



**CFB TRENTON YACHT CLUB
CONSTITUTION AND BY-LAWS
PREFACE**

The following Constitution and By-Laws form the basis for the orderly direction and control of the activities of the CFB Trenton Yacht Club by the Club Executive.

A copy of the Constitution and By-Laws shall be exhibited in the Club and individual copies provided to Club members. No member shall be absolved from their effect by ignorance of their content.

The interpretation and application of the Constitution and By-Laws shall, in case of dispute, be decided by the Flag Officers, and their decision shall be final unless otherwise directed by the Wing Commander & Wing Trenton.

M.W. Goulden
Colonel
Wing Commander
Canadian Forces Base Trenton
15 February 2018

Revised: 14 February 2018
J.J. Wilson
Captain
Commodore CFB Trenton YC



NAME:

1. The name of the organization is the "**CFB Trenton Yacht Club**"; hereinafter referred to as the "Club".

AUTHORITY FOR ESTABLISHMENT AND OPERATION:

2. The CFB Trenton Yacht Club is established as a recreation club under authority of the PSP Special Interest Activities Policy and shall be operated in accordance with regulations and orders governing the operations of clubs in the Canadian Armed Forces and with this Constitution as represented by the By-laws.

PURPOSE OF OPERATION/OBJECTIVES;

3. The purpose of the Club is to provide a recognized association of CFB Trenton personnel, their dependants, and Associate members who share a common interest in safe boating, social interaction, and self-help operations and maintenance of the Club.
4. The Club is established as a Special Interest Activity under PSP guidance to:
 - a. provide a recognized association for persons interested in the safe operation of watercraft;
 - b. encourage members to become proficient in all matters pertaining to seamanship and navigation;
 - c. promote such other sports and social activities that may interest the general membership; and
 - d. encourage the training of adult and junior boaters.

MEMBERSHIP:

5. The membership of the Club shall be in accordance with the PSP Special Interest Activities Policy and shall comprise:
 - a. Regular membership;
 - b. Ordinary membership;
 - c. Associate membership; and
 - d. Honorary membership

REGULAR MEMBERSHIP:

4. Regular members include:
- a. members of the Regular Force and their families;
 - b. members of the Reserve Force and their families;
 - c. former members and their families; and
 - d. foreign military personnel on duty with the Canadian Forces (CF) and their families.

ORDINARY MEMBERSHIP:

5. The following persons may apply to become ordinary members in accordance with Chapter 6 of A-PS-110-001/AG-001. Policy Governing Operation of Personnel Support Programs in the CF.
- a. DND Public Service employees/full time contractors (for the period of their contract) and their families;
 - b. former DND Public Service employees receiving a pension for DND service and their families;
 - c. Staff of NPF, CF and their full time contractors (for the period of their contract) and their families;
 - d. former Staff of NPF, CF receiving a pension for NPF service and their families;
 - e. serving members of the RCMP and their families;
 - f. members of the Canadian Corps of Commissionaires, or other security force when employed at CF locations, and their families; and
 - g. staff of the MFRC and their families.

ASSOCIATE MEMBERSHIP:

6. Subject to the recommendation of the Flag and approval of the Wg Comd or his/her representative, any person not specified in paragraphs above may apply to become an Associate Member. Associate membership shall be for a one-year period, with no guarantee of renewal for further one-year terms and may be renewed upon approval of the Flag Committee. Associate members have full use of the Club facilities and shall abide by the Club regulations.

HONORARY MEMBERSHIP:

7. The name of a candidate for selection as an honorary member may be submitted by a regular or ordinary member in writing to the Commodore for approval by the Flag Committee. Names so approved shall appear in the minutes of the meeting. Honorary members are entitled to use club facilities and participate in Club social events. They may not vote at meetings and are not required to pay membership fees.

- 8.** Honorary membership will normally consist of:
- a. Commander 8 Wing, CFB Trenton;
 - b. all Past Commodores who are not residents in area; and
 - c. other persons in recognition of outstanding contributions to the Yacht Club in previous years.

TEMPORARY MEMBERSHIP:

- 9.** Temporary membership shall be restricted to persons who are eligible for Regular or Ordinary membership as follows:
- a. Regular Force personnel visiting or on temporary duty at CFB Trenton;
 - b. members posted/transferred into CFB Trenton after 31 July; and
 - c. members posted/transferred from CFB Trenton prior to 1 August.
- 10.** In all other cases, the Flag Committee shall determine if individual cases satisfy the intent of temporary membership and make arbitrary rulings. Temporary membership fees do not include charges for moorings, docks, rental of club boats, dry sailing, etc.

