

BY-LAW NO. ONE, NOVEMBER 16, 1991
(revised November 1994)
(revised November 2006)
(revised October 2007)

of the

HARBOUR CITY YACHT CLUB
(incorporated December 19, 1974)

OBJECTS

- 1.1 To carry on a club to develop sailing skills and to encourage boat or yacht sailing and racing and other aquatic sports and to promote such social activities as may be desirable in the interest of club members generally.

HEAD OFFICE

- 2.1 The head office of the corporation shall be located in Toronto, Ontario.

COLOURS, CRESTS, FLAGS AND UNIFORMS

- 3.1 The colours of the Club will be black and white.
- 3.2 The club crest shall be as shown on Schedule A.
- 3.3 The club burgee shall be a black isosceles triangle with four (4) white chevrons as shown on Schedule A.
- 3.4 The burgees for the flag officers shall be a rectangular flag with the black isosceles triangle and white chevrons imposed on a coloured background, as follows:
- | a) The Immediate Past Commodore, and all other Past Commodores who are paid up members of the Club, shall have the right to fly a rectangular flag with a blue background;
 - | b) The Commodore shall have the right to fly a rectangular flag with a yellow background;

| c) The Vice-Commodore shall have the right to fly a rectangular flag with a green background; and

| d) The Rear Commodore shall have the right to fly a rectangular flag with a red background.

3.5 The uniform for the flag officers shall consist of a dark blue or black jacket worn with light coloured trousers or skirt.

3.6 The Commodore shall have the right to wear three narrow bands of black braid on the cuff of the left sleeve of the uniform jacket.

3.7 The Vice-Commodore shall have the right to wear two narrow bands of black braid on the cuff of the left sleeve of the uniform jacket.

3.8 The Rear Commodore shall have the right to wear one narrow bands of black braid on the cuff of the left sleeve of the uniform jacket.

3.9 Fully paid up members of the Club who participate in one or more cruises during the season shall be entitled to fly a rectangular flag, consisting of the black and white Club crest, a single chevron, and the year, superimposed on a coloured background; and

.1 The flag shall be awarded and public recognition of the achievement given at the Club's Annual General Meeting; and

.2 Every 10th anniversary year, a special ensign red anniversary flag shall be awarded to cruisers with the exception that, instead of the year it shall state "30th Anniversary," "40th Anniversary," etc.; and

.3 The colour of the flag for 2005 shall be pale blue; for 2006 shall be yellow; for 2007 shall be light green; for 2008 shall be orange; for 2009 shall be purple; for 2010 shall be dark blue; for 2011 shall be dark green; for 2012 shall be magenta; for 2013 shall be white; and for 2014 shall be the special 40th anniversary colour, ensign red; the colours to repeat over the next 10-year span.

MEMBERSHIP CLASSIFICATION

4.1 Membership of the Club shall consist of the following classes, and the privileges of each class shall be as provided in Schedule B to this By-Law;

4.2 Senior Voting Member: a person who is 19 years of age or older, and who has a boat moored or docked at a Toronto area club or marina.

- 4.2.1 Voting Member: a person who is 19 years of age or older, but who does not own a boat.
- 4.2.2 Voting Couple: a couple married or living together who share a boat moored or docked at a Toronto area club or marina.
- 4.3 Junior Member: a person under the age of 19 years who is the child of a Senior or Voting Member.
- 4.4 Crewing Member: a person of any age who is a member solely for the purpose of crewing on board of a boat owned or operated by a Senior Voting Member or a Life Member.
- 4.5 Honorary Member: anyone to whom, in the current year, the privileges of the Club have been extended by the Board of Directors.
- 4.6 Non-resident Member: a person who is a former Senior or Voting Member in good standing whose principal residence is located at least 80 kilometres (50 miles) from the Greater Toronto Area and who has applied for this membership category.
- 4.7 Life Member: a person who
 - | 4.7.1 Has earned, by virtue of the length of membership, a Life Membership in the Club in accordance with the terms of the By-Laws; or
 - | .2 for singular and meritorious services to the Club, may be deemed by a simple majority of members of the Club entitled to vote at an Annual General Meeting to merit a Life Membership in the Club;
 - 4.7.3 Provided that a Senior or Voting Member shall be granted a Life Membership after the member has been a Senior or Voting Member for a continuous and uninterrupted period of 25 years and has reached the age of 65, and who is not in arrears for any dues, fees or assessments.
- 4.8 For the purposes of this By-Law, the age of any member of the club or candidate for membership, shall at any time during a fiscal year be the member's age on the first day of November in that year.

MEMBERSHIP ENTRANCE AND RESIGNATION

- 5.1 Membership shall consist of such individuals and legal entities that are admitted to the membership by the Board of Directors.

