

# Port Stanley Sailing Squadron



## Constitution Administration By-laws & Schedules





# TABLE OF CONTENTS

## PREAMBLE

<i>Preamble</i> .....	<i>iii</i>
-----------------------	------------

## CONSTITUTION

1.01	<i>Name</i> .....	<i>1</i>
1.02	<i>Object</i> .....	<i>1</i>
1.03	<i>Membership</i> .....	<i>1</i>
1.03.1	<i>Full Member</i> .....	<i>1</i>
1.03.2	<i>Associate Member</i> .....	<i>2</i>
1.03.3	<i>Honorary Member</i> .....	<i>2</i>
1.03.4	<i>Crew Member</i> .....	<i>2</i>
1.04	<i>Officers</i> .....	<i>2</i>
1.05	<i>Trustees</i> .....	<i>2</i>
1.06	<i>Executive</i> .....	<i>2</i>
1.07	<i>Financial Signing Officers</i> .....	<i>3</i>
1.08	<i>Elections</i> .....	<i>3</i>
1.08.1	<i>Elections – Bi-annual</i> .....	<i>3</i>
1.08.2	<i>Termination – Officers – Trustees</i> .....	<i>3</i>
1.08.3	<i>Vacancy – Executive Officer</i> .....	<i>3</i>
1.08.4	<i>Absence – Executive Officer</i> .....	<i>3</i>
1.09	<i>Burgee</i> .....	<i>3</i>
1.10	<i>Blazon</i> .....	<i>3</i>
1.11	<i>Financial Year</i> .....	<i>3</i>

## ADMINISTRATION

2.01	<i>Duties</i> .....	<i>4</i>
2.01.1	<i>Commodore</i> .....	<i>4</i>
2.01.2	<i>Vice Commodore</i> .....	<i>4</i>
2.01.3	<i>Rear Commodore</i> .....	<i>4</i>
2.01.4	<i>Secretary</i> .....	<i>5</i>
2.01.5	<i>Treasurer</i> .....	<i>5</i>
2.01.6	<i>Fleet Captain</i> .....	<i>5</i>
2.01.7	<i>Immediate Past Commodore</i> .....	<i>6</i>
2.01.8	<i>Race Chair</i> .....	<i>6</i>
2.01.9	<i>Social Chair</i> .....	<i>7</i>
2.01.10	<i>Executive</i> .....	<i>7</i>
2.01.10.1	<i>Quorum</i> .....	<i>7</i>
2.01.10.2	<i>Quorum - Conduct of Business - Executive</i> .....	<i>7</i>
2.01.10.3	<i>Deciding Vote</i> .....	<i>7</i>
2.01.10.4	<i>Casting Vote</i> .....	<i>7</i>
2.01.11	<i>Trustees</i> .....	<i>7</i>
2.01.12	<i>Committees</i> .....	<i>7</i>
2.01.12.1	<i>House Committee</i> .....	<i>7</i>
2.01.12.2	<i>Grounds Maintenance Committee</i> .....	<i>8</i>
2.01.12.3	<i>Nominating Committee</i> .....	<i>8</i>
2.01.12.4	<i>Membership Committee</i> .....	<i>8</i>
2.01.12.5	<i>Race Committee</i> .....	<i>8</i>
2.01.12.6	<i>Social Committee</i> .....	<i>8</i>
2.01.12.7	<i>Social Media Officer</i> .....	<i>8</i>

**BY-LAWS**

3.01 Meetings ..... 9  
3.01.1 Annual Meetings ..... 9  
3.01.2 General Meetings ..... 9  
3.01.3 Special or Emergency Meetings ..... 9  
3.02 Notice of Annual Meeting ..... 9  
3.03 Quorums ..... 9  
3.03.1 Quorum for General Business ..... 9  
3.03.2 Quorum for Finance Matters ..... 9  
3.04 Vote ..... 9  
3.04.1 Casting Vote ..... 9  
3.04.2 Deciding Vote ..... 9  
3.05 Order of Business ..... 9  
3.06 Membership Dues and Fees ..... 10  
3.06.1 Annual Membership Dues ..... 10  
3.06.2 Assessments ..... 10  
3.06.3 Annual Dues and Other Fees ..... 10  
3.06.4 Privileges Suspended – Non-payment ..... 10  
3.06.5 Reinstatement ..... 10  
3.06.6 Suspension ..... 10  
3.07 Resignation/Termination ..... 10  
3.07.1 Resignation – in writing ..... 10  
3.07.2 Termination – conduct detrimental ..... 10  
3.07.3 Termination – right or interest ..... 10  
3.08 Docks, Dry Sail Space and Dockage ..... 10  
3.08.1 Assignment of Docking/Dry Sail Space ..... 10  
3.08.2 Fees – Determined Annually ..... 11  
3.08.3 Guest Docking ..... 11  
3.08.4 Dry Sail ..... 11  
3.08.5 Crane/Gin Pole ..... 11  
3.08.6 Winter Storage ..... 11  
3.08.7 Subletting ..... 11  
3.08.8 Mooring/Storage ..... 11  
3.08.9 Absent from Dock ..... 12  
3.09 Amendments ..... 12  
3.10 Rules and Regulations ..... 12

**SCHEDULES**

Schedule A Membership Categories - Summary of Club Privileges, Obligations and Fees ..... 13  
Schedule B Work Hours Policy ..... 15  
Schedule C Billing And Collection Policy ..... 16  
Schedule D Docking Seniority Policy ..... 17  
Schedule E Grounds Maintenance Committee Chair - Rear Commodore ..... 18  
Schedule F House Committee Chair - Vice Commodore ..... 20  
Schedule G Race Committee Chair ..... 22  
Schedule H Sponsor Responsibilities ..... 23  
Schedule I Sending Flowers – Illness / Death Policy ..... 24  
Schedule J Psss Trailer Use Policy ..... 25  
Schedule K Social Media Officer ..... 26

**HISTORY OF REVISIONS**

History of Revisions - Constitution / By-Laws / Administration / Schedules ..... 27

## **PREAMBLE**

This document, as amended from time to time, includes the Constitution, Administration, By-laws, Schedules and History of Revisions of the Port Stanley Sailing Squadron. Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees forms part of this Constitution, Administration, and By-laws.

Schedule B – Work Hours Policy; Schedule C – Billing and Collection Policy; Schedule D – Docking Seniority Policy; Schedule E – Grounds Maintenance Committee Chair Rear Commodore; Schedule F – House Committee Chair Vice Commodore; Schedule G – Race Committee Chair; Schedule H – Sponsor Responsibilities; Schedule I – Sending Flowers – Illness / Death Policy; Schedule J – PSSS Trailer Use Policy; and Schedule K – Social Media Officer are included for the *guidance* and *understanding* of the responsibilities assigned to an executive member in the fulfillment of his/her duties and do not form part of the Constitution, Administration or By-laws. These Schedules, B to K inclusive, may be added to, altered or amended as required without membership approval.

*See History of Amendments to the Constitution, Administration, By-laws at the end of this document for a list of revisions.*



# CONSTITUTION

## **1.01 Name**

This organization shall be known as the Port Stanley Sailing Squadron (the Squadron).