MEMBERSHIP RESTRICTIONS:

- 11.** Associate Membership should not normally exceed 20% of total membership. The combined total of ordinary and associate members should not exceed 50% of the total membership.
- 12.** Prospective Associate Members must be sponsored by two Club members (regular or ordinary) to the Flag, in writing. A Proposal for Associate Membership Memorandum must be signed and seconded by the sponsors and posted on the Club Notice Board no later than two weeks prior to the next scheduled Executive Meeting. An example Proposal for Associate Membership Memorandum can be found at Annex A. One of the sponsors is to attend the Executive Meeting to answer any questions from the Executive concerning the applicant. Should the sponsor not be available, and questions arise concerning the applicant, the application review will be delayed until the next meeting.
- 13.** In all membership categories, only the paying, registered member is entitled to vote. An exception exists for those dependants serving in Club executive positions who will also be entitled to vote in all Club matters.

CLUB EXECUTIVE:

- 14.** The Flag Officers shall be the Commodore, Vice-Commodore, Rear Commodore and Past Commodore.
- 15.** The Club Executive shall be the flag and elected club officers.
- 16.** The Commodore and Vice-Commodore shall be appointed by the Commander 8 Wing, Canadian Forces Base Trenton. Normally, the Vice-Commodore shall assume the duties of Commodore on completion of the tenure of office of the incumbent Commodore. Both positions should normally be filled by an officer.
- 17.** The Rear Commodore should be appointed by the Commodore and shall normally be a regular or ordinary member. The retiring Commodore from the previous year will be invited to occupy the office of the Past Commodore. If the incumbent cannot fill the office, any Commodore from a previous year may be invited to accept the position.
- 18.** Elected Club Officers shall be as listed below. They shall be elected by the Club members at the semi-annual meeting of the Club held in the fall of each year. Vacancies will be filled on an interim basis by appointment of the Flag Committee.
 - a. Secretary;
 - b. Treasurer;
 - c. Safety/Environment Officer;
 - d. Fleet Captain (Sail);
 - e. Fleet Captain (Power);
 - f. Harbourmaster;
 - g. Race and Regatta Officer;
 - h. Sail Boat Maintenance Officer;
 - i. Power Boat Maintenance Officer;
 - j. Handicap Chairman;
 - k. Docks and Moorings Officer;
 - l. Training Officer;
 - m. House and Grounds Officer;
 - n. Entertainment Co-ordinator;
 - o. Membership Director;
 - p. Historian
 - q. Trophy Officer;

- r. Publicity Officer;
- s. Reciprocal Officer
- t. Member-at-Large; and
- u. Bar Officer.

19. The duties and responsibilities of the Executive Officers shall be as detailed at Annex B.

Meetings:

20. Semi-Annual General Meeting: The semi-annual meetings of the Club shall be held during the months of October and April for the purpose of:

- a. hearing the report of the Commodore;
- b. approving the financial statement for the past NFP fiscal year; (normally done at the spring meeting) and approving the financial budget for the next NPF FY;
- c. electing new members to the Executive Committee (normally done at the fall meeting); and
- d. transacting such other business as may be properly brought before the meeting in writing 48 hours in advance.

21. Special: The Commodore shall have the power to call, at any time, a meeting of the Club members to be held at such time and place as may be designated.

22. The Flag Officers Committee will normally meet monthly, or at such frequency to properly conduct Club business. Other committees shall meet at their own discretion, but preferably prior to the Flag Officers meeting.

Notice of Meeting:

23. Notice of the time and place of each meeting of the Club shall be given for the period of not less than seven days before the day on which the meeting will be held. Notice shall appear in appropriate communication media as determined by the Commodore. Notice of meetings will specify whether elections are to be a part of the agenda, and will outline any additional agenda items of major significance.

Quorum:

24. Twenty voting members present shall constitute a quorum for a Semi-Annual or Special meetings. Voting shall be by either ballot or show of hands. Voting privilege is extended to regular, ordinary and associate members only.

Amendments:

25. Proposals to amend the Club Constitution shall be made in writing to the Flag. Once vetted by the Flag they will be passed to the Secretary who shall, upon receipt, post

the proposed amendment(s) on the Club Notice Board. Provided that the proposed amendment(s) has been posted for not less than fourteen (14) days, it shall be considered at the next Semi-Annual General Meeting or Special Meeting as appropriate. If a conflict arises between the Club Constitution and By-Laws and Canadian Forces Orders or Direction, the Constitution and By-Laws shall be amended administratively by the Flag to reflect the directives without reference to or approval of the Club membership.

Club Burgee:

26. The Club Burgee shall be a blue pennant with a red triangle at the hoist and a white circular life ring with a red maple leaf in the centre. The Commodore's burgee shall be a Club Burgee with three vertical stripes. The Vice-Commodore's burgee shall have two vertical stripes and the Rear Commodore's burgee, one stripe. The vertical stripes shall be of RCAF officers' stripe material. A club burgee with three vertical stripes and edges with gold braid will be presented to the outgoing Commodore.