5.2 Application for membership shall be:

| 5.2.1 in the form approved by the Board of Directors;

| 5.2.3 signed by a sponsor who shall be a member eligible to vote for at least one year, and in good standing; and

| .3 accompanied by the set entrance fee, if applicable, and the dues then in effect for the year in which the application is made.

5.3 Candidates for membership must have been introduced to at least one member of the Board of Directors.

5.4 Applications for membership shall, subject to the section 5.5, be posted in the Club's clubhouse on the Club notice board for one week, or for such other time period and place as the Board of Directors may decide, while being investigated by the Membership Secretary.

5.5. Posting of any application for membership in accordance with section 5.4 may be waived where the application is approved unanimously by a quorum of the Board of Directors voting therefore in a meeting of the Board of Directors; provided that a notice shall be placed in the next edition of the Club's newsletter.

5.6 The Board of Directors shall vote on an application on a motion of any member of the Board of Directors.

5.7 A member shall remain liable for payment of any assessment or other sum levied or which became payable by the member to the Club prior to the receipt of the member's notice of resignation.

5.7 If a simple majority of the Board of Directors votes to accept the application, the person making the application shall be conditionally admitted to membership; subject to the provisions of 5.5 hereof.

5.8 Every person admitted to membership shall be notified by the Membership Secretary by mail and advised that the member's application for membership in the Club has been accepted.

5.9 A member may resign by a resignation in writing to the Membership Director, Secretary or Commodore.

- 5.10 A member shall remain liable for payment of any assessment or other sum levied or which became payable by the member to the Club prior to receipt of his notice of resignation.
- 5.11 A member shall be deemed to have resigned if the annual dues payable by that member are not paid in accordance with the By-Laws of the Club.
- 5.12 A member's resignation shall be effective on the date that notice thereof is received by any member of the Board of Directors, or in accordance with the provisions of 8.6 hereof. On that date, the member's rights and privileges of the Club shall be terminated.

SUSPENSION OR TERMINATION OF MEMBERSHIP

- 6.1 Whenever it appears to the Board of Directors, acting reasonably, that the conduct of any member has endangered or is likely to endanger the good order, welfare, reputation, standing or character of the Club, whether on the Club premises or elsewhere, or where a member wilfully violates or neglects the observance of any rule or regulation provided by the By-Laws of the Club, or by any order of the Board of Directors, two thirds of the Directors at the meeting voting therefore, they may warn such member in writing that the member's conduct is detrimental to the interests of the Club, and may advise the member that the member's membership is suspended or terminated; provided that any such member shall first have the opportunity to attend a meeting of the Board of Directors held for the purpose of hearing submissions of the member and to make submissions to the Board of Directors.
- 6.2 Any member suspended or expelled shall have the right, within one month after receiving notification or such action, to appeal to the Club by giving to the Recording Secretary written notice of such appeal.
- 6.3 The appeal shall be heard at the next Annual General Meeting of the members.
- 6.4 If two-thirds of the members present at such meeting who are eligible to vote, shall, by secret ballot, reverse the action of the Board of Directors, the appellant shall be restored to membership, but until such reversal the member shall not be entitled to any of the privileges of membership.

RIGHTS, PRIVILEGES, AND DUTIES OF MEMBERS

- 7.1 A member shall be considered in good standing so long as all dues, fees and assessments have been paid according to the By-Laws or the rulings of the Board of Directors, whichever may apply, or who is not under suspension.

- 7.2 Any person who is a member in good standing of the Club, or who is a guest of such member, may use the Club facilities.
- 7.3 The rights of any member to the privileges of the Club shall only exist when the member is in good standing.
- 7.4 Each member, on acceptance as a member of the Club shall, by accepting the rights and privileges of the Club, agree with each other to accept and be bound by the By-Laws, rules and regulations of the Club.
- 7.5 Any complaints by a member of the Club shall be directed to a Flag Officer of the Club in writing.
- 7.6 A spouse or dependent minor of a Voting Member shall have the privileges of the club facilities and be able to enjoy crewing and racing, but boat registration will be in the voting member's name. Guests will enjoy the privileges of the club only when in the company of a member.
- 7.7 Membership is not transferable.

FEES, DUES AND ASSESSMENTS

- 8.1 The entrance fees payable by all classes of membership shall be fixed from year to year by a two-thirds vote of the Board of Directors.
- 8.2 The annual dues to be applicable for the ensuing year shall be determined by the Board of Directors not later than the last day of September in the year prior to the ensuing year and any increase in the annual dues shall become effective when confirmed by a majority vote of the members at an Annual or other General Meeting.
- 8.3 Any assessment shall be determined by the Board of Directors and shall become effective only when confirmed by a majority vote of the members at an Annual or other General Meeting.
- 8.4 The Board of Directors may, at their discretion, pro-rate the annual fee of a member of the Club in the year of joining based on the number of months remaining in the fiscal year.
- 8.5 The account of a member of the Club is due when rendered.

