



Rules and Policies

Ile Perrot Yacht Club

Section A - Club Finances et Fees

Submitted and approved at the Special Meeting of the Members June 21, 2023

Section B - Member Responsibilities and Rules of Conduct

Approved by the Board of Directors April 4, 2024, and communicated to the member April 10, 2024.

Section C - Planning of Spaces (docks and grounds)

Approved by the Board of Directors April 4, 2024, and communicated to the member April 10, 2024.



Introduction

This document, entitled "Rules and Policies" and referred to in the Club's General By-laws, covers three distinct sections.

Section A deals specifically with financial management and membership dues and service fees. Section B covers rules and policies concerning members' responsibilities and conduct, the Club's expectations of its members, and the use of Club services and facilities. Section C deals with the planning process for allocation of dock space and sailboat storage, as well as terms and conditions relating to the sale or purchase of sailboats at the CNIP.

Sections B and C of these Rules and Policies include all the rules that had been put in place by decision of the various successive Boards of Directors over the years.

The procedure for amending Section A requires approval at a members' meeting (article A.3). Rules established under Sections B and C must be approved by the Board of Directors and communicated to members before coming into effect (Articles B.9.0 and C.9.0).

The aim of our Club is to provide members with adequate permanent facilities, including a harbour, storage, and clubhouse, for the purpose of racing and amateur sailing at reasonable cost. The Club is operated by and for the members.

The Club employs staff only for activities that require special expertise or based on need as determined by the Board. The active participation and involvement of all Club members is necessary to achieve the cost objectives.

The Club shall operate in accordance with its by-laws, rules and policies, as established and enforced by the elected directors of the Board of Directors. Members of the Board of Directors are committed to a Code of Conduct and a Code of Ethics.

The Board of Directors must ensure that the harbour and grounds are used in a fair and equitable manner for all members.



Table of contents

A.1.0 ANNUAL DUES AND FEES	4
A.2.0 FINANCIAL MANAGEMENT AND CONTROL	7
A.3.0 PROCEDURE FOR AMENDING SECTION "A" OF THE CLUB'S RULES AND POLICIES	9
TABLE A.1 SUMMARY OF CLUB ANNUAL MEMBERSHIP AND SERVICE FEES	10
B.1.0 DUTIES AND RESPONSIBILITIES OF MEMBERS	11
B.2.0 GENERAL CONDUCT AND RESPONSIBILITIES	12
B.3.0 SAFETY	14
B.4.0 USE OF HARBOUR FACILITIES	14
B.5.0 USE OF CLUB GROUNDS	15
B.6.0 RECIPROCAL ARRANGEMENTS AND USE OF FACILITIES (CNIP AND OTHER CLUBS BY NON-MEMBERS)	16
B.7.0 VARIOUS ADMINISTRATIVE PROVISIONS	16
B.8.0 CLUB BURGEE	17
B.9.0 AMENDMENT PROCEDURE: SECTION B	17
C.1.0 A PREDEFINED SPACE PLANNING PROCESS	18
C.2.0 NOTICE OF MEMBER'S INTENTIONS	18
C.3.0 AMENDMENTS TO NOTICES OF INTENT AND DEPARTURES FROM THE CLUB.	18
C.4.0 DECISION MAKING RULES, PRIVILEGES AND RESTRICTIONS.	19
C.5.0 WELCOMING A NEW MEMBER.	20
C.6.0 BUYING OR SELLING A SAILBOAT.	20
C.7.0 CO-OWNERSHIP OF A SAILING BOAT	20
C.8.0 ALLOCATION OF STORAGE SPACE AND DOCKS	21
C.9.0 AMENDMENT PROCEDURE FOR SECTION C	21



Section A: Club Finances and Fees

A.1.0 Annual dues and fees

A.1.1 Annual fee categories

The Île Perrot Yacht Club has three categories of fees:

1. The initiation fee for a new member
2. The annual membership fee
3. Service fees (see A.1.2)

There are three (3) types of annual membership fees:

1. The membership fee for a regular member.
2. The membership fee for a regular member aged 65 and over who has completed 10 consecutive years as a regular member as of January 1st.
3. The membership fee for an associate member.