CFB TRENTON YACHT CLUB

BY-LAWS

General:

1. These By-laws amplify the Constitution and set out rules and procedures to be observed in the CFB Trenton Yacht Club (hereinafter referred to as the "Club").
2. Proposals to amend the By-laws shall be made in writing to the Flag. Once vetted by the Flag they will be passed to the Secretary who shall, upon receipt, post the proposed amendment(s) on the Club Notice Board. Provided that the proposed amendment(s) has been posted for not less than fourteen (14) days, it shall be considered at the next Semi-Annual General Meeting or Special Meeting as appropriate.

COMMITTEES:

3. Flag Officers Committee:

The Flag Officers Committee (hereinafter referred to as the "Flag Committee") shall be chaired by the Commodore and include the Vice-Commodore, the Rear-Commodore, and the Past-Commodore. The Membership Director, Treasurer and Secretary will serve as ex-officio members of the Committee without vote. The Flag Committee is responsible for approving the Club program as prepared by the Club Executive.

4. Sail and Power Committee:

The Sail and Power Committee shall be chaired by the Vice-Commodore and shall include all those officers responsible to the Vice-Commodore. This Committee shall assemble, as required, to complete all necessary arrangements for matters within the jurisdiction of the Vice-Commodore. The Committee structure is as shown at Annex C.

5. House and Grounds Committee:

The House and Grounds Committee shall be chaired by the Rear-Commodore and shall include those officers responsible to the Rear Commodore. This Committee shall assemble, as required, to complete all necessary arrangements for matters within the jurisdiction of the Rear-Commodore. The Committee structure is as shown at Annex C.

6. Regatta Committee:

A Regatta Committee will be formed for each major regatta sponsored by the Club. The Committee will be chaired by a Regatta Chairman who will be appointed by the Flag Committee and be responsible to the Vice-Commodore. Each regatta chairman will be chosen from the membership at large and will not necessarily be a club officer. The chairman will assemble the required representation from all areas of activity necessary for the successful conduct of the regatta, and will be assigned appropriate funds by the responsible Flag Officers to complete his task. The chairman will seek the advice of the Race and Regatta Officer who will guide him in matters related to racing. All decisions of each regatta committee are subject to approval by the Flag Committee through the Vice-Commodore.

7. Sail Committee:

A Sail Committee chaired by the Fleet Captain Sail shall comprise the following personnel:

- a. Race and Regatta Officer;
- b. Handicap Chairman;
- c. Protest Committee Chairman; and
- d. Fleet Captains –
 - Spinnaker Division;
 - White Sail Division;
 - Soling Division; and
 - Dinghy Division.

8. The Sail Committee shall meet as required. The responsibilities of this Committee are:

- a. review and confirm sailing events in the yearly schedule, as well as all arrangements for the coming month.
- b. support the Race and Regatta Officer as required;
- c. review Sailing Committee expenses; and
- d. conduct any other business that is appropriate for the proper functioning of the club sailing activities.

9. Special Committees:

Special committees shall be elected or appointed by the Flag, as required.

10. Club Fiscal Year:

The Club fiscal year shall be the NPF fiscal year, 1 April to 31 March inclusive.

Fees:

- 11.** Fees for club docking and services shall be determined by the Flag Committee and included in the membership application forms. All club fees shall be paid by 1 April of each fiscal year. Failure to pay fees by 1 April may result in loss of dockage space. No dock spaces will be assigned until full payment is received. Guest fees will be determined by the Flag and posted in a conspicuous place for all visitors. The Flag Committee is empowered to make any changes to fees or levy fees for unusual circumstances or categories not covered in the above paragraphs.
- 12.** Members wishing to renew their membership but know they will be away during the March period shall advise the Club in writing. Where possible, a post-dated cheque is to be provided.

Club Expenditures:

- 13.** All expenditures on behalf of the Club shall have the prior authorization of a Flag Officer. Expenditures shall be limited to those tabled in the working budget of the authorizing Flag Officer, and shall be processed in accordance with procedures approved by the Flag Committee in conjunction with the Club Treasurer and NPFO.

Hiring of Employees:

- 14.** The Flag Committee is responsible for the hiring and termination of all Yacht Club employees. Hiring terms and conditions of employment will be in accordance with NPF Personnel Policies and Collective Agreements.

Acting Commodore:

- 15.** In the absence of both the Commodore and Vice-Commodore, the duties of Commodore shall be assumed by the Rear Commodore or by a member specifically designated by the Commodore.