- 8.6 When, after the first day of March in the year in which the annual dues or assessment is due, a member is in arrears for any such annual dues or assessment, the member's name may be published in newsletters published by the Club until such arrears are paid.
- 8.7 If the arrears remain unpaid by the first day of May in the year in which they are due, the member shall automatically be deemed to have resigned from the Club.
- 8.8 Any member who resigns or is deemed to have resigned from the Club shall be required to make a new application to the Club for admission as a member of the Club unless a simple majority of the Board of Directors votes to admit the former member as a member of the Club without payment of the required entrance fee for new members.

FISCAL YEAR

- 9.1 The fiscal year for the Club shall end on the last day of September of each year.

BOARD OF DIRECTORS

- 10.1 The affairs of the Club shall be managed by a Board of nine eligible members of the Club, except as provided for herein.
- 10.2 Each Director must be a Voting Member in good standing in all respects as at the last day of September of the year in which the member is proposed for election, and in the case of the Commodore, as at the last day of September of each year of the Commodore's term of office.
- 10.3 The Board of Directors shall consist of the Immediate Past Commodore, the Commodore, the Vice-Commodore and the Rear Commodore, all of whom are the Flag Officers of the Club, and the Secretary, the Membership Director, the Treasurer and two other Directors who will assume responsibilities as deemed necessary by the Board; provided that whenever there is no Immediate Past Commodore who is a member of the Club in good standing, the Board of Directors shall consist of three (3) Directors in addition to the Flag Officers, the Secretary and the Treasurer.
- 10.4 All Directors, with the exception of the Immediate Past Commodore, shall be elected at the Annual Meeting of the Club.
- 10.5 Where the Vice-Commodore or any eligible member appointed by the Board of Directors assumes the responsibilities of the Commodore in the first year of the Commodore's term of office, that person shall only serve until the end of the first year of the Commodore's term of office and an election for the remaining year of the original Commodore's term of office must take place at the next Annual General Meeting at the time that the other Directors of the Club are elected for the next year.
- 10.6 All Directors shall serve a term of one year which expires on the last day of November of each year; provided that the term of the Immediate Past Commodore and the Commodore, whose term shall be, subject to 10.5 hereof, for a period of two consecutive years, shall expire on the last day of November of the second year of office.
- 10.7 A Commodore who resigns or is removed from office in accordance with these by-laws shall not be, or hold, the office of Immediate Past Commodore.
- 10.8 In addition to nominations by the Nominating Committee, any two club members entitled to vote and in good standing may propose and second the nomination of a third club member for election to the Board of Directors provided that such nominated member consents.
- 10.9 The members of the Club may, by resolution passed by at least two-thirds of the votes cast at a General Meeting of which notice specifying the intention to pass such

resolution has been given, remove any Director before the expiration of the Director's term of office, and may, by a majority of votes cast at the meeting, elect any eligible member to serve as a Director in place thereof for the remainder of the Director's term.

- 10.10 As long as a quorum of Directors remains in office, vacancies on the Board, except those occurring by reason of expulsion, may be filled from the general membership by appointment by the remaining Directors for the balance of the unexpired term.
- 10.11 If there is no quorum of Directors, the remaining Directors shall forthwith call a General Meeting of the members to fill the vacancy.

DUTIES OF THE DIRECTORS AND OFFICERS

11.1 The **Immediate Past Commodore** shall:

- .1 assist and advise the Commodore and Board of Directors of the Club in the performance of the duties set forth provided for by the By-Laws of the Club;
- .2 chair the Nominating Committee and assume the responsibility for co-ordinating meetings of that committee; and
- .3 deliver to the Board of Directors, on or before the last day of September of each year, the Nominating Committee's recommendations for new directors of the Club for the ensuing year.

11.2 The **Commodore** shall:

- .1 preside at all Annual, General, and Directors' Meetings;
- .2 be responsible for the enforcement of the By-Laws, and shall generally supervise the affairs of the Club;
- .3 be a signing officer of the Club;
- .4 call all meetings;
- .5 be an ex-officio member of all committees of the Club; and
- .6 perform such other duties as the Commodore may assume at the request of the Board of Directors.

11.3 The **Vice-Commodore** shall:

- .1 assist the Commodore in the discharge of the Commodore's duties; and
- .2 in the Commodore's absence, shall assume the duties of the Commodore;
- .3 be responsible for the Club premises;
- .4 where the Club provides for the haulage, storage and launching of boats, to manage and organize the scheduling and execution thereof; and
- .5 perform such other duties as the Vice-Commodore may assume at the request of the Board of Directors.

11.4 The **Rear Commodore** shall:

- .1 assist the Commodore and Vice-Commodore in the discharge of their duties; and
- .2 in their absence, shall assume their respective duties;
- .3 be the Chairman of the Sailing Committee and supervise all racing, sailing and cruising programs approved by the Club; and
- .4 perform such other duties as the Rear Commodore may assume at the request of the Board of Directors.