A.1.2 The Yacht Club offers the following services

- A dock space
- Summer storage: small dinghy / catamaran on launch trailer, laser and kayak
- Winter storage (keelboats, dinghies and catamarans on trailer or cradle)
- Winter storage of small dinghies (laser)
- Launching and haul out (including hull cleaning)
- Masting and dismasting
- Self-service shear leg for members only
- For sailboats deemed too big for the shear leg, a masting/dismasting service with the Club's crane is available (cost under review).
- Self-service pump-out at service dock for members only
- Possible utilization of services under reciprocity agreements with other Yacht Clubs
- Possibility of using the Club facilities by members and their guests for private functions

A.1.3 Initiation fees

A.1.3.1 New Member

A person who is accepted as a member of the Club shall pay an initiation fee of one thousand dollars (\$1,000) spread over two equal annual installments.



A.1.3.2 Former Member who is re-applying

Former members who are accepted back to the Club as regular members may be entitled to a credit towards initiation fees. The provisions of this rule shall be reviewed by the Board periodically. (ref: IPYC Bylaws article 5.5.1) The current rules are as follows:

A former member who meets the following 3 criteria may be entitled to a credit of \$500 if:

- at the time of his departure, his status was fully in order;
- his previous membership was for at least 4 continuous years;
- the period between departure and acceptance of renewal of membership is 10 years or less.

If he meets these requirements, the amount due in initiation fees must be paid in one installment. Otherwise, he/she shall pay the fees described in article A.1.2.1, as any other new member.

A.1.4 Terms and conditions related to fees

- The annual membership fee is non-refundable except under the conditions described in Article A.1.6.
- An Honorary member is exempt from paying the annual membership fee for regular members.
- A Regular member aged 65 and over who has completed 10 consecutive years as of January 1 is entitled to a 50% discount on the annual membership fee.
- The annual fee for an associate member is set at 1/3 of the annual fee for a regular member.
- The summer storage fee for a small dinghy on a launch trailer is for the summer only (dry sailing in summer).
- As long as a member has a sailboat on the Club's site, he must maintain his membership in good standing and pay his dues on time or face sanctions imposed by the Board of Directors.
- A member who leaves the Club shall pay the dues and service fees established by the Board of Directors in accordance with the provisions of these Rules and Policies.
- A summary of the current fees is shown in Table A.1

A.1.5 Payment deadlines for annual fees

All fees listed above will be charged once a year and payable in one (1) or two (2) installments.

- The deadline for the first installment is 1 March. This payment must be at least 50% of the total amount.
- If there is a second installment, the deadline is 1 June.



Renewal of status of member "in good standing" shall commence upon receipt of:

- a. confirmation that member intends to remain in the club
- b. receipt of the Statement of Liability Insurance, and
- c. the first (or only) payment of the annual membership fee.

A.1.6 Member resignations

If a member decides to leave the Club after having paid fees for annual fees, he may be reimbursed on a pro rata basis for the months during which he enjoyed club services provided that he gives the Club at least three (3) months notification prior to departure. The initiation fees already paid are non-refundable.

If the three (3) month deadline is not met, the Board of Directors reserves the right to withhold all service fees paid.

In all circumstances, the Board will establish the appropriate amount that is owed to the Club by the member at time of departure.

Depending on yard conditions on the day requested departure, the Board of Directors reserves the right to limit departure dates.

A.1.7 Summer storage and extended storage

Summer storage with reservation in the harbour:

A member who chooses to keep his sailboat in storage during a summer and who wishes to reserve a dock assignment for the following year will be charged the associated docking fee. In this case, there is no additional charge for storage on the grounds during the summer period.

Summer storage without a reservation in the harbour :

A member who keeps his yacht in storage on land during the summer but does not want to pay the dock fees, forfeits place in the harbour.