Removal from Office:

- 16.** Any committee member or elected club officer may, at any time, be removed from Office with just cause, by a resolution passed at a meeting of the Flag Officers. A vacancy so created shall be filled in accordance with paragraph 18 of the Constitution. (Passed at a meeting of the Flag Officers and shall appear in the minutes of the meeting.)

Closure of Club Facilities:

- 17.** The Flag Officers Committee shall have the power to deny use of the Club premises, boats and equipment should they feel that any particular activity is prejudicial to the interests of the club.

Loss of Member's Property:

18. No responsibility or liability shall be attached to the Club in respect of the property of any member or his guests, which may be lost or damaged on the premises or while using club boats or equipment.

Infraction of the Rules:

19. Any infraction of the Rules by a member shall be taken under immediate consideration by the Flag Officers, who shall have the power for censuring such member under paragraph 20 - Expulsion of Members. All Club members are obligated to assist in the enforcement of Club rules by reporting infractions, misuse or abuse of club equipment. Any damage to Club property that arises from a member wilfully ignoring specific direction or guidelines will be the responsibility of the member.

Expulsion of Members:

20. If the conduct of any member, either within the Club premises or while using Club equipment shall, in the opinion of the Flag Officers, be prejudicial to the interests of the Club, the Flag Officers shall have power to expel or suspend the member from all privileges of Club membership.

Club Membership Card:

21. One Club membership card shall be issued to each member. A member may be required to produce a membership card to establish entitlement to use Club facilities, boats and equipment, or to participate in Club events. Membership cards are not transferable and not to be loaned to non-members. Additional cards may be purchased for use by dependents of members. A membership card may be used for access through the Base Guardhouse.

Dock and Mooring Rules:

22. The Harbourmaster shall produce a dockage plan for the approval of the Flag Committee no later than April 1st. Docks shall be assigned according to boat size (length, beam and draft). Every effort shall be made by the Harbourmaster to rectify any conflicts in dockage assignment. If a member is not satisfied with his allocation, he may petition the Flag for resolution by providing all details in writing. The Flag will render the final decision. **Under no circumstances may a member change his/her docking location without prior approval of the Harbourmaster and the Flag.** Permission must be obtained from the Club Supervisor before any modifications to docks or club grounds and facilities are carried out. This includes the installation of bumper pads, tie rings, storage boxes, etc.

23. All members must provide proof of insurance with their club application. No docks will be assigned until this proof is received by the membership director. If insurance expires during the season, it is the member's responsibility to provide an update immediately.

Rentals of Docks, Moorings and Dry Sailing:

24. Only Club members may rent docks, moorings or dry sailing spaces from the Yacht Club and the rental shall be for the member's personal use only. Rental of docks, moorings or dry sailing spaces is non-transferable, and is subject to revocation by the Flag Committee. Docks, moorings and dry sailing spaces remain the property of the Club and revert to the Club when members sell their boats or leave the Club. Vacancies created by the sale of boats or departures will be filled by the Harbourmaster from a waiting list maintained for that purpose. No dock, mooring or dry sailing space shall be allocated to or occupied by a member until the applicable rental has been paid. If required for fee calculation, the **storage** length of the vessel is measured from the foremost part of the stem to the aftermost part of the stern, including any fixed projections extending beyond the stem and stern. The **Storage** length (LOA) will be verified by the harbourmaster. **The Maximum length for any vessel shall not exceed 36 feet storage length.** All current vessels with their current owners are grandfathered from this restriction.

Rebate of Dock Rental:

25. Members who depart or sell their boats and relinquish the use of an allocated dock prior to 1 August may apply for a partial rebate of the dock rental. The percentage rebate shall be as established by the Flag Committee.

Member Boats for Sale:

26. Members who have boats for sale that are not used regularly have one boating season to complete a sale. After that time, alternate arrangements for docking and storage need to be made. Once a sale has been completed, the member has seven days to remove the boat from the Yacht Club before incurring visitor's fees. If the new owner becomes a Club member, all fees must be paid within seven days or visitors fees will be levied. If a boat changes hands during the winter, the club member has seven days from the first lift in to remove the boat from the club. This policy is not meant to restrict current owners from using and enjoying their boat while for sale for potentially several seasons. It is meant, simply to ensure that boats don't sit and become derelict and ensure there is sufficient docking space for members. Coordination with the Flag is key. It is the club member's responsibility to complete form at Annex C. Exceptions must be approved, in advance, by the Flag.

Licensing, Equipment and Operating Regulations:

27. All boats operated by Club members shall be licensed, registered, equipped and operated as prescribed by:

- a. the Canadian shipping Act; and
- b. the Criminal Code.

Speed Limit:

28. Boaters shall not exceed the posted speed in the inner harbour (east of the green buoy and the harbour breakwater). In any event, speed in the inner harbour will not be such that it produces a wake or wash disturbance to boats or docks.