## **1.02 Object**

The object of the Squadron shall be to:

- (a) encourage the sport of yachting;
- (b) promote the science of seamanship, sailing and navigation;
- (c) provide and maintain a suitable anchorage and recreational facilities for its members;
- (d) promote an active participating membership in the Squadron; and
- (e) recognize that the fundamental strength of the club is based upon social interaction, communication, and membership work efforts.

## **1.03 Membership**

Potential new members must be sponsored by a Squadron member in good standing. [See Schedule H – Sponsor responsibilities]. (Where a potential new member inquires about membership and does not know a Squadron member a recommendation by two members of the Executive who have met with and interviewed the potential member will be considered a sponsorship.) Prior to formal Executive consideration the new member application shall be distributed by email or otherwise to the full membership for review and comment. Within 30 days of receipt of application and allowing a 10-day notice period for the membership, the Executive shall consider and vote to accept or reject the application.

Membership in the Squadron shall consist of the following categories: Full member; Associate Member; Honourary Member; Crew Member. No person shall be refused membership on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, same-sex partnership status, family status or disability.

Membership is provisional during the first twelve months following approval by the Executive. Within thirty days prior to the end of the provisional period the full membership will again be polled by email or otherwise for review and comment following which the Executive will vote to confirm or cancel permanent membership.

In the event that permanent membership is not granted at any one time, dock or initiation fees paid during the interim period may be refunded.

### **1.03.1 Full Member**

A Full Member shall:

- (a) be an owner or co-owner, lessee or co-lessee of a sailing vessel;
- (b) have paid the schedule of fees as set out in Section 3.06 and Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees;
- (c) have full voting power at all meetings;
- (d) be eligible for election to the Executive;
- (e) have privileges/services as set out in Schedule A – Summary of Privileges, Obligations and Fees; and
- (f) complete the requisite 25 work hours or make payment in lieu of as determined by the Executive. [See Schedule B – Work Hours Policy.]

### **1.03.2 Associate Member**

An Associate Member shall:

- (a) have paid the schedule of fees as set out in Section 3.06 and Schedule A – Membership Categories, Summary of Privileges, Obligations and Fees;
- (b) have voting power at all meetings except on financial matters;
- (c) be eligible for election to the Executive; and
- (d) have privileges/services as set out in Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees.

### **1.03.3 Honorary Member**

A member may have honorary membership status bestowed upon him or her at the discretion of the Executive. An honorary member retains his or her status unless or until revoked by Executive vote.

### **1.03.4 Crew Member**

A Crew Member

- (a) shall have paid the schedule of fees as set out in Section 3.06 and Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees;
- (b) may attend all meetings; and
- (c) shall have privileges/services as set out in Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees.

### **1.04 Officers**

The officers of the Squadron shall be:

Commodore

Vice Commodore

Rear Commodore

Immediate Past Commodore

Secretary

Treasurer

Fleet Captain

Social Event Chair

Race Chair

Social Media Officer

### **1.05 Trustees**

There shall be three trustees whose responsibility will be to hold in trust and when applicable act upon or vote the shares of Trans Erie Sail Limited in accordance with the interests of the Squadron.

### **1.06 Executive**

The Executive shall consist of the following officers:

Commodore

Vice Commodore



Rear Commodore

Immediate Past Commodore

Secretary

Treasurer

Fleet Captain

Race Chair

Social Chair

Social Media Officer

### **1.07 Financial Signing Officers**

There shall be three financial signing officers who shall be the Commodore, Secretary, and the Treasurer, any two of whom shall be required to sign all cheques to be drawn on the funds of the Squadron.

### **1.08 Elections**

#### **1.08.1 Elections – Bi-annual**

Elections shall be held bi-annually on the day of an Annual Meeting. All candidates for office shall be members in good standing at the opening of the meeting and elected by a majority vote. A secret ballot shall be employed. Nominations, other than those submitted by the Nominating Committee, may be proposed by two voting members at the Annual Meeting, provided the nominee consents to the nomination either at the Annual Meeting or has provided a signed consent form to allow his or her name to stand for such election.

#### **1.08.2 Termination – Officers – Trustees**

Officers or Trustees may be removed and replaced by a two-thirds vote at a general meeting called for that purpose.

#### **1.08.3 Vacancy – Executive Officer**

In the event of any vacancy, however caused, occurring on the Executive, such vacancy shall be filled by a member in good standing who may be elected by the members of the Squadron at a general meeting or appointed by a majority of the remaining officers of the Executive; and any member thereby elected/appointed to fill any such vacancy shall hold office for the unexpired term of the officer who ceased to be a member of the Executive and who caused such vacancy.

#### **1.08.4 Absence – Executive Officer**

In case of the absence or inability to act as an officer of the Executive or for any other reason that the Executive may deem sufficient, the Executive may delegate all or any of the powers of such officer to any other officer or member for the time being.

### **1.09 Burgee**

The Burgee of the Squadron shall be: a pendant, the length of which is to be one and one half times the breadth. The pendant to be divided into two parts: one third of the length at the hoist to be white, upon which, the red maple leaf of Canada is to be superimposed. The remaining two thirds of the length to be navy blue.

### **1.10 Blazon**

The Blazon of the Squadron shall be: an oval of navy blue cloth, three and one quarter inches in length and two inches in width, around which, a border of gold rope, with a knot at the bottom, be sewn. Inside the gold rope, a border of the same material, three-eighths of an inch in width, continuous around the oval, upon which in gold letters, the name "Port Stanley Sailing Squadron" be sewn. Inside the name border and to separate the insignia, a thin gold stripe. The upper half of the insignia to be white upon which the red maple leaf of Canada be super-imposed, sewn. The lower half to be azure, the upper edge scalloped, upon which a gold fouled anchor be super-imposed.

### **1.11 Financial Year**

The financial year of the Squadron shall begin November 1 and end October 31 of each year.

# ADMINISTRATION

## 2.01 Duties

### 2.01.1 Commodore

It shall be the duty of the Commodore to:

- (a) command the Squadron;
- (b) oversee all committees;
- (c) ensure that the Constitution is adhered to and the By-laws are enforced;
- (d) act as one of the financial signing officers of the Squadron to sign all cheques drawn on the funds of the Squadron as designated by this Constitution;
- (e) act as a trustee of the Trans Erie Sail Ltd.;
- (f) preside at all meetings;
- (g) prepare a written report for submission to the membership at the Annual Meeting;
- (h) inform new member of acceptance; arrange an informal meeting to officially welcome new member to the Squadron; and provide the new member at that time with a copy of the Constitution, Administration, By-laws and Schedules of the Squadron;
- (i) be responsible for the safekeeping, collection of appropriate fee, distribution and recording of clubhouse keys; and
- (j) ensure the objects of the Squadron 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 his/her duties;
- (b) act as Chair of the House Committee and to appoint members to assist in these duties; [See Schedule F – House Committee Chair.]
- (c) prepare a House Budget for Executive review prior to presentation to the membership at the Annual Meeting;
- (d) prepare a written House Report for submission to the membership at the Annual Meeting;
- (e) officiate in the absence of the Commodore; and
- (f) ensure that the objects of the Squadron are met.