Storage costs and duration:

A member, whether active or preparing to leave, may not keep his yacht in continuous storage at the Club for more than 12 months. After 12 months, he must remove his boat from the site.

In exceptional circumstances, the Board may extend this period for a limited time.

A.1.8 Launch and haul-out periods



The Harbour Master, in conjunction with the Board, defines the schedule of spring launches and autumn haul-outs. Specific dates may vary from year to year.

If a member needs or wishes to obtain services outside of the scheduled days, a fee will be charged for this service. The amount of the fee will take into account the travel and meal expenses of the required volunteers and other administrative costs deemed appropriate by the Board.

The off-calendar activity will be scheduled according to the availability of the required volunteers.

A.1.9 Methods de Payments

The following methods of payment are allowed:

1. By INTERAC transfer according to the modalities which are fixed by the Treasurer
2. By Cash or debit card
3. By cheque payable to Club Nautique de l'Île Perrot.

A.1.10 Late fees and unpaid balance

Subject to any delayed payment terms that may be granted by the Board in accordance with article 7.5 of the Bylaws, any fees and dues that remain unpaid by the due date will be charged interest at a rate of 2% per month or 24% per annum starting from the date on which they were due.

A.1.11 Dues and payment terms for a new member

In the case of a new member (including a former member who is renewing his or her membership), the status of member will be effective as of the first (or only) payment of the annual membership fee.

In the event that a new member arrives late in the season, then the applicable annual and service fees for the new member will be determined by the Board.

A.2.0 Financial management and control

A.2.1 Choice of financial management services

The Board is responsible for selecting and retaining the services of reputable financial institutions to manage a portfolio of bank accounts, investment vehicles and credit according to the needs of the Club. This includes online management and transaction capabilities. (reference: IPYC Bylaws articles: 9.15, 9.16)



A.2.2 Appointment of the persons responsible for the Club's accounts and authorized signatories at the financial institution (IPYC Bylaws articles 9.16.1 and 10.5).

At the first meeting of the Board of Directors following the Annual General Meeting (and as necessary thereafter), the Board shall appoint three (3) members of the Executive Board who shall have management responsibilities for this portfolio:

1. A principal administrator (usually the treasurer) of accounts including online accounts, who also acts as an authorized signatory.
2. A secondary administrator in the absence of the primary administrator, who acts as an authorized signatory.
3. A third member of the Board, who acts as an authorized signatory only.

The Board of Directors must notify the financial institution and update the Club's file when there is a change in responsibilities, while taking into account the following points:

- The Primary and Secondary Directors may accept receipt of any monies paid to the Club
- All payments (disbursements) of one thousand dollars (\$1,000) or more must be approved by two signatories. For the issuance of paper cheques, two signatories are required at all times.
- The transfer of funds from one account to another within the same portfolio of Club accounts does not require two signatories, except in the case of a term deposit.

A.2.3 Threshold of expenditure without authorization

Any expenditure in excess of one thousand dollars (\$1,000) by a member of the Board of Directors in the performance of his/her duties must be duly approved in advance by the Board.

A.2.3.1 For all major expenditures (over \$15,000) the Board must abide by rules defined in Article 9.16.2 of the IPYC Bylaws.

A.2.4 Conciliation reports

The Treasurer shall prepare a monthly reconciliation report, with emphasis on receipts and disbursements, the details of which shall be determined by the Board of Directors.

A.2.5 Expense Allowance

An expense / travel allowance is granted to members of the Board of Directors as well as to members of the Club who are acting on behalf of the Board of Directors in a function.

The member must complete and submit a prescribed form for this purpose. The amount of the fixed allowance will be reviewed at regular intervals by the Board of Directors, and if there is a change, the members will be informed at a subsequent meeting.



A.3.0 Procedure for amending Section "A" of the club's Rules and Policies

Each of the provisions of Section "A" must be presented for approval at a meeting of members. The provisions of this section and their amendments require a simple majority of votes at a meeting.



Table A.1 Summary of Club annual membership and service fees

Refer to the text in Section A for details and modalities.

