WCYC equipment;
- b. The parent/guardian of a dependent must sign an Injury Waiver Form to indicate that he/she is responsible for any emergency medical or dental treatment prior to the dependent joining a club/organization which is under the auspices of the CFMWS activity;

66. All unusual incidents/accidents must be reported to the FS&R Manager as soon as they occur. Failure to comply could invalidate insurance coverage.

67. All guests of 19WCYC members involved in Club sailing or kayaking activities shall sign an Injury Waiver Form prior to commencement of said activity. This form will be available in the Club House or online. It shall be addressed to the Club Secretary and is to be left in the provided location in the Club House.

68. Any member shall be liable to reimburse Base Fund for up to the total cost (inclusive of applicable taxes) of the CFMWS Consolidated Insurance deductible where the member

accidentally, willfully or negligently causes, permits or contributes to damage to or the loss, deficiency, theft, destruction, or deterioration of NPF property pertaining to 19WCYC as is stipulated in QR&O 38.01.

69. In the event of an incident outlined in Para (e.), the Executive will convene to determine the appropriate financial figure that the member will be required to pay.

70. Activity managers are to ensure that respective members (whether or not they are service persons) are advised to be conversant with DAODs as they pertain to insurance coverage for specific activities.

ARTICLE XVIII – REPORTS AND RETURNS

71. The Secretary and Treasurer shall prepare detailed records of Club activity for use by NPF Accounting and the FS&R Manager. Detailed records should be kept concerning membership, expenditures, revenue, and Club activities. These records are to be maintained by the Club Executive and to be provided to the FS&R Manager upon request.

ARTICLE XIX - GUESTS

72. Guests are the responsibility of the member inviting them. The conduct of guests is to be as expected of Club members and a member observing inappropriate behaviour by an invited guest is to approach the guest's host and request a resolution. If the behaviour continues, the guest is to be asked to leave the premises, and a report is to be filed with the Commodore.

ARTICLE XX - COMPLAINTS

73. Any complaints about club activities or the behaviour of Club members are to be directed to the Commodore for investigation and resolution.

74. Should any member wish to raise a complaint for consideration, he/she must do so in writing to any member of the Executive Committee who shall bring the complaint to the next Executive Meeting at which time it will be seriously considered. The member will then be advised as soon as possible of the resolution of the complaint in a manner that respects the privacy of the individual.

ARTICLE XXI - COMMUNICATION CHANNELS

75. Reports – Written reports are to be made through the appropriate Division Captain who will forward them to the Commodore. Executive and Appointed positions shall report to the position specified in their terms of reference.

- a. Emails – 19WCYC recognizes the importance of digital privacy to its members. To help protect against phishing and spam, email communications to the Club General membership shall use 'Blind Carbon Copy (BCC)' address field, rather than the 'TO' and/or 'Carbon Copy (CC)' address fields. Any of the "19WCYC" positional email addresses (@19WCYC.com) are acceptable in the 'TO' or 'CC' fields, but when

sending digital correspondence to the Club General membership, care should be taken that personal email addresses are not visible to others.

ARTICLE XXII - FORESHORE RULES

76. **Applicability** – The Foreshore Rules are designed to manage the use of the foreshore facilities as well as berthing, mooring and storage of sailboats or tenders on or by the foreshore defined as the intertidal zone and is limited to that area that is exposed to the air at low tide and the small rise in front of the Club House, including the water area to the west end of “J” float inclusive of all dock space allocated for use by club members for mooring their boats (see figure 1). Within the boundaries of the Club, these rules are applicable to all owners and skippers of:

- a. Privately-owned and Club-owned sailboats berthed alongside;
- b. Privately-owned and Club-owned sailboats stored on the foreshore, and
- c. Privately-owned sailboats moored in the more or less immediate area.