11.5 The **Secretary** shall:

- .1 keep the minutes of all meetings;
- .2 keep on file all records, reports, and communications connected with the affairs of the Club;
- .3 issue to the members such amendments to these By-Laws as are properly made at Annual or General Meetings and shall re-issue the By-Laws when the number of amendments justifies;
- .4 deliver a copy of the minutes of every meeting of the Board of Directors, as adopted by the Board of Directors, to each member of the Advisory Board within thirty (30) days of the date that the minutes are adopted; and
- .5 perform such other duties as the Secretary may assume at the request of the Board of Directors.

11.6 The **Membership Director** shall:

- .1 keep the membership role showing the names and addresses of all members of the Club;
- .2 receive and deliver to the Treasurer all payments of entrance fees, annual dues and other monies received to the credit of the Club or otherwise;
- .3 issue membership cards to all members in good standing;

11.7 The **Treasurer** shall:

- .1 be a signing officer of the Club;
- .2 receive all monies transferred to the Treasurer by the Membership Director and giving receipts therefore to the Membership Director;
- .3 deposit all money so received in a financial institution designated by the Board of Directors from time to time by resolution therefore;
- .4 pay all accounts, passed for payment by the Board of Directors, by cheque which shall be signed by any two Directors of the Club who have been authorized by the Board of Directors to sign such cheques;
- .5 at any time, on not less than three days notice, furnish to the Board of Directors a statement of the Club's bank balance and the outstanding accounts; and
- .6 arrange for the audit of the Club's annual financial statements.

11.8 The Board of Directors is empowered to authorize the Treasurer to borrow money from any financial institution on the terms and conditions approved by two thirds of the Board of Directors.

11.9 The Board of Directors is empowered to appoint the Commodore, the Treasurer and at least one other member of the Board of Directors as signing officers of the Club.

DUTIES OF ADVISORY BOARD

12.1 The Club shall have an advisory board consisting of all Past Commodores who are members in good standing (the "Advisory Board").

- 12.2 The Advisory Board shall appoint its own Chair from its members.
- 12.3 The person appointed by the Advisory Board as Chair shall call and conduct all meetings, keep all necessary records, and convey the findings and recommendations of the board to the Board of Directors.
- 12.4 The Advisory Board will consider the minutes of all Directors' meetings, and may:
- .1 advise the Board of Directors with respect to any decisions of the Board of Directors, which, in the opinion of the Advisory Board, are inconsistent with the By-Laws, or established practices of the Club, or which are not in the best interests of boating;
 - .2 make suggestions on any matter which affects the Club for the consideration of the Board of Directors;
 - .3 present to the Annual Meeting a report on their activities and their recommendations for the future; and
 - .4 undertake such other duties as may be assigned to them by the Board of Directors or by the Annual or General Meeting, if such duties come within the scope of the Advisory Board.

DUTIES OF THE AUDITOR

- 13.1 The auditors of the Club shall audit the accounts and records of the Treasurer, Membership Secretary and any committee in accordance with the provisions of the Business Corporations Act for Ontario, and shall submit to the Annual General Meeting an audited statement of these accounts.
- 13.2 The auditors of the Club shall not be Directors of the Club.

DUTIES OF THE NOMINATING COMMITTEE

- 14.1 The Nominating Committee shall consist of the Immediate Past Commodore, acting as the Chair and any two other members of the Club, who shall prepare and present to the Annual Meeting a list of candidates for the ensuing year.
- 14.2 The Nominating Committee shall obtain the consent of all candidates before proposing them.

- 14.3 The Nominating Committee shall submit its list of nominees to the Recording Secretary of the Club not less than thirty days prior to the day on which the election is to take place.

POWERS: BOARD OF DIRECTORS

- 15.1 The Board of Directors shall, at the commencement of each fiscal year, prepare a budget of anticipated normal revenue and normal operating and maintenance expenses for the forthcoming year. Based on this budget, any anticipated surplus revenue may be expended on alterations, additions, or improvements to club premises, equipment and facilities, provided no single expenditure therefore exceeds \$2,000.00 in estimated cost.
- 15.2 The management of the Club shall be vested entirely in the Board of Directors and no member or group of members shall have authority to act on behalf of the Club unless so authorized by the Board.
- 15.3 The Board of Directors shall prescribe such rules and regulations governing the affairs of the Club as in their judgement and in accordance with the Letters of Patent, as amended, and By-Laws, may from time to time be deemed necessary.
- 15.4 The Board of Directors has the power to request the members of the Club to form committees and to delegate to them such powers and duties as they may deem advisable.
- 15.5 The Board of Directors has the right to appoint one of their number to be a member of any committee of the Club.
- 15.6 The Club indemnifies all Directors for any costs, expenses, damages, loss or other claims which made against them in connection with the performance of the duties and obligations and duties as Directors of the Club.