### 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) to act as Chair of the Grounds Maintenance Committee and to appoint members to assist in these duties; [See Schedule E – Grounds Maintenance Committee Chair.]
- (c) prepare a Grounds Maintenance Budget for Executive review prior to presentation to the membership at the Annual Meeting;
- (d) prepare a written Grounds Maintenance Report for submission to the membership at the Annual Meeting;
- (e) officiate in the absence of the Commodore and Vice Commodore; and

- (f) ensure that the objects of the Squadron are met.

#### **2.01.4 Secretary**

It shall be the duty of the Secretary to:

- (a) keep the minutes of all meetings of the Squadron and the Executive in a book provided for that purpose;
- (b) ensure safe custody of all reports and records pertaining to the operation of the Squadron;
- (c) update and distribute before launch and as necessary, an accurate list of members, including: name(s), boat name, home address, home and business telephone numbers, email address and membership category;
- (d) be one of the financial signing officers of the Squadron to sign all cheques drawn on the funds of the Squadron as designated by this Constitution;
- (e) promulgate all necessary notices in a timely fashion;
- (f) promulgate all Squadron correspondence to the appropriate officer(s);
- (g) prepare and submit a membership roster of the Squadron to the membership at the Annual Meeting;
- (h) ensure that the Work Hours Binder is complete and up-to-date and deliver, along with other necessary reports to the Treasurer immediately after year end (October 31);
- (i) act as Secretary at all meetings of the Squadron, annual, general, special and Executive;
- (j) ensure that the objects of the Squadron are met; and
- (k) act as a trustee of the Trans Erie Sail Ltd.

#### **2.01.5 Treasurer**

It shall be the duty of the Treasurer to:

- (a) oversee all funds of the Squadron;
- (b) be responsible for accounts receivable and accounts payable;
- (c) deposit, in a timely manner, all funds received in the name of the Squadron in a chartered Canadian Bank;
- (d) prepare a financial statement for presentation at all meetings of the Executive and Annual Meeting or whenever requested by the Commodore;
- (e) act as one of the financial signing officers of the Squadron to sign all cheques drawn on the funds of the Squadron as designated by this Constitution;
- (f) invoice the members and collect all monies owing from the membership; [See Schedule C – Billing and Collection Policy and Schedule B – Work Hours Policy];
- (g) ensure that the objects of the Squadron are met; and
- (h) act as a trustee of the Trans Erie Sail Ltd.

#### **2.01.6 Fleet Captain**

It shall be the duty of the Fleet Captain to:

- (a) provide a docking/dry sail space plan suitable for the safe mooring for vessels of the Squadron;
- (b) assign docking/dry sail space; [See Schedule D – Docking Seniority Policy.]
- (c) arrange for necessary equipment and personnel to assist in the launch and haul out of members' sailing vessels;

- (d) ensure that all equipment related to the Fleet Captain's duties is operational and properly maintained at all times;
- (e) ensure construction of and removal for winter storage of such docks;
- (f) confirm all vessel measurements for dock allotment;
- (g) enforce all harbour and dock rules;
- (h) prepare a budget for dock maintenance and construction for review by the Executive prior to presentation to the membership at the Annual Meeting;
- (i) annually obtain signed waivers (as set out on the Reservation Form) from all docking members of the Squadron;
- (j) prepare a written report for submission to the membership at the Annual Meeting; and
- (k) ensure that the objects of the Squadron 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 manner;
- (b) act as chair of the Nominating Committee as set out in Section 2.1.12.3;
- (c) prepare a written nominating report to the Executive for submission to the membership at the Annual Meeting;
- (d) arrange for a name plate of the current commodore to be affixed to the Past Commodore's Board prior to the Annual Meeting; and
- (e) ensure that the objects of the Squadron are met.

### **2.01.8 Race Chair**

It shall be the duty of the Race Chair to:

- (a) prepare a budget for review by the Executive prior to presentation to the membership at the Annual Meeting;
- (b) prepare a written report for submission to the membership at the Annual Meeting;
- (c) establish a race form and race schedule prior to the commencement of the sailing season (the schedule to be prepared in cooperation with the Social Chair);
- (d) prepare sailing instructions [See Schedule G – Race Committee Chair] and ensure all entry fees for non-member boats are collected;
- (e) as soon as possible after preparation, post to the PSSS website a copy of the race schedule and sailing instructions;
- (f) act as Chair of the Race Committee and to appoint members to assist in the duties; [See Schedule G – Race Committee Chair.]
- (g) ...
- (h) learn and utilize the computer race spreadsheet software;
- (i) train another member in the duties of Race Chair;
- (j) contact Ashtabula Yacht Club Race Chair regarding arrangements for the Lake Erie International weekend; [See Schedule G – Race Committee Chair]

- (k) ensure scratch sheets are kept of each race and that the results of each race are posted on the PSSS website as soon after the race as possible; and
- (l) ensure that the objects of the Squadron are met.

### **2.01.9 Social Chair**

It shall be the duty of the Social Chair to:

- (a) establish a Social Event Calendar prior to commencement of the sailing season; (the calendar to be prepared in cooperation with the Race Chair);
- (b) as soon as possible after preparation, post the Social Event Calendar to the PSSS website;
- (c) act as Chair of the Social Committee and to appoint members to assist in the duties;
- (d) update Social Event Binder with details of each event held;
- (e) ensure that monies collected for such social events are delivered to the Treasurer with the appropriate details;
- (f) prepare a written report for submission to the membership at the Annual Meeting; and
- (g) ensure that the objects of the Squadron are met.

### **2.01.10 Executive**

The Executive shall:

- (a) have the entire authority in the management, finances, buildings, docks and grounds of the Squadron subject to the budgets passed at the Annual Meeting;
- (b) on non-budget and non-refundable items, have the authority to spend a set limit of \$5,000 for any one transaction;
- (c) hold meetings as requisite, and at the written request of any one of its officers or trustees; and
- (d) constitute the membership committee.

#### **2.01.10.1 Quorum**

#### **2.01.10.2 Quorum - Conduct of Business - Executive**

Quorum for conduct of business - executive shall be 50% of the total number of voting members of the executive plus one.

#### **2.01.10.3 Deciding Vote**

A deciding vote shall be determined by a simple majority, being a vote of more than 50 percent of the executive members present and constitutes a quorum.

#### **2.01.10.4 Casting Vote**

The Commodore, and in the absence of the Commodore, the Chair of the meeting, shall have a casting vote.

### **2.01.11 Trustees**

It shall be the duty of the Trustees to:

- (a) hold property on behalf of the Squadron; and
- (b) pledge or sell any property on the authority of the membership.

### **2.01.12 Committees**

#### **2.01.12.1 House Committee**

It shall be the duty of the House Committee to ensure the interior of all Squadron buildings are maintained in a satisfactory condition. [See Schedule F – House Committee Chair.]

**2.01.12.2 Grounds Maintenance Committee**

It shall be the duty of the Grounds Maintenance Committee to ensure that all lands owned or used by the Squadron, and the exteriors of all buildings are maintained in a satisfactory condition. [See Schedule E – Grounds Maintenance Committee Chair.]