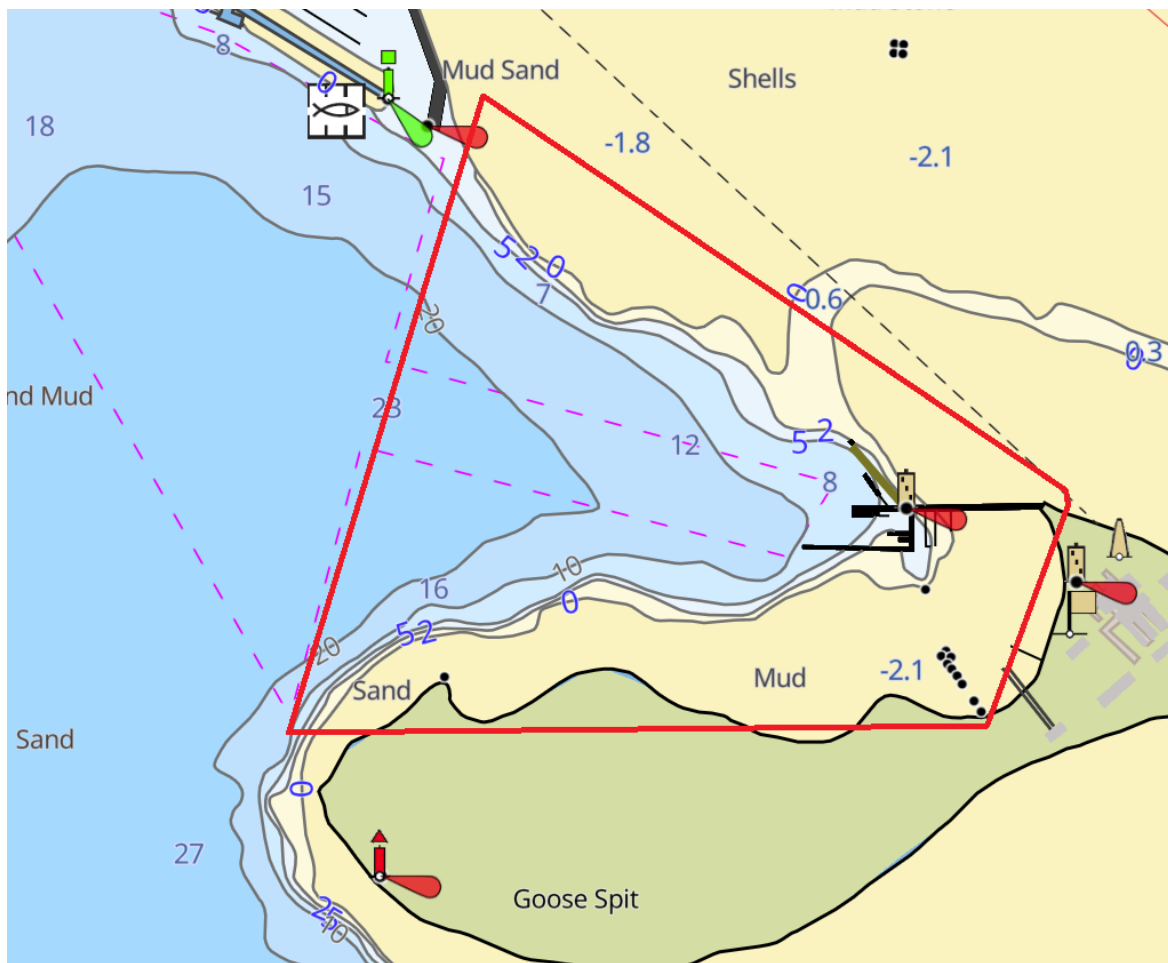


Figure 1 – 19WCYC Foreshore Area

77. Season – Dockside berthage season normally runs from Labour Day to mid June of the following year, subject to changes by the Marine Section and HMCS QUADRA. Use of dinghy docks for vessels with paid moorage is from Labour Day to Labour Day of the following year (or the return to dock date if it changes from Labour Day).

78. Berth Allocation Process. Notwithstanding the equality of membership categories outlined in the sub-paras below, sailboat berthage priority is based on dock space availability. Club owned vessels (keelboats, dinghies and tenders) have priority for berthage. All other berthage will be assigned as follows:

- a. 1st draft – Returning vessel owners in good standing who have contributed a minimum of 35 hrs of volunteer time to the club;
- b. 2nd draft – RegF Club members within their first 36 months (based on 1 September start of moorage) of a COS date to Comox (first application only), and
- c. 3rd draft - Returning vessel owners in good standing who have contributed a minimum of 35 hours of volunteer time to the club, and who have purchased or intend to purchase a larger vessel;
- d. 4th draft – Returning vessel owners in good standing who have not contributed a minimum of 35 hrs of volunteer time to the club;
- e. 5th draft – New applications that do not fall within the other drafts. Members applying for moorage who would normally be in other drafts but who have submitted their application past the deadline will also be considered in the 5th draft.

79. Notes:

- a. As moorage is extremely constrained, it is limited to members who have no other options for dockside moorage;
- b. Irrespective of club seniority, priority within a draft will be given to vessels under 40 feet LOA (as measured) and for single hull vessels;
- c. Multihull vessels are not guaranteed to be accommodated due to the limited areas that are dredged (normally, the club has space for a maximum of two multi-hull vessels); and
- d. If there are more applications than available dock space, applications will be selected within the draft by seniority (number of years of membership), and thereafter by blind draw.

