

AMENDMENT LIST

TO

**19 WING COMOX YACHT CLUB (19 WCYC) CONSTITUTION**

AMENDMENT	DATE	AMENDED BY
# 1	Jan 2011	Capt M. Archambault Donna Gallant Steve Bunyan
#2	Feb 2012	No change
#3	Feb 2013	Maj E Johnsrude
#4	Feb 2014	Constitution and Bylaw Subcommittee
#5	Feb 2015	Constitution and Bylaw Subcommittee
#6	Feb 2016	No Changes
#7	22 Feb 2017	Constitution and Bylaw Subcommittee
#8	12 Feb 2021	Kamma Frederick, Manager FSR
#9	23 Feb 2022	Capt (Ret) James Hollis, Rear Commodore
#10	22 Feb 2023	Capt (Ret) James Hollis, Rear-Commodore
11	Feb 2024	LCol Fil Bohac, Commodore

References: A. DAOD 5045-0 Canadian Forces Personnel Support Programs  
A-PS-110/AG-002 Morale and Welfare Programs in the Canadian Forces  
Personnel Support Programs -Policy Manual 12 July 2013  
5590-I(NM DSRM) 22 July 2013 Categories of Membership Community Recreation Clubs  
and Specialty Interest Activities

5590-I(NM DSRM) 10 February 2014 Categories of Membership Community Recreation  
Clubs and Specialty Interest Activities Additional Guidance

**ARTICLE I - NAME**

- 1. This Constitution, together with the By-Laws, establishes the organization, functional procedures and operational guidelines for the 19 Wing Comox Yacht Club (19 WCYC). In this Constitution, the "Club", shall be deemed to mean, "19 Wing Comox Yacht Club (19 WCYC)".
- 2. The club consists of the following divisions (does not include power boats):
  - a. Keelboat
  - b. Dinghy
  - c. Paddlesports. Note: 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.
- 3. The Keelboat, Dinghy and Paddlesports divisions are referred to collectively as "19 WCYC".

**ARTICLE II -AUTHORITY FOR ESTABLISHMENT AND OPERATION**

- 4. The Club is established under the authority of Ref A with the approval of the Wing Commander, 19 Wing Comox. It shall be operated in accordance with the guidelines established in Refs B and C and 19 Wing Comox Recreation Policy Manual.

**ARTICLE III - PURPOSE**

- 5. The primary purpose of the Club is to promote recreational and organized sailing and kayaking 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. Sail Canada (formally Canadian Yachting Association) and/or International Power and Sail Association (ISPA) and Transport Canada approved training in sailing, kayaking, 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 kayaking activities and adventure training;
- d. Safe facilities, recreational sailing, and other boating activities;
- e. Liaison between Club members and other CAF sailing clubs, boating organizations or sailing associations in Canada, the Commonwealth and elsewhere;
- f. A library of sailing and nautical information including books, charts, etc., and
- g. A Club Business Plan which forms the basis for realistic and sustainable Club growth.

#### **ARTICLE IV -AFFILIATIONS**

6. 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. Copy of any regulations binding members on affiliation with the organization;
  - c. A list of the groups affiliated with this organization.

#### **ARTICLE V MEMBERSHIP**

7. Membership in the Club is subject to the regulations defined in Refs A through C, and categories of membership are explained in Refs D and E. Membership is renewed annually in March and the membership year is 01 April -31 March. A pro-rated membership rate of half of a full membership rate is available as of 1 September. Application for all memberships shall be submitted on forms available from the 19-Wing Fitness & Community Centre or as directed by the Club from time-to-time. 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.

8. Categories: Membership is available in the following categories:
- a. Regular Member:
    - (1) Canadian Armed Forces members: Currently serving Regular and Reserve Force personnel and their families.
    - (2) Members of foreign military currently serving within the CAF and their families.