**2.01.12.3 Nominating Committee**

It shall be the duty of the Nominating Committee to prepare and present a slate of officers for election at the Annual Meeting and preside over that part of such meeting.

**2.01.12.4 Membership Committee**

It shall be the duty of the Executive to prepare, receive and vote on all applications for membership. The “Application for Membership” form shall be reviewed and updated as necessary with copies made available at the clubhouse and posted on the PSSS website. Up-to-date Port Stanley Sailing Squadron information shall be made available to all new members upon acceptance into the club.

**2.01.12.5 Race Committee**

It shall be the duty of the Race Committee to organize and officiate at all race events. [See Schedule G – Race Committee Chair.]

**2.01.12.6 Social Committee**

It shall be the duty of the Social Committee to organize and supervise all social functions and all forms of entertainment.

**2.01.12.7 Social Media Officer**

It shall be the duty of the Social Media Officer to maintain the Port Stanley Sailing Squadron website, including other forms of social media. [See Schedule K – Social Media Officer]

# BY-LAWS

## **3.01 Meetings**

### **3.01.1 Annual Meetings**

Annual Meetings of the Squadron shall be held each year within three months of year end being October 31 at the Squadron Clubhouse, Port Stanley, Ontario or any other suitable place. All meetings of the Squadron, as set out in Section 3.01.1 Annual Meetings; Section 3.01.2 General Meetings; Section 3.01.3 Special or Emergency Meetings and Section 2.01.10 (b) Executive are duly constituted whether held in person or such video conferencing service as designated by the Executive.

### **3.01.2 General Meetings**

General Meetings may be called at any time with a minimum of ten days notice following a request by the Executive, or by the written request of five members. Such a request shall specify the purpose of such a meeting, and only such business as set forth in the notice shall be transacted.

### **3.01.3 Special or Emergency Meetings**

Special or Emergency Meeting may be called at any time with a minimum of ten days notice following a request by the Executive, or by the written request of five members. Such a request shall specify the purpose of such a meeting, and only such business as set forth in the notice shall be transacted.

## **3.02 Notice of Annual Meeting**

A minimum of 30 days notice of an annual meeting shall be given to all members. The notice shall include: date, time and venue for the meeting. Within a minimum of ten days prior to the annual meeting, an agenda; previous minutes; nomination report; financial statements; proposed budget; and proxy form shall be distributed to the members.

## **3.03 Quorums**

### **3.03.1 Quorum for General Business**

One-third of the membership shall constitute a quorum to carry on the business of the Squadron and for the purposes of voting.

### **3.03.2 Quorum for Finance Matters**

One third of the members, holding full membership in the Squadron, shall constitute a quorum to carry on business for the purpose of voting on financial matters.

## **3.04 Vote**

### **3.04.1 Casting Vote**

The chair of a meeting shall have a casting vote.

### **3.04.2 Deciding Vote**

A deciding vote shall be determined by a simple majority, being a vote of more than 50% of those present, and constitutes a quorum.

## **3.05 Order of Business**

Business shall be conducted as per parliamentary procedure and shall include:

Opening of meeting

Roll call to establish a quorum to conduct business and vote

Reading of minutes

Business arising from minutes

Reading financial statement

Reading communications

Reports of committees

New business

Members' suggestions

Adjournment

### **3.06 Membership Dues and Fees**

It is the objective of the Squadron, in establishing a fee structure, to provide for continual significant improvements to the grounds and facilities, through appropriate capital planning.

#### **3.06.1 Annual Membership Dues**

An annual membership fee shall be determined by the Executive and approved by a general meeting.

#### **3.06.2 Assessments**

In addition to the schedule of fees set out in Section 3.06, annual work hours shall be assessed to each full member, not to exceed twenty-five hours, for work responsibilities as requisite. As an equitable division of responsibility, a fee of \$20 per hour is authorized for members who elect to pay rather than participate in work responsibilities.

#### **3.06.3 Annual Dues and Other Fees**

Annual dues and other fees shall become due and payable upon receipt of invoice. [See Schedule C – Billing and Collection Policy.]

#### **3.06.4 Privileges Suspended – Non-payment**

After the first of May of any sailing season any member in arrears of dues may be suspended from the privileges of the Squadron for non-payment. Members who are in arrears of payment at this time will not be allowed the privilege of launching their vessel on launch day. [See Schedule C – Billing and Collection Policy.]

#### **3.06.5 Reinstatement**

Application for reinstatement may be made, together with a cheque for all arrears, if such an application is made prior to the end of July. If the application is made after that date, the applicant must re-apply as a new member.

#### **3.06.6 Suspension**

Suspension of any member shall immediately operate as a termination of that person's duties as an officer or trustee.

### **3.07 Resignation/Termination**

#### **3.07.1 Resignation – in writing**

Any resignation from the Squadron must be in writing and addressed to the Executive of the Squadron.

#### **3.07.2 Termination – conduct detrimental**

A member may be terminated from membership by the Executive for conduct detrimental to the Squadron or unbecoming a member.

#### **3.07.3 Termination – right or interest**

Termination of membership in the Squadron shall terminate the right or interest of such a member in the assets and operations of the Squadron, or to any right or interest or claim that he/she has as a member or may have had.

### **3.08 Docks, Dry Sail Space and Dockage**

#### **3.08.1 Assignment of Docking/Dry Sail Space**

The Fleet Captain shall be responsible for the assignment of space. The Fleet Captain, at his/her discretion, maintains the right to change the dock/dry sail space assignment throughout the year.



Members shall submit to the Fleet Captain annually (on or before August 31), a docking/dry sail reservation form, including proof of boat insurance.

### **3.08.2 Fees – Determined Annually**

Fees shall be determined by the Executive annually and approved at a general meeting. Details of the fee structure are set out in Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees.

### **3.08.3 Guest Docking**

Guest docking facilities for sailing vessels may be offered, when available.

Transient (short-term) – Transient dockage is charged with the first night free, and the second night at the per foot rate set out in Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees. Subsequent days are charged at the per foot rate. If a guest is a member of a reciprocal club, offering a better rate, then that rate shall apply.

Long-term – Docking requests for periods longer than one month shall be at the rate set out in Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees. A reservation request form, with insurance details, shall be submitted to and approved by the Fleet Captain.

### **3.08.4 Dry Sail**

Members wishing dry sail space shall follow the same process as docking members as set out in Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees.

Docking/dry sail members may lease additional docking/dry sail space dependent upon availability and shall request such space annually as set out in Section 3.08.1. If permanent additional spaces are requested, a member will be required to go through the usual seniority list process, and submit all applicable fees.

Members shall be responsible for keeping the area around their boat/trailer clean, and shall park their boat/trailer only in the assigned spot for the season.

Temporary/short-term (e.g. during a regatta) space for additional dry sailing vessels (i.e. a second sailboat or a dinghy) for existing docking members may be arranged at the discretion of the Fleet Captain at no additional charge.

### **3.08.5 Crane/Gin Pole**

The crane applies to the operation of both the hoist and the gin pole portion of the crane, as well as the trailer tractor.

Operation of the crane is limited to full members or designate, and they must be trained in its operation by the Fleet Captain. To assign a designate, a full member must file a form (waiver) with the Fleet Captain, prior to the designate operating the crane and its associated equipment.