80. Berthage Application Requirements:

- a. Applicants must be members in good standing;

- b. All applications shall include proof of ownership and \$2M (minimum) marine liability insurance that includes a pollution coverage clause;
 - c. Applications must include Proof of vessel Registration or License, or in the case of sailboats that do not require Registration or License (vessels less than 10hp), Proof of Ownership. For vessels with multiple owners, all owner names must be on the Registration, License or Proof of Ownership (for vessels less than 10 hp), and on insurance documents;
 - d. Applications must be submitted by 31 May (or alternate date specified by the Foreshore Officer). Any berthage application submitted after the deadline, or applications missing the required information, will be considered late; and
 - e. Applicants will be notified of their successful berthage allocation with their assigned space and associated fee by 1 July.
81. Applications and the berth plan shall be reviewed and approved by the Foreshore Committee.
82. As a condition of berthage, the vessel must pass an annual Safety Inspection as directed by the Foreshore Officer.
83. Berth Allocation. Available number of berths per season may vary due to dock space allocation by 19 OSS, overall linear footage (the sum of all sailboats' LOA), beam, displacement, and draft. The Foreshore Officer may request owners change spots during the season to maximize dock space usage or respond to changes in dock allocation. Following the docking plan review and approval from the Foreshore Committee, berths with easy in-and-out access will be assigned to sailboats that have demonstrated frequent usage in the previous year.
84. Tender Dock – Priority use of the tender dock as follows:
- a. Members with keelboat Berthage are entitled to a designated space on the tender docks, and will be charged an annual fee for the space in addition to their annual berthage fee; then
 - b. Members without Berthage who wish to keep a tender on the dock can apply for a designated spot using a berthage application for an annual fee (following the same draft process as for berthage applications).
85. Tender is defined as a small vessel used to access a keelboat on a mooring, not a small vessel used independently for other activities like fishing or recreation.
86. Use of the foreshore for storing a dinghy or small sailboat which can be launched without a vehicle (Laser, etc....), is available to members in good standing;

- a. Additional tender dock space may be allocated by the Foreshore Officer to club members without paid berthage whose sailboats are moored in the bay at a rate to be determined by the Executive Committee;
- b. All tenders must have identification as determined by the Foreshore Officer, which may include 19WCYC Dinghy sticker valid for that year, and be identified with owner's name and phone number inside the transom; and
- c. As space is limited, tenders not regularly used or in unusable condition must be removed and stored elsewhere. Light tenders may be assigned a space on the concrete docks instead of the wooden floats.

87. Maintenance – All berthed sailboats must be tended to at a minimum monthly by the owner(s) or a representative in case of the owner's temporary absence. Vessels must be maintained in seaworthy and shipshape condition and properly secured for strong winter winds. Safety inspections may be required by the Foreshore Officer at their discretion in the event that there is cause for concern of the seaworthiness of a vessel. Foreshore Officer may require remedial action.

88. Placement of mooring balls – Member placing mooring balls in the bay shall do so with due care and not infringe on the swing room of pre-existing mooring balls. All member mooring balls shall be labelled in accordance with applicable regulations and shall be periodically inspected to avoid vessels breaking away. Use of the 19WCYC Foreshore for the preparation of mooring equipment (blocks, hardware) must be approved by the Foreshore Officer.

89. Personal Property – Except for privately owned keelboats for which a member has been provided a berth, Club members are not to use any Club facilities to store items of personal property, this includes the Club House, the jetty, and the foreshore. Members are to understand that if personal property is inadvertently left on DND property, it is at their own risk.

90. Joint Ownership/Application – When two or more members (not in the same household) hold a vessel in joint ownership, volunteer contribution of the highest contributing co-owner will be considered. A single owner shall be designated as responsible for all applicable fees. The names of all owners shall appear on the application.

91. Club mooring balls:

- a. The club mooring balls are normally reserved for club owned keelboats;
- b. When they are available, requests for use shall be submitted in advance to the Foreshore Officer, the owner requires the same insurance coverage as for dockside berths. Use of the mooring ball does not entail open access to Quadra unless the operator of the vessel is also a club member or serving CAF member;
- c. A daily rental fee shall be set by the Executive Committee for use of the mooring ball (waived for up to 2 nights per stay if the operator is a member of a reciprocal club);
- d. No vessel shall be attached to a club mooring ball having a displacement of more than 18 000 lbs;

- e. Use of the mooring ball for visiting vessels shall normally be limited to 2 nights per stay and no more than 8 nights per year;
- f. The mooring ball may be allocated longer term to club members while they are performing maintenance on their mooring ball; and
- g. Use of the mooring ball is at the owner's risk.