- (3) Veteran (former members of the CAF who have successfully completed Basic Military Training and have been honourably discharged) and their families.

b. Ordinary Members:

- (1) Current DND Public Servants, Staff of NPF, Staff of MFRC's, Staff of DRDC and DCC and their families.
- (2) Serving RCMP and their families.
- (3) Currently serving Honorary Colonels / Captain (N) and Honorary Lieutenant- Colonels/Commanders and their families.
- (4) Former Staff of NPF receiving a pension and their families.
- (5) Former DND members of the Public Service receiving a pension and their families.
- (6) Former RCMP in receipt of an annuity and their families.

c. Associate Member:

All others who pay or are invited to become 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 not normally eligible to serve on the Executive Committee, however, by an Executive Committee resolution of 50 percent plus-one, which must include the Commodore. an Associate may be recommended for General Meeting election to an Executive position that an Ordinary Member is permitted. Associate Membership is a privilege extended to individuals who wish to be active participants in the Yacht Club. Renewal from year-to-year of an Associate Members is not guaranteed, particularly if the Associate Member does not engage with Club social events, work parties or assist with any of the committees.

c. 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.

d. Lifetime Member:

From time to time as it pleases the membership, and upon confirmation by the Wing Commander, distinguished individuals may be invited to become a 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 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 \$50.00 (before taxes and delivery fees). Lifetime Members may be elected to an Executive position in-accordance with their status that they would enjoy were they fee-paying members.

9. Definition of families:

- 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 blood, marriage, common-law partnership, adoption legally 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.

10. 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.

11. 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.

12. 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.

#### **ARTICLE VI - MEMBERSHIP RESTRICTIONS**

13. The membership of the Club must at all times reflect the priority that must be maintained to ensure that CAF Members, former members and their dependents are able to participate fully in the operation and activities of the Club, hence:

- a. The proportion of Associate Members shall not exceed 20 percent of the total membership; and
- b. The combined total of Ordinary and Associate Members shall not exceed 50 percent of the total membership.

14. Membership is restricted to persons that whose primary residence is within 100 km of 19 Wing and shall also include personnel employed full-time at the Wing, even though their permanent residence may be outside of the 100 km radius.

#### **ARTICLE VII - EXECUTIVE COMMITTEE**

15. The Terms of Reference for the Executive Committee members are set out in the By-Laws. The Executive Committee is comprised as follows:

<b>Position</b>	<b>Eligibility R-Regular O-Ordinary A- Associate</b>	<b>Term of Office</b>	<b>Appointed / Elected</b>
Commodore	R (Serving CAF)	1 year	Elected
Vice-Commodore	R	1 year	Elected
Secretary	R	1 year	Elected
Treasurer	R	1 year	Elected
Rear Commodore	R/O/A	1 year	Elected
Foreshore Officer	R/O/A	1 year	Elected
Captain-Keelboat Division	R/O/A	1 year	Elected
Captain-Dinghy Sailboat Division	R/O/A	1 year	Elected

Captain-Paddlesports Division	R/O/A	1 year	Elected
Training Officer	R/O/A	1 year	Elected
Membership Officer	R/O/A	1 year	Elected

16. Elections – All elections will be made by the membership at the annual General Meeting, which is to be held in February/March.

17. 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.

18. 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 By-Laws 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.

19. 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.

20. The sole right to employ and discharge servants of the Club shall be vested in the Executive Committee.

### **ARTICLE VIII - SUBCOMMITTEES**

21. 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.

### **ARTICLE IX - MEETINGS**

22. A General Meeting shall be held yearly and additionally when deemed necessary by the executive. All members are encouraged to attend. The Annual General Meeting shall be held in February/March and the agenda shall include, but not be limited to, the following:

- a. Election of the Executive Committee;
- b. Financial Report/Budget Approval;

- c. Approval of expenses not included in the Annual Budget; and
  - d. Amendments to the Constitution and Bylaws
22. The Executive Committee shall hold monthly meetings, and prior to every General Meeting. The Secretary will draft an agenda for the meeting and minutes will be recorded.
23. The Secretary will ensure, as soon as possible after the meeting, that a copy of the minutes of every General Meeting is posted on the 19WCYC website and in the main lounge of the Club House, and that a copy of the Record of Decisions of every Executive Committee Meeting is also posted on the 19WCYC website as well as filed in the Club House office.