All operators must: follow all the posted training procedures; not use the crane for any other purpose than intended; respect the needs of others; move trailer and or boat out of the way of others in a timely manner; obtain permission before using the crane for long-term use (i.e. painting vessel's bottom); ensure that the crane is locked and all components properly stored; and report any damage or problem associated with the crane immediately to the Fleet Captain.

### **3.08.6 Winter Storage**

Full members may store their vessels on club property (or assigned off-site properties) provided they request winter storage on the reservation form as set out Section 3.08.1. Storage spaces will be assigned based on the docking seniority list, and at the discretion of the Fleet Captain.

### **3.08.7 Subletting**

See Schedule D – Docking Seniority Policy to sublet a docking/dry sailing space.

### **3.08.8 Mooring/Storage**

Members shall be responsible for the proper mooring/storage of their vessels, trailers and cradles as set out by the Fleet Captain. Neither the Squadron, its officers, nor its employees shall be responsible for any damage that may occur from a vessel slipping or breaking away from its mooring. Trailers and cradles shall be kept in good working order and be structurally sound as determined by the Fleet Captain.

### **3.08.9 Absent from Dock**

Members shall notify the Fleet Captain (“file a sail plan”) when leaving the dock for an extended period of time. Such notification will allow the Fleet Captain to lease the member’s dock during such absence and may assist in the member’s safety. Further, notification is also requested if the length of time is shorter than anticipated to ensure that the dock is available upon the member’s return.

### **3.09 Amendments**

To amend the Constitution or By-laws, the proposed amendment(s) shall be submitted in writing to the Secretary and signed by six members. The Secretary shall immediately notify the membership of the proposed changes. The Executive shall call a general meeting to consider such proposal amendment(s). The amendment(s) shall require a two-thirds majority of the members present to adopt such amendment(s) or addition(s). The Secretary shall notify the membership of all adopted changes. The Constitution, Administration, By-laws and Schedules document shall be updated with the changes/additions and reposted on the PSSS website.

### **3.10 Rules and Regulations**

The following rules and regulations shall be strictly adhered to.

- (a) Owners shall ensure safe and proper mooring of their vessels, using lines of sufficient size and quality to pass inspection by the Fleet Captain. Lines considered unacceptable for the safe mooring shall be replaced by the owner within 24 hours of notification by the Fleet Captain. In the event of an emergency, improper or missing lines will be replaced immediately. Cost of such replacement lines shall be billed to the owner of the vessel. The Squadron, its officers or its employees shall not be held responsible for any damage that may occur from vessels slipping, breaking away from mooring, or dragging anchors.
- (b) The discharge of firearms, fireworks or flares on Squadron property, including the waters adjacent to the property is strictly prohibited.
- (c) Pets are welcome provided the owner of the pet immediately disposes of pet waste and is totally responsible for its behaviour. Pets are not allowed in the clubhouse or the washrooms.
- (d) Parents/guardians shall be totally responsible for the safety and behaviour of their children. Children under the age of 14 shall not be left unattended in the clubhouse or on Squadron property. Children under the age of 10 must wear a Canadian Approved PFD or life jacket when on the dock or near water’s edge.
- (e) Members shall be personally responsible for their guests’ safety and conduct, and shall inform them of these rules and regulations.
- (f) Members shall keep the clubhouse, deck and grounds in a neat and orderly manner. Members using Squadron facilities shall immediately clean up after use. All refuse from vessels and Squadron property shall be properly disposed of in containers provided. The Squadron clubhouse and/or property shall not be used for work purposes other than those assigned by the Executive or in the preparation of vessels for haul out or launch.
- (g) The Squadron clubhouse shall be used for social functions and individual use only. Members wishing to hold personal social functions may do so upon the consent of the Executive. When a member holds a personal social event, it is understood that other members of the Squadron are not restricted from using the facilities during such event.
- (h) Toilet facilities on vessels docked at the Squadron are permitted where holding tanks are installed and used.
- (i) Sleeping in the clubhouse is prohibited.
- (j) The clubhouse refrigerator is to be used for the storage of food and drink only. Items of an unidentified nature, stale, out of date, etc. will be immediately disposed of.
- (k) Personal items, other than food/drink, shall not be stored in the clubhouse, the shed or on its property. Such items shall be disposed of.
- (l) Smoking is not allowed in the clubhouse or washrooms.

# SCHEDULE A

## MEMBERSHIP CATEGORIES

### SUMMARY OF CLUB PRIVILEGES, OBLIGATIONS AND FEES

FM = Full Member  
 AM = Associate Member  
 CM = Crew Member  
 HM = Honorary Member

#### PRIVILEGES SERVICES

PRIVILEGE/ SERVICE	FM	AM	CM	HM	EXPLANATION /COMMENT
Club correspondence	Y	Y	Y	Y	Meeting minutes, newsletters, calendars, social events, etc.
Clubhouse key	Y	Y	N	Y	Clubhouse, washrooms/showers, ice freezer
Regular use of club house/grounds	Y	Y	N	Y	Includes use of parking, barbeque, kitchen facilities
Social events	Y	Y	Y	Y	Banquet voucher AM and FM only
Voting on all issues	Y	Y	N	N	Financial matters FM only
Docking seniority list	Y	Y	N	N	Must pay dock initiation fee and be AM/FM
IYLA membership	Y	Y	N	Y	Inter Lake Yachting Association card
CYA membership	Y	N	N	N	Personal CYA membership available thru CYA
Permanent docking	Y	N	N	N	Available to FM only when dock levy is paid
Launch or haul out (each way)	Y	Y	N	N	Hauling fees must be paid to treasurer in advance

#### DUTIES / OBLIGATIONS

DUTIES / OBLIGATIONS	FM	AM	CM	HM	EXPLANATION / COMMENT
Provide club Secretary with updated contact information	Y	Y	Y	Y	i.e. mailing address; email address; telephone, etc.
Pay membership fees upon billing	Y	Y	Y	N	Interest charges apply to overdue accounts
Pay dock initiation fee	Y	Y	N	N	One time fee to get on docking seniority list
Pay docking levy	Y	N	N	N	
Accept clubhouse/yard duties	Y	N	N	N	Be a willing participant
Accept social/racing	Y	N	N	N	Be a willing participant
25 hour work assessment	Y	N	N	N	Prepaid. Applied to next year's fees upon completion of work. Refundable with membership resignation.
Serve on executive	Y	Y	N	N	Be a willing participant

## FEES

DESCRIPTION	FEE	EXPLANATION / COMMENT
Full membership	\$400	All privileges and obligations; banquet voucher
Associate membership	\$300	Includes clubhouse privileges; banquet voucher
Crew membership	\$50	Includes clubhouse privileges as outlined under Duties / Obligations
Dock initiation fee	\$200	Reserves a place on the docking seniority list. Must maintain an AM
Boat season formula	L+B x \$40 Beginning Year 2021	All inclusive boat season FM only
Dockage/Dry Sail space	60%	60% of boating season cost FM only
Dockage transient	\$1 per foot / per night	First night free; Second night \$1 per foot; Subsequent nights \$1 per foot / per night. Members in good standing of the Ashtabula Yacht Club are offered free dockage where available.
Dockage long-term guest	L+B x \$5 per month	Calendar month or part thereof*
Storage winter	40%	As above but 40% FM only
Storage (i.e. dinghy, etc.)	L+B x \$2.50 per month	Calendar month or part thereof*
Lift in or out (each way)	10%	Available to PSSS members only
Docking levy fee	\$400	Must be paid upon receipt of a permanent dock FM only
Off site cradle storage	\$50	Subject to change
Key to clubhouse / ice machine	\$10	Key returned upon resignation / deposit refunded

\* For example Dockage/Storage Rate: Begin June 15, end July 15 = 2 months charge.