QUORUM AND MEETINGS: BOARD OF DIRECTORS

- 16.1 At least five of the members of the Board of Directors, including one Flag Officer, shall form a quorum for the transaction of business.
- 16.2 Directors' meetings may be called by the Commodore, or on request of any three Directors, or the Directors may appoint a day in each month for the holding of regular meetings of the Board of Directors.

REMUNERATION OF DIRECTORS

17.1 The Directors shall receive no remuneration from the Club.

MEETINGS OF MEMBERS

18.1 The Annual Meeting of the club members shall be held at a place within The Municipality of Metropolitan Toronto at such time and on such day during the month of November as may be designated by the Board of Directors.

18.2 At every Annual Meeting, in addition to any other business that may be transacted, the report of the Directors, the financial statement, the report of the auditors, and the report of the Advisory Board shall be presented, and a Board of Directors elected, and auditors appointed for the ensuing year, and the remuneration of the auditors shall be fixed.

18.3 A General Meeting of club members may be called at any time by the Commodore, Board of Directors concurring, or on the petition in writing to the Commodore of any twenty (20) Voting Members in good standing. Upon receipt of such petition, the Commodore shall within seven (7) days cause notices calling such meeting to be sent to each member eligible to vote.

18.4 Twenty per cent (20%) of members in good standing and eligible to vote shall constitute a quorum for the transaction of the business of the Annual or General Meeting.

NOTICES OF MEETINGS

19.1 Notices of the date, time and place of all Annual and General Meetings shall be given to each member eligible to vote, and to the auditors, by sending notices by prepaid mail to the member's last address as recorded on the books of the Club or sent by any other form of transmitted or recorded communication.

19.2 All notices shall be given ten (10) calendar days before the meeting is to take place.

19.3 The accidental omission to give notice to any club member, or the non-receipt of any notice, or any error in any notice or any action at any meeting held pursuant to such notice shall not invalidate such notice or any action at any meeting held pursuant to such notice.

19.4 Any club member may waive any notice required to be given the member.

- 19.5 The notice calling the Annual Meeting shall be accompanied by a notice specifying the names of those nominated for office by the Nominating Committee and the office for which they are nominated.
- 19.6 All notices of Annual and General Meetings shall specify the general nature of the business which is to be transacted thereat.

VOTING

- 20.1 Only those classes of members so designated in the By-Laws shall be entitled to vote in person or by written proxy and they must be in good standing. Votes may be taken by a show of hands but a member qualified to vote may request that a ballot be taken. In the case of the equality of votes at an Annual or General Meeting, a second vote shall immediately be taken, and thereafter, as many votes as are necessary to break the tie. In the case of the equality of votes at a Board of Directors meeting, the Chair, in addition to his original vote shall have a second or casting vote.

AMENDMENTS

- 21.1 Any part or parts of this By-Law may be amended, or repealed, or any additions made thereto at any properly constituted Annual or General Meeting of the members of the Club entitled to vote on a two-thirds majority vote, provided that due and proper notice of motion has been given, and that a quorum of qualified voting members is present at the meeting.

VALIDITY

- 22.1 All former Constitutions and By-Laws of the Club are automatically repealed upon the coming into force of this By-Law without prejudice to any action heretofore taken thereunder. The rules and regulations presently in force shall survive the repeal of all former Constitutions and By-Laws and shall have the same effect as if passed immediately after the coming into force of this By-Law.
- 22.2 This By-Law shall come into force on the day on which it is confirmed with or without variation at any Annual Meeting of club members.

CERTIFIED AS APPROVED BY THE MEMBERSHIP OF THE CLUB AT THE ANNUAL GENERAL MEETING HELD on the 19th DAY OF NOVEMBER, 1994.

Rosalind A. Ross
President and Commodore

Georgina Good
Recording Secretary

CERTIFIED AS REVISED AND APPROVED BY THE MEMBERSHIP OF THE CLUB AT
THE ANNUAL GENERAL MEETING HELD on the 11th DAY OF NOVEMBER, 2006