Qualification to use Club Sailboats:

29. A member or his/her dependents may become qualified to use Club sailboats by satisfactorily completing a checkout on the applicable equipment and by passing such written examinations as may be set and required. Particulars concerning the checkout ride and examinations may be obtained from the Training Officer who is responsible for the approval of the sailing qualifications on recommendations from his check personnel. Exceptions to the above may be approved by the Commodore.

Signing Sailboats Out and In:

30. Club boats may be signed out by Club members or Temporary members qualified in sailboat handling to the standards prescribed by the Club, by members undergoing supervised instruction or by anyone authorized by the Commodore per paragraph 9 of the Constitution.

31. The qualified member signing for the sailboat shall be responsible for:

- a. the safety of the sailboat, crew and passengers. Life jackets shall be worn by all occupants of club sailboats;
- b. compliance with the club rules and procedures;
- c. cleaning the interior of the sailboat, its deck, seats and thwart after use; and
- d. proper mooring and storage of boat/board gear (i.e. rudder inboard centreboard up, lifejackets and sails dry and returned to the sail locker) unless another member is at dockside to accept the sailboat for immediate use.

32. Upon completion of use, the sailboat shall be signed in and the condition of the boat recorded as "serviceable" or "unserviceable" In case of unserviceability, specify what is wrong and write a brief explanation of any damage incurred or maintenance required. Be specific so proper corrective action can be taken. Under no circumstances will equipment or gear be transferred between boats. If equipment is not suitable for use it is to be reported and rectified before the sailboat is used again.

33. Unless authorized by the Commodore, Vice-Commodore, or Fleet Captains, sailboats shall not be sailed or held out at night or moored in any place other than their assigned berth at the CFB Trenton Yacht Club Harbour.

Miscellaneous Rules for the use of Club Sailboats:

34. Rules:

- a. Sail bags shall not be taken in Club boats. They shall be secured on shore.
- b. Downwind lands in club sailboats are forbidden.
- c. No Club boats shall be sailed when the chequered square flag is displayed.
- d. Club boats shall not be left unattended with sails hoisted (main or jib) and when rigged for use.
- e. Club boats shall not leave the dock unless two paddles, a pail, and a sponge are on board and each person on board is wearing an approved life jacket. Club sailboats are to be returned to the dinghy docks prior to sunset or as briefed by the duty Dock Steward.

Order of Preference for Club Boats:

35. The following is the order of preference for the use of club sailboats and utility boats:

- a. any use directed by the Commodore or Vice-Commodore;
- b. club races or regattas;
- c. club-sponsored instructional activity;
- d. adult members; and
- e. dependent members.

Use of Club Motorboats:

36. These boats will only be used in emergencies or as directed by:

- a. Commodore, who has overall control of utilization;
- b. Flag Committee and Executive Members; or
- c. The Club Supervisor.

37. Any damage, or unserviceability will be immediately reported to the Club Supervisor.

Miscellaneous

38. Pets will be under the direct supervision of the owner and not running loose. The posted Wing Commander's rules for pets on the Baker Island apply.

39. Masts for the sail boats shall be stored on the provided racks clearly identified with the boat name and the boat owner name. They shall have spreaders removed from

their normal position and tied or taped along the mast. The mast should be as compact as possible to allow others to use the mast rack also. For example, no radar, radar reflectors, large lights.

40.Cradles, Storage, Folding, Named

- a. Storage means they will be moved to the storage area on or before cradle day or removed from the island on or before cradle Day.
- b. Folding means it has the ability to fold down, remove pads and jacks, fold down the front and rear frame and tie in place. No special wood or ladders will be tied to the cradles for storage. The remainder of your cradle parts shall be taken home.
- c. Named means each cradle requires both owner and boat name clearly affixed.

ANNEX A To CFB Trenton Yacht Club By-Laws

**CFB TRENTON YACHT CLUB
Proposal for Associate Membership**

Memorandum
5590-3-27 (Yacht)

Subject to the recommendation of the Flag and approval of the Wg Comd or his/her representative, any person not specified in the membership groups of Regular or Ordinary may apply to become an Associate Member. Associate membership shall be for a one-year period, with no guarantee of renewal for further one-year terms and maybe renewed upon approval of the Flag Committee. Associate members have full use of the Club facilities and shall abide by the Club regulations.

We, the undersigned, propose the following person for Associate Membership
In the CFB Trenton Yacht Club:

Name: _____
Address: _____
Telephone: _____ Email: _____

We have known the above candidate from _____ to present. The candidate is an active member of the following organizations:

- A) _____
- B) _____

The candidate is aware of this nomination and the responsibilities of membership. In Particular, he/she has been briefed on the requirement to participate in club self-help activities such as lift-in, lift-out, work parties, etc.