## **SCHEDULE B WORK HOURS POLICY**

### **Work Hours**

Members having full membership status in the Port Stanley Sailing Squadron are responsible for 25 hours of work each year for the betterment of the Squadron as set out below:

- (a) Work hours shall be accumulated on a yearly basis beginning November 1 to October 31 in the following year.
- (b) Hours in excess of the minimum shall not be banked for subsequent years.
- (c) Hours totaling less than the minimum 25 hours will be charged to the member on an hourly basis. The rate shall be set by the Executive and charged to the member as part of the annual club fees. The current fee is \$20 per hour.
- (d) Upon becoming a full member, an amount of \$250 shall be added to the membership fee, representing a refundable retainer in the event that work hours are not completed in any one year.

### **Recording of Work Hours**

A binder, containing work hour report sheets is available for membership recording of work hours. Work hour report sheets will be kept in the clubhouse for recording of hours and task completed by members. Members must record their work hours on the report sheets as provided prior to October 31 in each year. Failure to do so, prior to this date, will result in the treasurer adding the balance of the hours not recorded onto the member's annual billing to be issued in January. Work hours should be recorded when they are completed to make recording easier and up-to-date by year end.

### **Duties Acceptable for Work Hour Recording**

Work hours can be accumulated for the following:

- (a) installing or removing piles;
- (b) making repairs to or replacement of docks;
- (c) grounds and buildings maintenance;
- (d) making repairs to Squadron equipment;
- (e) serving on committees;
- (f) preparing and issuing of correspondence, such as memos, newsletters, notices, etc.;
- (g) organize or serve as chair of a social or special function or assist at such event;
- (h) moving of cradles;
- (i) time spent serving the Squadron on other business; or
- (j) other jobs as organized by the Executive.

### **Duties Not Acceptable for Work Hour Recording**

- (a) hours related to launch or haul out; or
- (b) other personally-related jobs not benefiting the Squadron as a whole.

## **SCHEDULE C**

### **BILLING AND COLLECTION POLICY**

The Treasurer shall:

- (a) prepare an annual detailed invoice, setting out all applicable charges and payment schedule as set out below for each member of the Squadron on record;
- (b) invoices to be mailed to each member by January 15 of each year; and
- (c) a reservation dock space form shall accompany the annual invoice.

#### **Payment Schedule**

February 15 – All membership fees, dock initiation fees, work hours assessment fees and initial dock levies shall be due and payable in full no later than February 28 of the current year.

April 15 – All launch and dockage fees, including cradle storage fees, where applicable, shall be due and payable no later than April 15 of the current year.

September 15 – All haul out and storage charges shall be due and payable no later than September 15 of the current year.

#### **Failure to Make Payment**

The Treasurer shall notify (in writing as soon after April 15 and September 15 as practicable) each member who is in arrears that his or her boat will not be launched or hauled out, as the case may be, unless payment of the outstanding amount is received by the Treasurer prior to the scheduled events.

Failure to make the February 15 membership payment and, failure to provide the Fleet Captain prior to February 28 with the dock space reservation form indicating the member's intention to dock at the Squadron, the Fleet Captain will assume that the member does not wish to launch his or her boat and remain docking at the Squadron. At such time, the Fleet Captain will contact the next person on the docking seniority list to ascertain whether or not that person wishes to procure docking at the Squadron.

## **SCHEDULE D**

### **DOCKING SENIORITY POLICY**

The following sets out the policy on the allocation of dock space at the Squadron.

1. Dock space is assigned on a docking seniority basis and administered by the Fleet Captain. For the purposes of this policy the term dock or space refers to both space on the club dock as well as dry sail space.
2. A member who wishes to be placed on the docking seniority list will be entered on this list in the order of the date the non-refundable dock initiation fee is received by the Treasurer.
3. If a member does not maintain at least an associate membership in good standing then his/her seniority date shall be reset to such date as the membership is renewed and payment is received. It shall be the member's responsibility at the time of renewal to present to the Dock Master proof of such membership payment.
4. When dock/dry sail space becomes available, as determined by the Fleet Captain, the member next on the docking seniority list will be contacted to ascertain the member's intention to accept/decline space. Dependent on space available and at the discretion of the Fleet Captain, space may or may not be offered to the member next on the seniority list. Upon available space and acceptance by the member, payment of full membership, in addition to the non-refundable dock levy fee, shall be made.
5. A member who declines the invitation to dock at the Squadron will maintain his or her docking seniority position and the next member on the seniority list will be contacted. A new seniority date will be assigned to the declining member equal to that of the member accepting the position plus one day. When a member declines dockage twice, that member will move to the last on the docking seniority list.
6. A full member with docking privileges may suspend these privileges and the executive shall sublet it in accordance with the docking seniority list for a period up to two consecutive years. The member must maintain full membership status throughout the sublet period. After two years of subletting, a member who does not wish to dock at the Squadron will revert to last position on the docking seniority list.
7. When a member sells his/her vessel and ceases docking at the Squadron during a boating season, the Fleet Captain will decide on the allocation of this docking space.
8. When a docking or dry sail member wishes to reverse docking status he/she shall inform the Fleet Captain in writing. The Fleet Captain will then put the member's request on the docking seniority list in the order of his/her existing seniority date. When space opens up, the docking seniority list will be followed as previously described. When switching between the dock or dry sail space, the existing docking seniority date will be maintained. Members will not be bumped from his or her current position on the docking seniority list by another member moving between dock or dry sail space.
9. When space is available to sublet, the same docking seniority policy shall be followed. A member, who wishes to sublet space must first be on the docking seniority list and be a full member. The dock levy fee need not be paid for a sublet.

## **SCHEDULE E**

### **GROUNDS MAINTENANCE**

### **COMMITTEE CHAIR**

### **REAR COMMODORE**

The following is a suggested list of general duties to be considered when opening the club in the spring; maintaining the grounds throughout the summer; and closing the club at the end of the season. This list should be reviewed regularly by the Rear Commodore.