Nigel Napier-Andrews
Commodore

Neill Holloway
Immediate Past Commodore

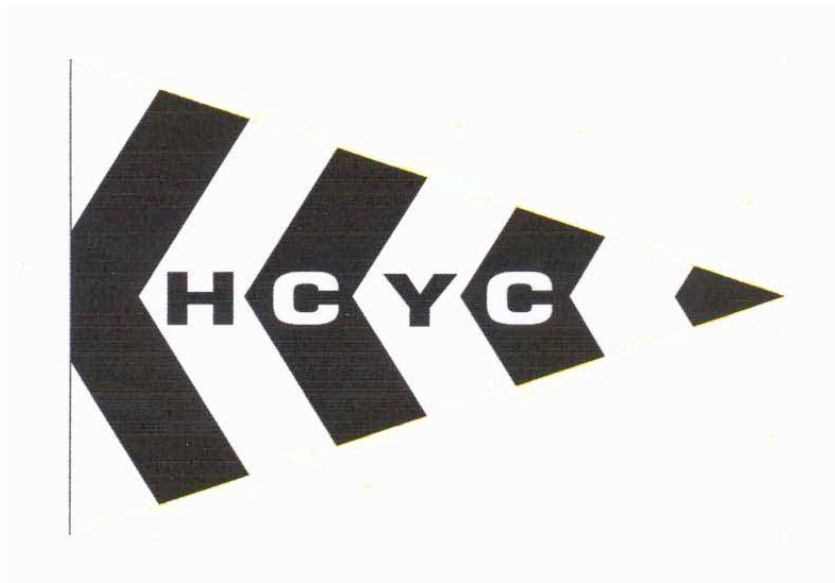
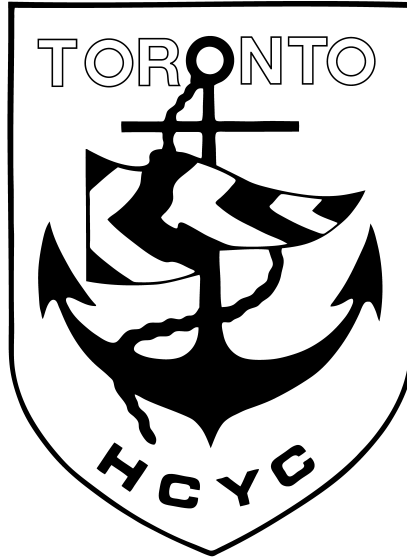
CERTIFIED AS REVISED AND APPROVED BY THE MEMBERSHIP OF THE CLUB AT
THE ANNUAL GENERAL MEETING HELD on the 27th DAY OF OCTOBER, 2007

Nigel Napier-Andrews
Commodore

Claude Alexander
Vice-Commodore

SCHEDULE A

CREST AND BURGEE DESIGNS



NOTE: BURGEE DIMENSIONS 12" X 18"

SCHEDULE B

MEMBERSHIP CLASSIFICATIONS AND RIGHTS

Membership classification	Entrance fee	Dues	Hold office	Votes (1)	Enjoy club facilities	Helm or crew in club sponsored race	Apply for mooring or dock space	Apply for dingy rack or yard space	Register a yacht in a club sponsored event
Senior Voting Member	100%	100%	Yes	2	Yes	Yes	Yes	Yes	Yes
Voting Member	50%	50%	Yes	1	Yes	Yes	No	Yes	Yes
Voting Couple	150%	150%	Yes	2	Yes	Yes	Yes	Yes	Yes
Junior Member	0	10%	No	0	Yes	Yes	No	Yes	Yes (2)
Crewing Member	0	50%	No	0	Yes	Yes	No	No	No
Honorary Member	0	0	No	0	Yes	Yes	No	No	Yes
Non-resident Member	0	25%	No	0	Yes	Yes	No	No	Yes
Life Member	0	0	Yes	2	Yes	Yes	Yes	Yes	Yes

(1) At Annual and General Meetings

(2) With owner's written permission and at the discretion of the Board of Directors

SCHEDULE C

RECIPROCAL PRIVILEGES

Introduction

Since HCYC is primarily a cruising club, it is critical that reciprocal rights be maintained with as many Lake Ontario yacht clubs as possible.

However, HCYC does not own any docking slips outright, except perhaps the slips attached to the clubhouse. Therefore, maintaining a valid reciprocal docking policy with the marina is essential.

Reciprocal Privileges

1. To obtain reciprocal privileges, visiting boaters must be paid up members of a club which offers HCYC members reciprocal privileges. Such a list will be kept in the HCYC clubhouse and the marina office.
2. Visiting boaters must show a valid club membership card. Flying their club burgee is not sufficient proof of membership.
3. In accordance with a suggestion from the Lake Ontario Cruising Clubs Association (LOCCA), HCYC will not sell its burgee to non-members. This will not prevent the official exchange of burgees between members clubs.
4. By agreement with the marina, visiting individual boaters and groups wishing to reserve slips at the marina will pay the first night mooring fees, the second night will be free, the third night paid, the fourth night free etc.
5. By agreement with the marina, individual boaters who dock at one of the unreserved slips at the HCYC clubhouse, will receive the first night free, the second night will be charged at current marina rates.
6. By agreement with the marina, all visiting boaters will register with the marina office. The marina will also monitor boats moored at the HCYC clubhouse.
7. By resolution at the November 11, 2007 Annual General Meeting, HCYC members wishing to tie up at the club house for the night shall limit themselves to two (2) visits per season, unless they are Officer of the Day, and are subject to the same terms provided to reciprocal clubs.

ADDENDA

DUTIES OF OFFICERS AND MEMBERS OF HARBOUR CITY YACHT CLUB

While By-Law No. One outlines the specific duties of all club officers, the description does not cover all the roles and duties for running the club; executives originally had no clear guidelines. The following combine the by-law requirements with the duties that have developed through custom at HCYC.