We vouch for the candidate's character and hold the view that membership will be in the best interests of the club. We are aware that one of the below sponsors is to attend the Executive meeting to answer any questions concerning the applicant.

Proposed by: _____ Telephone: _____
Seconded by: _____ Telephone: _____
Date Received by Flag Officer: _____ Flag Officers Name: _____
Date posted on Bulletin Board: _____ (for no less than 14 days)
Date of Meeting: _____
Approved: _____ Declined: _____
Notes:

ANNEX B

TO CFB Trenton Yacht Club

By-Laws

Terms of Reference

Commodore:

1. The Commodore shall:

- a. preside at all General, Flag Officer and Executive meetings;
- b. operate the Club in accordance with the Constitution and By-Laws;
- c. direct the aims and policies of the Club;
- d. control the Baker Island boating recreation area; e. prepare and submit business plan under NPF direction. operate the Club within the limits of the approved budgets;
- e. assume overall responsibility for inventory control of Yacht Club inventories;
- f. ensure the Club is represented at appropriate boating activities or meetings; and
- g. be the supervising officer for the Club Supervisor position; and
- h. be an ex-officio member of all committees.

Vice-Commodore:

2. As directed by the Commodore, the Vice-Commodore shall:

- a. assume the duties of the Commodore in his absence;
- b. formulate the club sailing program policy;
- c. serve as chairman of the Sail and Power Committees;
- d. supervise and direct those paid club employees who are allocated to him by the Commodore;
- e. revise and publish, as required, Club Sailing Instructions,
- f. serve as a member of the Flag Committee.

Rear-Commodore:

3. As directed by the Commodore, the Rear Commodore shall:

- a. assume the duties of the Commodore in the absence of the Commodore and
- b. Vice-Commodore;
- c. serve as chairman of the House and Grounds Committee;

- d. serve as a member of the Flag Committee; and
- e. supervise and direct the duties of any paid club employees that are allocated to him by the Commodore.

Past Commodore:

4. As directed by the Commodore, the Past Commodore shall:

- a. advise and assist the incumbent Commodore as requested;
- b. authorize changes and additions to the club trophy deeds;
- c. serve as a member of the Flag Committee; and
- d. supervise and direct the duties of any paid club employees that are allocated to him by the Commodore.

Treasurer:

5. As directed by the Commodore, the Club Treasurer shall:

- a. prepare an annual budget IAW NPF Policy;
- b. advise the Club on financial matters;
- c. advise the Commodore at the earliest opportunity if revenues or expenditures deviate significantly from the approved budget;
- d. serve as an ex-officio member of the Flag Committee; and
- e. supervise and direct the duties of any paid club employees that are allocated to him by the Commodore.

Secretary:

6. As directed by the Commodore, the Club Secretary shall:

- a. record, publish and distribute the minutes of all General and Flag Committee meetings;
- b. dispatch annual invitations of reciprocity to other Yacht Clubs;
- c. ensure that the approved calendar of sailing and social functions of the Club for the season is submitted to the W Pers O in sufficient time for reservation of facilities;
- d. supervise and direct the duties of any paid club employees that are allocated to him
- e. by the Commodore; and
- f. serve as an ex-officio member of the Flag Committee.

Fleet Captain Sail:

7. As directed by the Vice-Commodore, the Fleet Captain Sail shall:

- a. direct the club adult sailing program;
- b. serve as Chairman for the Sailing Committee (see paragraph 7 of the By-Laws);
- c. serve as a member of the Sail and Power Committee.

Fleet Captain Power:

8. As directed by the Vice-Commodore, the Fleet Captain Power shall:

- a. direct the club powerboat program;
- b. liaise with the RCAF Trenton Power and Sail Squadron;
- c. serve as a member of the Sail and Power Committee; and
- d. develop the power program to maximize participation and interest.

Harbourmaster:

9. As directed by the Rear Commodore, the Harbourmaster shall:

- a. allocate club docks, moorings and dry sailing areas in accordance with club policy and direction;
- b. serve as a member of the House and Grounds Committee; and
- c. organize and supervise lift-ins/life-outs and boat storage, in concert with the Club Supervisor.

Docks and Moorings Officer:

10. As directed by the Rear Commodore, the Docks and Moorings Officer shall:

- a. assist the Harbourmaster in his duties;
- b. supervise the installation, maintenance and removal of club docks and moorings;
- c. serve as a member of the House and Grounds Committee.

Race and Regatta Officer:

11. As directed by the Vice-Commodore, the Race and Regatta Officer shall:

- a. direct and control, through appointed representatives, as required, the conduct of races approved by the Sail and Power Committee;
- b. brief each appointed regatta chairman on matters relating to the successful conduct of regatta races;
- c. serve as an ex-officio member of every regatta committee in an advisory capacity;
- d. serve as a member of the Sail and Power Committee;
- e. post-race results on the club notice board;
- f. advise the Trophy Officer of race results;

- g. co-ordinate the appointment of protest committees as required.