### **ARTICLE X - QUORUM**

24. Executive Committee. 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.
25. General Meeting Quorum. Quorum for a General Meeting, which includes an Annual General Meeting (AGM), is 25% of the membership. Members may be present at General Meetings in-person, electronically, or represented by proxy.

### **ARTICLE XI - VOTING**

26. Each Regular, Ordinary, Associate, Honorary & Lifetime Member shall have one vote. In the case of several individuals enjoying the privileges of one family membership (paid, Honorary or 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. All voters must be a minimum of 19 years of age.
27. At meetings the Commodore or Chairperson shall cast a vote in the event of a tie.
28. The votes shall be recorded by the Secretary, and shall be verified by the Vice-Commodore.

### **ARTICLE XII -SUBMISSION OF MINUTES**

29. Minutes shall be taken for all General and Executive Meetings and be submitted in typed format to the Recreation Coordinator. Minutes are to be signed by the Commodore and Secretary prior to submission.

### **ARTICLE XIII - AMENDMENTS**



30. Notice in writing will be made to the Secretary of any proposed changes to the Constitution/ By-Laws at least 30 Days in advance of a General Meeting. The motion will be made available during the Annual General Meeting. Changes to the Constitution/By-Laws require

31. Two-thirds consensus of the Executive Committee and must be passed by a majority vote of the members at an Annual General Meeting. All approved amendments must be forwarded to the Recreation Coordinator for final approval prior to implementation, except where the Wing Commander directs an amendment.

#### **ARTICLE XIV - DISCIPLINE AND GENERAL CONDUCT**

32. 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 Forces.

#### **ARTICLE XV - REVOKING MEMBERSHIP**

33. The Executive Committee shall have the power and authority to cancel or suspend any member for just cause, such as, in their opinion, a member is conducting himself/herself in a manner detrimental to the good name of the Club and the CAF/DND, or who through carelessness, endangers a Club-owned vessel for which he/she is responsible, or endangers any other vessel or person through his/her neglect. The revoking of membership will be carried out only after a majority decision of the Executive Committee and subsequent review at the next General Meeting or Special Meeting. The minutes of the meeting must reflect the reasons for this action and the deciding vote. No cancellation or suspension of membership shall be made without the member having first:

- a. Been notified in writing of the reason for such actions being taken; and
- b. Been given the opportunity to be heard by the Executive Committee at a meeting called for that purpose.

34. The individual whose membership has been revoked or suspended has the right to submit in writing an appeal to the Recreation Coordinator and Manger of Fitness, Sport and Recreation.

#### **ARTICLE XVI - HARASSMENT POLICY**

35. Members of the 19WCYC will abide by the CFMWS Harassment Prevention and Resolution Policy, available at <https://cfmws.ca/about-us/policies-and-publications/npf-workplace-harassment-and-violence-prevention>. While the policy is aimed at NPF employees, and refers to 'the workplace', 19WCYC members engaged in club activities or on club premises will act as though they are in a workplace.

**ARTICLE XVII - ADOPTION OF CONSTITUTION**

36. The 19WCYC Constitution was approved by the club membership at the Annual General Meeting, 28 Feb 2024.

F. Bohac LCol Commodore 250-218-1973	D. Mondry MCpl Secretary 250-339-2435

Recommended / Not Recommended	Recommended / Not Recommended
K. Elmore Mgr. FS&R 8542	A.C. Moorhead Snr Mgr. PSP 8246

Recommended/ Not Recommended	Approved / Not Approved
K.R. Connerty LCol D/WComd 8206	J.P. Gagnon Col WComd 8200