#### **Spring – ensure that:**

- (a) water and hydro are turned on share this duty with House Committee Chair;
- (b) water and electricity to the docks are installed plus light at the end of the main dock;
- (c) water hoses are distributed to proper places;
- (d) pump out and pressure water hose are connected and in working condition and post instructions on how to operate;
- (e) garbage dumpster is ordered and arrange for extra pickup if necessary after spring and fall clean up and during a busy weekend in summer (e.g. LEIR Race weekend);
- (f) recycle system for beer cans/bottles is co-ordinated and check with a service club to pick up pop cans;
- (g) flags (Canadian/American) are flying and are in good repair purchase new flags when necessary;
- (h) exterior lights are working properly;
- (i) decks are power washed and outdoor chairs and tables are clean;
- (j) exterior building/windows are power-washed as needed;
- (k) eaves troughs are clear of debris;
- (l) arrangements have been made in consultation with the Executive to obtain quotes and contract out grass cutting and lawn maintenance. Prepare a record of quotes for future reference. Post in the clubhouse, the person/company who is responsible for such work and the day on which this service will be completed;
- (m) arrangements have been made for flower planting and landscaping to improve the appearance of the club;
- (n) gas barbeque is connected to gas hooked up and is clean and in good working order and purchase barbeque starters and leave in the clubhouse;
- (o) shed is organized and cleaned out;
- (p) necessary exterior painting or repairs are completed;
- (q) arrangements have been made for the cradles to be moved to an off-site storage area;
- (r) gin pole is in working order for launch;
- (s) Sailor's Alley (formerly known as John Street) is kept in good condition make recommendation to Executive to grade and replace gravel when necessary; and
- (t) arrangements have been made for insect (spider/ants) rodent control.

#### **Ongoing during the summer – ensure that:**

- (a) gas barbeque is clean and in good working order;



- (b) decks and exterior are periodically power washed and kept clean;
- (c) plumbing and electrical connections for the dock are in good operating order;
- (d) plants are watered regularly;
- (e) shed is kept tidy and dispose of unneeded items;
- (f) garbage is being picked up regularly; and
- (g) compensation (if necessary) for cradle storage is made.

**Fall – ensure that:**

- (a) exterior water taps are turned off share duty with House Committee Chair; and
- (b) clubhouse/washroom plumbing is properly winterized share duty with House Committee Chair;
- (c) pump out and pressure washer are properly winterized;
- (d) chairs are washed and stored on the side deck;
- (e) barbeque is clean, make any repairs needed;
- (f) remove plumbing and electrical connections from dock share duty with the Fleet Captain;
- (g) eaves troughs are cleaned share duty with House Committee Chair;
- (h) building exterior is checked for any repairs or painting required share duty with House Committee Chair;
- (i) garbage company is contacted for last pick-up; and
- (j) ice company is contacted to advise of discontinuance of delivery for season.

**Ice Machine**

- (a) call North Star Ice telephone 519-455-3690 to commence delivery of ice;
- (b) ensure ice company has a key to the machine to stock it weekly;
- (c) ensure that adequate ice tally sheets are placed inside the ice machine for members to record their purchases;
- (d) replace the tally sheet with a new one as needed;
- (e) deliver tally sheet to treasurer or place treasurer's drawer in clubhouse;
- (f) make arrangements for extra ice delivery prior to special events; and
- (g) contact North Star Ice Co. prior to closing the club for the season.

## **SCHEDULE F**

### **HOUSE COMMITTEE CHAIR**

### **VICE COMMODORE**

The following is a suggested list of general duties to be considered when opening the club in the spring; maintaining the clubhouse interior throughout the summer; and closing the club at the end of the season. This list should be reviewed regularly by the Vice Commodore.

#### **Spring Cleaning – ensure that:**

- (a) oven and fridge are cleaned; wash dishes, cupboards, microwave, floor, walls and interior windows;
- (b) furniture cushions are vacuumed or washed;
- (c) washroom/shower walls, sink, toilets and floors are washed, paper products and soap are replenished; and
- (d) supplies for the clubhouse (paper products, dish soap, cleaning supplies, coffee, sugar, creamer etc.) are purchased.

#### **Ongoing During Sailing Season – ensure that:**

- (a) necessary interior repairs are completed;
- (b) interior of clubhouse is painted when required;
- (c) burned out interior light bulbs are replaced;
- (d) supplies are replenished immediately as needed;
- (e) dishcloths/towels and table cloths are washed on a regular basis;
- (f) fridge is checked weekly to remove stale and out-of-date items;
- (g) clubhouse/washroom garbage is removed regularly; and
- (h) supplies for the club (paper products, dish soap, cleaning supplies, toilet cleaner, etc. and coffee, sugar, creamer etc.) are in good supply and replenish when necessary.

#### **Fall Cleaning – ensure that:**

- (a) clubhouse interior is clean;
- (b) all food and drinks are removed from fridge clean and unplug;
- (c) club supplies (soap, cleaning liquids) are stored properly to avoid winter spoilage;
- (d) dishcloths/towels and tablecloths are washed and stored in the drawer in the galley; and
- (e) personal items are disposed of.

#### **Cleaning Contract**

- (a) arrange with Executive to obtain quotes and contract out cleaning of interior of clubhouse and washrooms/showers. Prepare a record of quotes for future reference. Post in the clubhouse, the person/company who is responsible for such work and the day when the service would be completed; and
- (b) contact cleaning company in advance when extra cleaning is necessary for special events, such as Ashtabula weekend or during busy times such as long weekends, etc.

#### **Cleaning in General**

- (a) prepare and post a short list of clubhouse rules;

- (b) co-ordinate with other committee members to take turns checking the clubhouse regularly to tidy up and replace supplies, especially on days when the cleaner is not scheduled to come;
- (c) ensure that there is a broom, dustpan and mops for the showers.

## **SCHEDULE G**

### **RACE COMMITTEE CHAIR**

#### **REGATTAS, SPRING SERIES, FALL SERIES RACING**

The Race Committee shall be responsible for:

- (a) design of a suitable racing course;
- (b) construction and/or repair of buoys suitable for use as race marks;
- (c) positioning on the lake the race marks to form a suitable race course;
- (d) removal of race marks at end of race season and storage in a safe place on Squadron property;
- (e) officiating at all races organized by the Squadron, including pre-race skippers' meetings, to inform racers of course length, direction of race, based on wind strength and direction, race start time and attend at end of race to announce race results;
- (f) procuring suitable prizes and trophies and to organize the presentation of race awards at the annual banquet;
- (g) the return of trophies (from past award winners) to the trophy display shelf in the clubhouse for display during the current sailing season; and
- (h) cleaning of trophies as needed.

#### **LAKE ERIE INTERNATIONAL RACE WITH ASHTABULA**

Duties – Lake Erie International Race ends in Port Stanley:

- (a) liaise with Ashtabula Yacht Club Race Chair with information, such as boat name, length, sail numbers, rating, etc. of all competing United States vessels;
- (b) liaise with the Social Chair and Committee to organize the social events;
- (c) procure recognition for the various race fleets (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc., as appropriate);
- (d) arrange for someone/group to record times for each vessel finishing race;
- (e) compile and announce results of race; and
- (f) present recognition and trophy to winners.

Duties – Lake Erie International Race ends in Ashtabula:

- (a) supply Ashtabula Yacht Club Race Chair with information, such as boat name, length, sail numbers, rating, etc. of all competing Canadian vessels;
- (b) officiate at pre-race skippers' meeting to inform racers of start time and other race information;
- (c) arrange for someone/group to start each fleet;
- (d) assist AYC Race Chair in compiling and announcing results of race; and
- (e) assist AYC Race Chair in presenting flags and trophy to winners.