Training Officer:

12. As directed by the Vice-Commodore, the Training Officer shall:

- a. arrange for and co-ordinate the training of club members in accordance with standards approved by the Club Executive;
- b. maintain training records and post qualifications of club members;
- c. serve as a member of the Sail and Power Committee.

Boat Maintenance Officer:

13. As directed by the Rear Commodore, the Boat Maintenance Officer shall:

- a. maintain club boats, equipment and spares;
- b. maintain suitable safety equipment;
- c. serve as a member of the House and Grounds Committee.

Handicap Chairman:

14. As directed by the Vice-Commodore, the Handicap Chairman shall:

- a. chair the Handicap Committee;
- b. administer the CFB Trenton Yacht Club Handicap Regulations and Procedures as described in the current Sailing Instructions;
- c. promote sailboat handicaps;
- d. serve as a member of the Sail and Power Committee.

Membership Director:

15. As directed by the Rear Commodore, the Membership Director shall:

- a. distribute our membership application forms prior to 1 March each year;
- b. in liaison with the Treasurer, issue membership cards and receipts in accordance
- c. with the By-Laws;
- d. maintain, review, publish and post membership rolls;
- e. maintain a waiting list of members wishing to rent facilities;
- f. serve as an ex-officio member of the Flag Committee.

House and Grounds Officer:

16. As directed by the Rear Commodore, the House and Grounds Officer shall:

- a. supervise projects that approved for the general improvement of house and grounds.

Publicity Officer:

17. As directed by the Vice-Commodore, the Publicity Officer shall:

- a. during the season, co-ordinate and distribute a monthly news sheet and other club publications to each member;
- b. arrange an appropriate membership publicity campaign in March/April of each year;
- c. endeavour to obtain favourable coverage through all types of news media of the Club's past and planned activities;
- d. serve as a member of the Sail and Power Committee;
- e. maintain the roadway notice board.

Entertainment Coordinator:

18. As directed by the Vice-Commodore, the Entertainment Co-ordinator shall:

- a. recommend and co-ordinate an appropriate entertainment program with the budgetary limitations established by the Executive;
- b. serve as a member of the Sail and Power Committee;
- c. submit to the Vice-Commodore, for approval by the Flag Committee, a proposed calendar of entertainment for the coming season.

Safety and Environmental Officer:

19. As directed by the Rear Commodore, the Safety and Environmental Officer shall:

- a. ensure that the highest standards of safety and environmental issues are maintained and commensurate with Commander 8 Wing policy;
- b. publicize and maintain a club safety and environmental issues program through notice, the Fore 'n' Aft and club inspections;
- c. in co-ordination with the club Supervisor, attend Wing Safety Committee meetings and submit General Safety/HazMat reports as required; d. actively support Ontario Sailing Association, National Safe Boating Week and the objectives of the OSA;
- d. promote and promulgate Canadian Coast Guard and OPP safe boating literature;
- e. inspect and report on the adequacy of Club Safety Equipment and Procedures;
- f. maintain the inventory of and promote the use of the "MUNNIS EMERGENCY CLOTHING KIT BAG";
- g. carry our incident/accident investigations as required;

- h. oversee aquatic weed control in the Yacht Club basin;
- i. monitor and report hazardous material (HazMat) incidents as per directives;
- j. serve as a member of the House and Grounds committee.

Historian:

20. As directed by the Vice-Commodore, the Historian shall:

- a. solicit photographs and maintain the club scrap book;
- b. maintain the club trophy deeds;
- c. act as custodian of the club historical data;
- d. publish historical data of interest in the Fore 'n' Aft;
- e. serve as a member of the Sail and Power Committee;
- f. evaluate race results to determine trophy winners;
- g. update trophies and select appropriate keepers for presentation to trophy winners.

Trophy Officer:

21. As directed by the Vice Commodore, the Trophy Officer shall:

- a. maintain the club trophy deeds;
- b. publish historical data of interest in the Fore 'n' Aft;
- c. evaluate race results to determine trophy winners;
- d. update trophies and select appropriate keepers for presentation to trophy winners.

Member-at-Large:

22. The Member-at-Large shall be an associate member and shall be nominated by the associate membership to the Commodore for approval. Should a nomination not be forthcoming, the Commodore shall appoint an individual who can best represent the associate membership as a whole. The Member-at-Large shall:

- a. represent the associate membership and provide the conduit for expressing concerns, recommendations, etc., to and from associate members;
- b. serve as a member of the Sail and Power committee.