There is always the option to adjust roles according to the talents and experience of the officers.

This schedule has been added to inform new directors and remind those with experience about the tasks that need addressing.

Please keep in mind that while directors are responsible for certain duties, they should be delegating as much as possible to members. By forming committees of members, each director is not only spreading the workload but also developing a bank of knowledgeable individuals, some of whom may become future executives.

NOTE: Officers should keep track of their tasks and keep them in a file for future directors. Regular reports are to be submitted in writing at each Board of Directors' meeting and shared with members through the newsletter. Each officer should have an annual report ready to circulate with the agenda for the Annual General Meeting.

Commodore

1. Calls and presides at all Board and members' meetings and is an ex-officio member of all committees.
2. Acts as signing officer on cheques, membership and reciprocal cards.
3. Enforces by-laws and coordinates the efforts of other officers and members.
4. Acts as the club's representative, or designates a representative for other club and community events.
5. Meets with marina management to establish/maintain good working relationships and arrange reciprocal payments for club moorings.
6. Attends Council of Commodore's meetings and shares information with directors.
7. Develops ongoing plan with other officers for future goals and directions of HCYC.
8. Is responsible for updating the minute book and keeping the Corporate Seal and Letters Patent, as well as keys to the post box.
9. Receives reports from all flag officers and directors as regular and general meetings.
10. Submits a report or commentary to the newsletter for each issue.

Vice-Commodore

1. Assists the Commodore and assumes those duties when necessary.
2. Is responsible for the club premises: a property or house committee, under the supervision of the Vice-Commodore, should monitor and replace cleaning supplies, propane, vacuum bags, garbage bags, dish towels and arrange for firewood from Metro Parks.
3. Is responsible for maintaining and repairing the club house building, ramps, bridges, docks, anchor cables, bubblers, hot water tank, water supply, electrical wiring and any other matters such as haul-out for pontoon inspection and maintenance.
4. Keeps the Officer of the day book up to date and in cooperation with the Past Commodore, maintains a telephone contact system for the OOD program.
5. Ensures that reciprocal and membership information packages are available at the club house and marina office.
6. Contacts members re spring and winter work parties.
7. Works with marina management on plans for any major repairs, maintenance or alterations to the club house.
8. Keeps the keys to the locked storage cupboards in the clubhouse.
9. Reports to the newsletter on all property and maintenance items.
10. May act as a signing officer of the club.

Rear Commodore

1. Assumes the duties of the above officers if necessary.
2. Is responsible for all racing and sailing programs, although a director may take charge of the cruising program.
3. Contacts fleet captains or race directors of Alexandra YC, National YC, the Women's Sailors Association (and any others) to arrange courses and race committee duties for Monday and Thursday night club racing and will represent HCYC in organizing the AHMEN Frostbite series (Alexandra, Harbour City, Mimico, Etobicoke and National YCs).
4. Is responsible for training and maintaining a group of competent race managers and committee members for HCYC.
5. Organizes committees for Sailpast, Regatta and informal weekend HCYC races in cooperation with the Social Director.
6. Maintains CYA, LORC, LYRA, LOCCA memberships and connections, and attends meetings as appropriate.
7. Distributes and publishes race committee results, orders and organizes flags and trophies for presentation at the Annual Banquet (*current engraver Hoult-Hellewell of Scarborough, current flag supplier Flags Unlimited of Barrie*).
8. Race results and report will be circulated through the newsletter and posted in the clubhouse.

Immediate Past Commodore

1. Assists the directors in promoting the club and coordinating events.
2. Sits on the Advisory Board of Past Commodores in good standing and monitors all resolutions and actions of the Board in the best interests of the members.
3. Chairs the nominating committee (traditionally but not necessarily the Advisory Board members) and provides a list of recommendations for the next executive.
4. Assists the new executive in carrying out duties and forming committees.
5. Organizes the telephone contact committee to remind members of events and duties.
6. Acts as chair of the fundraising committee.
7. Reports Advisory Board recommendations through the newsletter and at the AGM.
8. May act as a signing officer of the club.

Treasurer

1. Acts as primary signing officer of the club and recommends additional signing officers.
2. Receives all fees from the Membership Director and provides receipts.
3. May act as Acting Membership Director.
4. Is responsible for depositing all money in appropriate accounts and paying such expenses regularly incurred by the club, and not requiring a vote according to by-law.
5. Makes recommendations to the Board on all bank related matters and is responsible for maintaining relationships with the bank.
6. Maintains the capital account to which all initiation fees, key deposits and surplus operating money are directed.
7. Requests budget proposals from other club officers in January, arranges an appropriate "float" for each, provides a report and balance sheet for regular directors' meetings and the financial statement for annual audit and the Annual Meeting.
8. May borrow money on behalf of the club as approved by two-thirds of the Board.
9. May request a fundraising committee for regular or special needs.
10. Requires a record of income and expenses for all social events.