## **SCHEDULE H**

### **SPONSOR RESPONSIBILITIES**

A sponsor should know the potential member, or at least know someone who does, and be prepared to recommend that person to the Executive as a suitable member of the Squadron.

A sponsor shall obtain the necessary membership form from the Executive and discuss the details of the form with the potential member to ensure that the person is aware of the Squadron's objectives and the expectations of a member.

A sponsor shall ensure that the new membership application form is complete and a cheque for membership is attached. The form and cheque shall then be presented to an Executive officer for consideration at the next Executive meeting.

Upon acceptance, the sponsor shall liaise with the new member to ensure full integration into the Squadron. Where a membership application is rejected by the Executive, the sponsor shall advise the applicant of the Executive's decision and return any monies collected.

## **SCHEDULE I**

### **SENDING FLOWERS – ILLNESS / DEATH POLICY**

Serious, prolonged illnesses or deaths are difficult periods for affected members and their families.

In the event of a serious, prolonged illness or death of a member (where a membership is shared by two people, “member” means either of the members) of the Port Stanley Sailing Squadron, the Social Chair (or designate) shall respond on behalf of the Port Stanley Sailing Squadron by sending flowers or a suitable alternative. The same shall be done upon the death of a child, father or mother of a member. Donations, in lieu of flowers, may be made. It is agreed that the amount of the donation shall not exceed \$100 (excluding taxes and delivery), and an invoice shall be submitted to the PSSS Treasurer for payment.

Please contact the Social Chair or a member of the PSSS Executive when you know of situations that may warrant a response under these guidelines, or to discuss any possible deviation from them.

## **SCHEDULE J**

### **PSSS TRAILER USE POLICY**

Use of the Port Stanley Sailing Squadron trailer shall be limited to things pertaining to club functions and activities, and shall be used by a club member or with a club member present.

Please contact the Fleet Captain or a member of the PSSS Executive to confirm the use of the trailer.

## **SCHEDULE K**

### **SOCIAL MEDIA OFFICER**

The Social Media Officer shall be responsible to maintain the PSSS website and other social media by:

- ensuring up-to-date content;
- removing out of date content;
- developing additional webpages in consultation with the Executive;
- ensuring consistency of membership obligations with the terms and conditions set out in the Constitution;
- counselling the Executive on the process of updating and extracting data from the backend;
- ensuring website domains are kept current;
- periodically reviewing web hosts for best value;
- ensuring an up-to-date Face Book presence;
- investigating other forms of social media in consultation with the Executive;
- working with the Executive to define layout changes to the website as necessary;
- assisting the Treasurer to make use of features provided by web host; and
- such other duties as identified by the Social Media Officer and/or Executive.



# **HISTORY OF REVISIONS CONSTITUTION / BY-LAWS / ADMINISTRATION / SCHEDULES**

At the **2001** Annual General Meeting, held February 2002, members approved the following amendments. Many were housekeeping changes, such as renumbering of certain sections and conversion to gender-neutral language. The following sections were also amended. Section 1.03.3 – Correspondence Member – reference to the Correspondence Membership category was removed from the constitution and the affected schedules. Section 3.08.3 – Guest Docking – guest docking rates are now \$1.00 Canadian per foot for the first night, free the second, and subsequent nights at a rate of \$1.00 Canadian per foot per night.

At the **2005** Annual General Meeting, held January 12, 2006, members approved the following amendments: Schedules I and J added – Schedule I – Sending flowers in case of serious illness or death and Schedule J – Use of PSSS club trailer were added to the Constitution, Administration and By-laws effective January 12, 2006.

At the **2006** Annual General Meeting, held January 7, 2007, members approved the following amendments: Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees – Membership fees were increased: Full Membership from \$300 to \$350, and Associate Membership from \$200 to \$250. Dockage Fees were increased from \$20 to \$24 (length+beam x \$24).

At the **2009** Annual General Meeting, held January 30, 2010, members approved the following amendments: Sections 1.03; 1.03.2; 1.03.4; 2.01.6; 2.01.10; 3.04; 3.04.1; 3.04.2; 3.08; 3.08.1; 3.08.2; 3.08.3; 3.08.4; 3.08.5; 3.08.6; 3.08.7; 3.08.8; 3.08.8; 3.08.9; 3.09 and Schedules A; D; E; F; H; and I.

At the **2016** Annual General Meeting held November 19, 2016, members approved the following amendments. Many were housekeeping changes, such as spelling errors; grammatical corrections and other previously approved changes not incorporated into the document. Preamble; Sections 1.02 (e); 1.03; 2.01.1 (h) and (j); 2.01.2 (f); 2.01.3 (f); 2.01.4 (k); 2.01.5 (h); 2.01.8 (c), (e), (g) and (k); 2.01.9 (a), (b), and (c); 2.01.10 (d); 2.01.12.4; 2.01.12.6; 3.01.2; 3.01.3; 3.02; 3.06.2; 3.08.3; 3.09; 3.10 (c), (d), (l); Schedule A and Schedule D.

At the **2018** Annual General Meeting held November 24, 2018, members approved an amendment to Section 3.06.2 Assessments and Schedule B Work Hours Policy regarding an increase in the hourly rate from \$10 to \$20.

At the **2019** Annual General Meeting held November 9, 2019, members approved the following amendments: Section 3.08.1 Assignment of Docking/DrySail Space regarding submission date for dock reservation form; Schedule A – Membership Categories, Summary of Club Privileges, Obligations and Fees – Membership fees were increased to Full Membership - \$400 and Associate Membership - \$300; and Boat Season Formula (dockage fees) was increased to \$40 (length+beam x \$40) beginning year 2021; and the row stating: “Racing season \$125 – Races may be paid for individually. See list posted in clubhouse and website” has been deleted.

At the **2020** Annual General Meeting held November 28, 2020 members approved the amendment to: Section 1.03.1 Membership adding a new paragraph regarding membership approval/probation.

At the **2021** Annual General Meeting held November 6, 2021 members approved amendments to the following Sections/Schedule: Section 1.03.3 Honorary Member; Section 1.03.4 (b) Crew Member; Section 1.04 Officers; Section 1.06 Executive; Section 1.05 Trustees; Section 1.06 Executive; Section 2.01.7 Immediate Past Commodore; Section 2.01.8 Race Chair; Section 2.01.10 Executive; Article 2.01.10.1 Quorum; Section 2.01.10.2 Quorum – Conduct of Business – Executive; Section 2.01.10.3 Deciding Vote; Section 2.01.10.4 Casting Vote; Section 2.01.12.1 House Committee; Section 2.01.12.7 Social Media Officer; Section 3.01 Meetings; and Schedule K – Social Media Officer.

A complete and updated Constitution, Administration, By-laws & Schedules is available in pdf format on the PSSS website.

The PSSS Policy Binder, located in the clubhouse, also includes a copy of this document.

**Revised November 2021**



## COORDINATES

Latitude - 42 degrees 39'.14 North

Longitude - 81 degrees 12'.63 West

MEMBER I.L.Y.A. – C.Y.A.

305 Sailor's Alley  
Port Stanley, Ontario N5L 1C2  
519-782-9910