Initiation fee for regular members: 1 000 \$			
Annual service fees and dues			
Junior Member	FREE		Launch / Haul-out \$104
Associate Member *	\$182		Masted Launch / Haul-out not currently available except in special circumstances
Regular Member	\$540		Docking fee - or reservation of space when in dry dock - minimum fee of \$180 \$1.66 / sq. ft.
Regular Member 65 + 10 years	\$270		Winter storage \$0.83 / sq. ft.
Pump-out	FREE		Summer Dry Sailing <i>Applies only to dinghies, catamarans, lasers, and small sailboats on launch trailers.</i> \$77
Shearleg	FREE		Winter: Laser \$38.50
Dismasting with crane	To be determined		

* Except for the partner of a member without a spouse



Section B: Members' responsibilities and rules of conduct

B.1.0 Duties and Responsibilities of Members

The object of our Club is to provide members with adequate permanent facilities, including harbour, storage space, and clubhouse, for the purpose of racing and amateur sailing, all at reasonable cost.

To achieve these objectives, it is necessary that the Club be managed by and for the members, that the management is participatory and that the members fulfil their obligations:

B.1.1 The duties and responsibilities of members include:

- B.1.1.1** Participating in the democratic life of the Club:
 - Attend assemblies and meetings called by the Board.
 - Becoming a member of one of the Club's many working committees.
- B.1.1.2** Participate in the seasonal work chores.
- B.1.1.3** Treat all persons directly or indirectly associated with the Club (members, spouses, guests, workers) with respect and dignity.
- B.1.1.4** Pay membership fees on time as required by the regulations.
- B.1.1.5** Club facilities must not be used by members for commercial or promotional purposes.
- B.1.1.6** Respect all Club rules.

B.1.2 The member must generally:

- B.1.2.1** Avoid causing work for others.
- B.1.2.2** Take personal action to repair or help repair or, to initiate the repair of a broken object; notify a person responsible, if necessary.
- B.1.2.3** Clean up after themselves when using available services (including the Clubhouse and other buildings, grounds, etc.).
- B.1.2.4** Ensure that all items used are stored appropriately.

B.1.3 Assessment of the member's status

- B.1.3.1** A member's status may be reviewed by the Board of Directors, either at the time of probationary assessment or of a disciplinary action (Articles 5.4 and 6.1 of the General Regulations). In such cases, the duties and responsibilities set out in the



regulations will form part of the set of points considered by the Board at the time of the assessments.

- B.1.3.2** When a situation is deemed to be problematic, an officer of the Board of Directors may exercise a request to a member. If the member refuses to comply with the request, he or she may be subject to disciplinary action by the Board of Directors.

B.2.0 General conduct and responsibilities

- B.2.1** Any form of aggressive behaviour or abuse towards other members, guests or employees will not be tolerated. A complaint by a member regarding offensive language or inappropriate behaviour by another member or guest may result in investigation and disciplinary action by the Board.
- B.2.2** Any questions or concerns regarding a Club employee should be directed to the Board member responsible for the employee.
- B.2.3** Damage caused to Club property by a member, or his/her guest must be paid for by the member responsible, at a value set by the Board of Directors. Damage caused to the property of other members must be settled between the parties concerned.
- B.2.4** Club privileges will not be granted to any visitor unless accompanied by a member in good standing. All visitors must sign the visitors' register.
- B.2.5** All members who own a sailboat must carry liability insurance in the minimum amount of one million (\$1,000,000) dollars to be entitled to a place at the Club. Each member who owns or co-owns a sailboat must submit an annual declaration attesting to the fact that he or she has such insurance.
- B.2.6** In order for the Club to have and keep its permit for sale and consumption of alcohol (RACJ):
- Only alcoholic beverages purchased at the bar are permitted on the Club grounds and in the Clubhouse.
 - Alcoholic beverages purchased elsewhere may only be consumed on the member's boat.
 - Empty containers of alcohol not purchased at the Club must be disposed of off the Club property.
 - The bar area of the Clubhouse is strictly reserved for those eighteen (18) years of age and older.
- B.2.7** The member is responsible for the maintenance and general condition of the mooring systems. This includes:
- B.2.7.1** Checking the quality of mooring chains and bow buoys and replacing them as necessary.