Secretary

1. Takes and distributes minutes of all Board and General Meetings to the appropriate directors, members and all members of the Advisory Board.
2. Is responsible for keeping an orderly file of all agendas, minutes and associated reports, which will be bound approximately every three years into two sets of

club records (one will serve as reference for the current Secretary and one for the Commodore and must be passed onto the next elected executive.

3. Sends, receives and posts reciprocal cards and files letters from other clubs.
4. Keeps one key for the post box at Station A, checks for mail regularly and forwards correspondence to the appropriate officer.
5. Mails notices of Annual and General Meetings, agendae and proxy forms, registers members at meetings and checks for a 20 per cent quorum, records votes and proxies.

Membership Director

1. Maintains database of member information, produces a directory and provides updated information through the newsletter.
2. Issues membership cards to all members in good standing.
3. May form a committee to promote the club to prospective new members.
4. Collects revenue for initiation and membership fees, sales of burgees and regalia, club house key deposits and donations, and deposits monies with the Treasurer.
5. Maintains a supply of new member applications for the club house, marina office and for others to distribute.
6. Issues by-laws to new members and amendments to current members.
7. Reports through the newsletter the status of membership and keeps members informed of deadlines for renewals.
8. Presents new member applications to the Board for approval.

Other Directors

Although each Board decides on the roles of the remaining Directors, the following needs have developed:

Cruising Director

1. Forms a committee of cruise leaders to organize each of the three or four annual cruises.
2. Liaises with destination clubs to ensure sufficient slips are available and other facilities are reserved (i.e. space for Cruisers' Cocktail Reception and/or Dinner).
3. Maintains and distributes a cruisers' handout guide of safety guidelines and minimum requirements for boats and crew.
4. Maintains common standards for communications while under way and at destination.
5. Organizes a short distance cruise for novice sailors early in the season.
6. Orders and distributes cruising flags.
7. Publicises cruises through the newsletter and writes follow up reports after events.

Social Director

1. Recruits committees to plan and run regular and special events: e.g. Commodore's Reception after Sail Past, Regatta and other BBQs, cruise receptions, pot luck dinners, Oktoberfest and other events suggested by the committee or members.
2. Works with the Commodore and flag officers on the Annual Banquet.
3. Establishes a house committee to ensure supply of plastic-ware, staples, beverages and food are available for events and keeps left-over supplies in the locked club storage cupboard.
4. Maintains a good social relationship between HCYC and the marina and assists in supporting their social events, such as Pig Roast, Lobsterfest, and joint social events, such as Christmas in July.
5. Ensures that the marina schedule and the club schedule are complementary and works to avoid conflicts.
6. Maintains social ties with other clubs and supports mutual social events (traditionally with AYC).
7. Supports members' involvement in community and charity events.
8. Publicises events through the newsletter, posters and the telephone committee.

Communications Director

1. Forms a committee to publish the newsletter (originally called *The Bulletin Board* and now called *Harbour Lights*) and share the load of keyboarding copy, printing, stuffing envelopes, and mailing.
2. Acts as editor and layout designer to achieve continuity.
3. Solicits and publishes articles from members, both resident and offshore.
4. Includes promotion and follow-up articles for events at HCYC, at the marina, and in the boating community.
5. May design signs, banners, sign-up sheets for events in cooperating with the Social Director.
6. Maintains communications with other clubs and organizations, such as AYC, Women Sailors Association, CYA, OSA, LOCCA (Lake Ontario Cruising Clubs Association).
7. As such tools are developed (www.torontoislandmarina.com/hcyc launched in 2007), maintains up to date listings on such web-sites as the club is involved in, including monitoring links to other organizations web-sites (such as LOCCA, OSA).
8. Sends key issues of the newsletter to reciprocating clubs to help raise the profile of HCYC.
9. Publishes Commodore's and Directors reports in the newsletter.

10. Distributes the newsletter on a regular basis, both in hard copy and electronically, and ensures copies are available in the club house and marina office.

Responsibilities of members

1. As a self-help club, members are expected to volunteer at least one day per season to club business, including but not limited to social activities, the Officer of the Day program, spring and winter clean up, clubhouse maintenance etc.
2. The duties of the Officer of the Day are posted in the clubhouse, and include ensuring the clubhouse is clean, the BBQ tanks are full, water, heating, power etc are functioning, the mooring and dock lines are safe, etc.
3. If the OOD cannot be present continuously during their day, they will leave their cell phone number on the clubhouse door. Alternately they will monitor VHF Channel 68.
4. The OOD will keep a key for visiting boaters, and is responsible for collecting the refundable deposit of \$25. Another key is kept at the marina office.
5. The OOD may moor their boat at the clubhouse if the space is not required by visiting reciprocal boaters.