92. Visiting Vessels – Dockside berths for visiting vessels from other Canadian Armed Forces sailing clubs may be accommodated upon request to the Foreshore Officer, on a space available basis. Vessel owners shall provide proof of membership in a CAF sailing club, proof of boat ownership, and proof of current liability insurance on the vessel. The length of the stay shall normally not exceed two nights. Visiting vessels whose operator is not serving in the CAF cannot have access to HMCS QUADRA facilities on a temporary basis, as all non-military visitors must be escorted.

93. Refuse – Garbage, refuse and waste will not be left on the floats or the foreshore, but will be removed to the garbage or applicable recycling container located at various locations around HMCS QUADRA.

94. Oils and coolants – Members who perform mechanical maintenance shall remove all fluids from HMCS QUADRA and dispose of them at approved recycling facilities in the community. Oil, filter and coolant disposal at HMCS QUADRA is reserved for club-owned vessels only.

95. Foreshore – The Foreshore Officer may order boats, cars, trailers, etc. moved or removed from the foreshore in order to provide for the proper operation of the foreshore facilities or Club operations. Trailers are not allowed on the foreshore except while being used.

96. Loss of Privilege – Infringement of 19WCYC Bylaws or failure to correct a deficiency identified by the Foreshore Officer may result in loss of vessel berthage privileges and removal of a vessel from the dock or foreshore, as recommended by the Foreshore Committee and approved by the Executive Committee. This includes failure to renew Club membership by 15 April of new the Membership Year or failure to provide updated proof of Liability Insurance renewal upon expiration.

ARTICLE XXIII – KEELBOAT AND PADDLESPORT RENTALS

97. Eligibility to rent or use any 19WCYC vessel is predicated on either the possession of the appropriate certification or in the absence thereof, upon submission of a written, signed, and witnessed experience résumé and checkout on the vessel.

98. No keelboat will be used unless the appropriate Division Captain or their delegate has performed a satisfactory checkout and all paperwork and copies of certification has been received.

99. All instructors and renters shall complete an annual refresher on each keelboat.

100. All vessels must be operated in accordance with Collision Regulations, Transport Canada Regulations and the Criminal Act of Canada. At no time shall alcohol or cannabis be consumed within 8 hrs of operating a club vessel, a vessel shall not be operated when the renter is under the influence of drugs or alcohol.

101. There is no smoking on club vessels.

102. A member must be 16 years of age or older in-order to sign out and operate any club owned keelboat or motorized tender without adult supervision.

103. Division captains may publish additional policies to ensure the safe operation of vessels.

ARTICLE XXIV – COURSES AND TRAINING

104. In the event that a course is given or hosted by the Club it may be necessary for the Training Officer (or his delegate) to prioritize the course applicants. Initial prioritization will be done using the following criteria:

- a. Priority 1 – Regular Member
- b. Priority 2 – Ordinary Members;
- c. Priority 3 – Associate Members; and
- d. Priority 4 – Honourary & Lifetime Members.

105. In the case that there are more applicants than training spots available within an applicant category, training will be allocated in the order the completed and approved applications were received.

ARTICLE XXV - ACKNOWLEDGEMENTS

106. The Commodore may elect to present a token of appreciation, on behalf of the club, to a member(s) who has/have contributed significantly to the operation of the club. Examples of this are the Commodore's Commendation. The recognition may be in the form of, but not limited to, a recognition plate on the Commodore's Plaque, a gift certificate etc. (to a maximum value of \$75.00 (before taxes and delivery fees).

ARTICLE XXVI - ADOPTION OF BYLAWS

107. The 19WCYC Bylaws were amended and approved by the club membership at the 2025 Annual General Meeting, 25 Feb 2026

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| F. Bohac LCol Commodore 250-218-1973 | P. Atterton Secretary 778-992-0811 |

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|-------------------------------|-------------------------------|
| Recommended / Not Recommended | Recommended / Not Recommended |
| FS&R Manager 252-8246 | Sr. Manager PSP 252-7211 |

| | |
|--|---------------------------------------|
| Recommended/ Not Recommended | Approved / Not Approved |
| A. Grey LCol D/WComd 252-8206 | C. Shapka Col WComd 252-8200 |