- B.2.7.2** Ensure that mooring lines are a submersible type, in good condition and meet the standards set by the Club.
- B.2.7.3** Periodically adjust the position of the mooring lines on the chains as the water level changes. For winter, bow buoys must be attached to the end of the chains.

Consult your dock captain for more information.

- B.2.8** On the days their yacht is launched or hauled out, members designated for the given day must be on site and ready to assist with tasks from the scheduled start time until the last yacht is launched or hauled out. They must not do any work on their own yacht until all work for the day has been completed. On the day the boat is taken out of the water, the designated boats must already have been dismasted (see B.4.6).
- B.2.9** Registration for social activities for which payment of fees is required must be made before the deadline set in the activity announcement. Members may be charged for any cancellation of registration made after the set deadline.
- B.2.10** Members must dispose of their rubbish in the large metal container on the south side of the garage or in the appropriate containers in front of the garage.
- B.2.11** Members are responsible for the removal of waste oil and other such materials and must dispose of them off Club property (e.g. at an Écocentre, Canadian Tire, or other centre for proper disposal).
- B.2.12** The barbecue on the grounds is available to members. Members must clean the barbecue after use.
- B.2.13** The kitchen refrigerators may be used by all members, but due to limited space, perishable food must be removed within a reasonable time so that all members can take advantage of this service.
- B.2.14** All personal equipment, accessories and supplies left in the kitchen may be used by other members.
- B.2.15** It is forbidden to store personal belongings in Club buildings without the permission of the Grounds manager. Personal motorized property must, at all times, be parked in the outdoor areas provided for this purpose.
- B.2.16** The valves for the water supply pipes located at the beginning of each dock (main dock valve) must be kept closed (except during use). After using the water, the member must close not only the auxiliary valve located on the dock near his sailboat, but also the main dock valve.



B.3.0 Safety

- B.3.1** Children under the age of twelve (12) must be supervised by a parent, a responsible adult, or an older child while on Club property. No unaccompanied children under ten (10) years of age may use the docks and they must wear a life jacket. It is the responsibility of all members to respect this safety measure.
- B.3.2** On Club property, dogs must be kept on a lead and owners must pick up after their pets. Animals are not permitted in the Clubhouse.
- B.3.3** No flammable materials such as gasoline, paraffin, naphtha, propane, paint solvents, oils, etc., may be stored in any Club interior spaces. Such materials must be stored in the fuel-cabinet or the solvents-cabinet located outside provided for such purpose by the Club. Note that these locations for flammable materials are solely for the storage of materials that are the property of the Club.
- B.3.4** Members who have flammable, toxic or other waste materials must dispose of them at a disposal centre as described in Article B.3.3 or as prescribed by law.
- B.3.5** Owners of sailboats less than six (6) metres overall length or twenty (20) feet are advised not to leave the harbour when a small craft warning is in effect. Boat owners who leave the harbour in heavy weather or when a warning is announced and find themselves in a situation requiring the use of an emergency boat will be required to pay an appropriate fee, the amount of which will be set by the Board of Directors. It is also recommended that all sailboats be fitted with a buoyancy device and safety equipment in accordance with federal law.
- B.3.6** Members must comply with Transport Canada requirements for safety equipment on board their boats.

B.4.0 Use of harbour facilities

- B.4.1** Mooring lines must be submersible and have a minimum diameter of 1/2 inch. All mooring lines must be eye spliced and fitted with metal *thimbles*.
- B.4.2** In the harbour, fenders (3 per side) must be proportional to the boat (6" x 15" for boats under 27 feet, 8" x 20" for boats 27 feet and over).
- B.4.3** Halyards must be attached in such a way as to minimise noise and avoid disturbing other members and neighbours of the Club.
- B.4.4** It is forbidden to place extension cords on the docks for long periods. Only compliant extension cords in good condition may be used. If necessary to recharge batteries or use power tools, extension cords must be removed immediately after use. Extension cords must be placed in such a way as not to create a safety hazard and must be under the supervision of the owner. The use of solar panels is recommended.



- B.4.5** The services-dock is reserved for masting and pumping (septic drainage). Before using the shear-leg, ask an experienced member for help. When you lower your mast, prepare yourself before going to the services-dock so that you spend as little time there as possible. As soon as the job is done, clear the way for the next person. During periods of high demand at the services-dock, you should write your name on the order of use list posted at the base of the shear-leg. This order must be respected.
- B.4.6** All owners must lower the mast prior to the designated haul-out day to ensure safe handling of the sailboats.
- B.4.7** The maximum speed in the harbour is 3 knots. In general, a boat leaving the harbour must give way to a boat re-entering, but a motor-powered boat must give way to a boat under sail or rowing.
- B.4.8** The east side of Dock "A" must be kept clear for emergencies. This is the preferred area for berthing a boat in the event of an incident. Use for more than a few hours must be approved by the Harbour Master.
- B.4.9** Except in an emergency or on an exceptional basis, a member may not use the visitors' dock without the approval of the Harbour Master. Any emergency use must be reported to the Harbour Master. In the absence of the Harbour Master, another member of the Council must be notified.
- B.4.10** The Club's service motorboats must not be used without permission. They are available within the limits of their intended use, while respecting the requirements for navigation and the rules of use.
- B.4.11** Members who are required to use the barge with chain hoist to carry out work in the harbour must consult an experienced member in order to learn how to use this craft safely.

B.5.0 Use of Club grounds

- B.5.1** The last person to leave the Club must lock the Clubhouse, garage and gate when leaving. If in doubt, make sure everything is locked.
- B.5.2** Dinghies and their trailers must be parked in the designated area.
- B.5.3** Good judgement must prevail when temporarily beaching dinghies so as not to impede the launching of other boats.
- B.5.4** Vehicles must be driven at reduced speed (maximum 10 km/h) on Club property and must not be parked on the grass or in the dinghy launching area.



- B.5.5** Open-air campfires and the burning of rubbish are prohibited. Use of the Club's outdoor fire pit is permitted, but only between the hours of 6 p.m. and midnight.
- B.5.6** Use of heavy equipment for launching and haul-out may only be used by duly authorized crane operators. This regulation does not refer to dinghies and small sailboats on trailers.

B.6.0 Reciprocal arrangements and use of facilities (CNIP and other Clubs by non-members)

- B.6.1** The Board may develop reciprocal agreements with other clubs to allow the use of facilities by members of participating clubs.

These agreements specify what services are available, and what the associated charges are.

Only members of clubs covered by these agreements may use the CNIP facilities.

These users must be able to prove that they have public liability insurance.

These agreements may include:

- Use of the IPYC visitor dock
 - Access to the Club during normal opening hours
 - Use of the shear-leg
 - Use of the pumping station (septic pump)
 - The applicable charges will be displayed and payable at the bar.
- B.6.2** To take advantage of the agreements at another club, contact the IPYC secretary to obtain a membership card of our Club and to find out which clubs and which services are covered by these agreements.
 - B.6.3** It is strictly forbidden for a member to ask another club to transfer to the IPYC the fees for the services he has obtained. A member must pay the club that provides the service directly.

B.7.0 Various administrative provisions

- B.7.1** Electric vehicles: A charging station (electrical outlet) for electric vehicles is available at the Club. To use the charging station, members must notify the Club when renewing their membership. The member must then fill in the register, which is kept in the bar each time the charging station is used. Members will be billed in accordance with the terms and conditions established by the Board. It is strictly forbidden to use any other electrical outlets on the grounds to recharge vehicles.



B.7.2 All boat ramps on the CNIP grounds that provide access to the lake are strictly reserved for the exclusive use of members. If one of them is the subject of a valid right of way, the persons benefiting from this right of way will be identified. (Note that a right of way does not necessarily include the right to park vehicles and trailers).

To best manage the use of rights of way, members are asked to notify a member of the Board when they become aware of the use of a ramp by a non-member.

B.7.3 Owners of keelboats or sailboats other than dinghies must provide adequate cradle as required by the Harbour Master.

B.7.4 All sailboat cradles and trailers must be clearly marked with the member number on the bow and stern. All other personal property left on Club property must be clearly identified with your membership number. Ladders must be locked to your cradle when not in use.

B.7.5 Members are responsible for the control of all vegetation growing in any storage zone (under and around the cradle) allocated to them.

B.8.0 Club Burgee

The Club expects members to indicate their membership of the Club by displaying a Club burgee in a prominent position on their sailboat.

In addition to Club burgees, jerseys and caps bearing the Club insignia are available at the bar.

B.9.0 Amendment procedure: Section B

Each of the provisions of Section B and any amendments thereto must be approved by the Board of Directors and come into force on the date determined by the Board. The provisions of this section and any amendments thereto must be communicated to members prior to the effective date.



Section C Planning of spaces (dock and grounds)

C.1.0 A predefined space planning process

To ensure that the Club is able to carry out optimum planning of the harbour facilities and grounds, it is essential, both for the Board of Directors and for the members, that the Club adheres to a predefined space allocation process. This approach is used to ensure that these spaces are allocated fairly. This process is managed jointly by the Harbour Master and the Membership Officer.

As well as harbour planning, this process helps the Club to run smoothly by feeding into the Club's financial and budget planning and the welcoming of new members.

The process starts with the “**Notice of intent**” of the member. The process takes into consideration the acquired privileges (see articles 4.0 and 8.6). The acquired privileges consist of having a right to a space in the harbour and for winter storage but is restricted to the current sailboat of the member. The specific location in the port or on the grounds may change from year to year depending on Club needs.

C.2.0 Notice of member's intentions

Before the end of the financial year (31 October), the Board issues a “**Notice of Intent**” form which must be completed and submitted by each member. This notice must indicate whether the member wishes to keep a sailboat with space in the harbour during the next season, as well as a winter storage area. If the member has more than one sailboat on the Club site, he/she must indicate his/her intentions for each sailboat.

Members must understand and accept that their intentions constitute a commitment and a responsibility on their part towards the Club for the coming season. It is therefore the member's responsibility to notify the Club as soon as possible of any change in his or her intentions.

Any undeclared boat must be removed from the Club's site.

A member who fails to notify the Club of his or her intentions before the prescribed date may lose the privileges he or she has acquired (dock space, storage).

C.3.0 Amendments to notices of intent and departures from the club.

A member who wishes to cancel a reservation for a berth in the harbour or a winter storage berth must notify the Membership Officer before 1 March. The member must then come to an agreement with the Club concerning the costs he/she will have to bear during the period his/her sailboat remains at the Club.

A member who wishes to change any other intention he or she has given must notify the Membership Officer before 1 April. If the request is accepted by the Board of Directors, the change



will be free of charge. After April 1, additional fees may be charged to the member depending on the situation.

C.4.0 Decision making rules, privileges and restrictions.

From the notices of intent, the number of berths required and the number of berths available for each category of sailboat size can be determined.

When a new berth becomes available for a particular size of sailboat, a notification including the details of the size available will be posted on the Club bulletin board. Any member who is interested may then contact the Harbour Master to indicate his interest in changing sailboat.

C.4.1 Decision-making principles

The Harbour Master and the Membership Officer will jointly follow the procedure set out, endeavoring to comply with the following four rules of conduct:

- The club gives precedence to a member in good standing.
- The club will allocate available places according to the principle of « *one member number - one place in the harbour* ».
- The club will give everyone an equal chance,
- The club will respect the « first come, first served » principle.

C.4.2 Restrictions

C.4.2.1 Only sailboats with a maximum draught of one point fifty-two meters (1.52 m) or five feet (5') and a maximum length of nine (9) meters or thirty feet (30') will be accepted in the harbour.

C.4.2.2 When a member signifies their intention to obtain a berth in the harbour for a new sailboat, the "one member number, one harbour berth" rule will be applied, and this will apply whether they are the owner or part owner of a sailboat.

C.4.2.3 A former member returning to the club will have the same privileges as a new applicant.

C.4.2.4 Where a member already occupies a berth in the harbour and wishes to bring onto the site a sailboat not requiring a berth in the harbour (small sailboat, catamaran or dinghy), they must make a request. The person in charge of members and the harbour master will then have to assess the request according to the space available on the site. This privilege is renewable but must be applied annually.



C.5.0 Welcoming a new member.

After receiving the notices of intent, and once the needs of existing members have been met, the Club will determine whether it is possible to welcome new members. The Club's objective is to be able to confirm that new members will be welcomed to the CNIP before 1 March for the new season. After that date, unless a berth becomes available unexpectedly, the Board invites applicants to put their names on a waiting list for the following year.

C.6.0 Buying or selling a sailboat.

- C.6.1** Any member wishing to acquire a new sailboat for use at the Club must obtain the prior consent of the Membership Officer and the Harbour Master. Permission will then be granted only if the statements in Article 4 so permit.
- C.6.2** A member selling his sailboat must inform the prospective purchaser that the purchase of his sailboat in no way guarantees admission to membership or a berth in the harbour.
- C.6.3** The Club will not get involved in a transaction between a buyer and a seller.
- C.6.4** A member purchasing a new sailboat must undertake to sell his first sailboat within a period which will not result in a congestion of sailboats on the grounds. The Harbour Master will advise the members of any constraints this may create.

C.7.0 Co-ownership of a sailing boat

- C.7.1** A member in good standing may sell a share of his sailboat to another person, hereinafter referred to as a Partner. However, this new partner must first apply for regular membership in accordance with the process described in the CNIP General By-Laws. In addition, the Partner must be listed as a co-insured on the sailboat's insurance policy.
- C.7.2** A member purchasing a new sailboat must undertake to sell his first sailboat within a period which will not result in a congestion of sailboats on the grounds. The Harbour Master will advise the members of any constraints this may create.
- C.7.3** The new partner must undergo an interview as a regular member and obtain the approval of the Board of Directors.
- C.7.4** Any transaction involving the ownership of a member's sailboat must be accompanied by a notice to that effect to the Membership Officer so that the Club can ensure that the rules in force are respected.
- C.7.5** If the co-owners of a sailboat have jointly joined the Club at the same time, they shall jointly have priority berths in the harbour. Priority remains with the remaining owner in the event of the departure of one of them.



C.8.0 Allocation of storage space and docks

- C.8.1** Members wishing to store their boat on club property during the winter and/or summer must state this in their notice of intention. Summer storage must be approved by the officers and the Board of Directors.
- C.8.2** Members wishing a berth in the harbour must specify this in a notice of intent to the Membership Officer or Harbour Master.
- C.8.3** Keelboats and dinghies whose overall length exceed five point five (5.5) meters (eighteen (18) feet) will be given priority for berths in the harbour.
- C.8.4** With the exception of one current member (acquired non-transferable privilege), no berth in the harbour will be allocated to a catamaran or multihull.
- C.8.5** With the exception of one current member (acquired privilege non-transferable), no sailboat anchored outside the port during the summer will be accepted for winter storage.
- C.8.6** Acquired privileges: Once the annual fees due have been paid, the allocation of the berth will be renewed in subsequent years subject to the following:
- A Member does not permanently own a specific berth.
 - The Harbour Master will try to keep a member close to his or her previous location.
 - The Harbour Master will endeavour to group sailboats of comparable length in one section of the dock.
 - The harbour master will try to intersperse sailboats of lesser beam.
 - The Harbour Master will try to accommodate members' requests.

C.9.0 Amendment procedure for Section C

Each of the provisions of section "C" and any amendments to these provisions must be approved by the Board of Directors and take effect on the date set by the Board. The provisions of this section and their amendments must be communicated to members before the date on which they take effect.