Bar Officer:

23. As directed by the Vice-Commodore, the Bar Officer shall:

- a. in consultation with the Club Supervisor, ensure the efficient operation of the bar facility including the proper accounting for and security of stock, cash and receipts;
- b. maintain a list of volunteer bar stewards;

- c. co-ordinate with the Entertainment Co-ordinator to ensure that a bar steward is available to operate the bar facility for all scheduled club events;
- d. serve as a member of the Sail and Power Committee;
- e. ensure bar stewards are trained for the efficient operation of the bar.

Reciprocal Officer:

24. As directed by the Vice- Commodore, the Reciprocal Officer shall:

- a. in consultation with the Flag, propose policies and fees that comprise the Club “Reciprocal Agreements”;
- b. co-ordinate with the Commodore, the annual drafting of the covering letter to accompany the “Reciprocal Agreement requests”;
- c. annually prepare and mail the Reciprocal agreements requests; and
- d. receive, and process the “Reciprocal Agreement” requests from other clubs.

Web site manager (Webmaster):

25. As directed by the Vice Commodore, the Web site manager shall:

- a. ensure that the CFB Trenton Yacht Club web site is up to date with the most current club information;
- b. maintain the web account as per the direction of the Flag.

E-mail Coordinator:

26. As directed by the Vice Commodore, the E-mail coordinator shall:

- a. ensure that the club notices are e-mailed out to club members as per direction of the Commodore.

Club Supervisor: (Information only. Not all-inclusive. Actual terms are included on PSP contract.)

27. As directed by the Commodore, the Club Supervisor shall:

- a. act as the Commodore’s representative on site for the efficient and safe operation of the club on a day-to-day basis;
- b. supervise the Dock Stewards and Sailing Instructors in the execution of their duties;
- c. maintain appropriate records for the sale of Club consumables;
- d. maintain appropriate stocks of consumables;
- e. assign facilities to visitors during club hours;
- f. coordinate inspection of club boats and engines for proper operation. The Supervisor shall coordinate minor maintenance of club boats and engines on a day-

to-day basis and inform the appropriate maintenance member when major defects arise;

- g. ensure the safe operation and handling of boats and engines by Dock Stewards and restrict the use of club boats and engines to that prescribed by the By-Laws;
- h. inspect docks and moorings and report defects to the Docks and Moorings Officer;
- i. inspect members' boats and lines for defects and advise the member and the safety officer, if required;
- j. immediately secure any boat causing or receiving damage, if safe to do so. The Supervisor shall notify the responsible person as soon as possible and advise the details of the incident to the Safety and Environmental Officer;
- k. observe and report to the Flag, any violation of Club rules or regulations;
- l. provide pump-out facilities for club and visiting boats;
- m. act as the Club Fire Marshall;
- n. assist the Harbourmaster with lift-ins, lift-outs and boat storage.

COMMITTEE STRUCTURE

Flag Officers Committee:

Commodore	Vice-Commodore
Rear Commodore	Past Commodore
Membership Director (ex-officio)	Treasurer (ex-officio)
Secretary (ex-officio)	

Sail and Power Committee:

Fleet Captain Sail	Fleet Captain Power
Race and Regatta Officer	Training Officer
Publicity Officer	Handicap Chairman
Entertainment Coordinator	Historian
Trophy Officer	E-mail Coordinator
Member-at-Large	Reciprocal Officer
Web site manager	Bar Officer
OSA/CYA Representative	

House and Grounds Committee:

Harbourmaster	Dock and Moorings Officer
House and Grounds Officer	DA Holder
Boat Maintenance Officer	Safety and Environmental Officer

ANNEX C

TO CFB Trenton Yacht Club By-Laws

CFB TRENTON YACHT CLUB

SALE OF VESSEL NOTIFICATON SHEET

CFB Trenton Yacht Club By-Laws

Article 26. Member Boats for sale:

Once a sale has been completed, the member has seven days to remove the boat from the Yacht Club before incurring visitor's fees. If the new owner becomes a club member, all fees must be paid within seven days or visitors fees will be levied. If a boat changes hands during the winter, the club member has seven days from the first lift in to remove the boat from the club. Exceptions must be approved, in advance, by the Flag.

Date the boat was Sold: <input type="text"/>		
Registered Owner/Club Member:		
Contact Information:		
Boat Name:		
Class/Type:	Power or Sail	Model:
Sail/License/Registration Number:		
Is the Club member requesting a refund: Y or N		
Is the Club member replacing sold boat with New boat: Y or N		
If Yes please fill out Vessel information form and a copy of proof of Insurance and forward to Membership Director		

New Owner:	
Contact Information:	
Is the new owner a club member: Y or N	Will they be joining as a club member : Y or N

For Office Only:
Refund Request granted: Y or N
Reason:
Refund Amount: