Rules and Policies

Ile Perrot Yacht Club

Section A - Club Finances et Fees

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Section B - Member Responsibilities and Rules of Conduct

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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.

Explanatory note regarding the fiscal year vs. membership year The fiscal year starts November 1st and ends October 31st of the following year. The member year begins March1st and ends February 28th or 29th of the following year.

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Section A : Club Finances and Fees

A.1 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)

   Expenses for social activities and expenses incurred at the Bar are personal expenses (see A.1.1.1)

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.1.1.1 Personal expenses
Members whose status is in good standing may charge to their account personal expenditures made at the bar as well as registration expenses for social activities. Registration for social activities for which payment of fees is required must be made by the deadline specified in the activity announcement. Members may be charged for cancellations or modifications to registrations after the deadline.

A.1.2 The Yacht Club offers the following services

- A dock space
- Summer launching and storage area, for catamarans and dinghies with or without trailers
- Winter storage (keelboats, dinghies and catamarans on trailer or cradle)
- Winter storage of small dinghies
- 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.1.2.1 Principles applied to dock and storage fees.

Dock and storage fees are based on boat categories grouped according to the space occupied at the dock and on the site. These categories include keelboats, catamarans and dinghies.

The CNIP considers dinghies to be open monohulls under 20 feet, unballasted, with a retractable centerboard and not requiring dockside space. Two sub-categories apply: D1- Small dinghies of 14 ft or less, without a launch trailer; and D2 - Dinghies over 14 ft and with a launch trailer equivalent to a road trailer. All other monohulls are grouped with keelboats.

For each category of yacht, specific summer or winter fees are set. Details and current fees are set out in Table A.1 at the end of Part A.

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 five hundred dollars ($1,500) 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 annual affiliation and initiation fees (if applicable) for the period beginning March 1st and ending February 28th of the following year appear on the invoice issued in February.

This invoice also covers dockage and launching fees for the summer period when the port facilities in the harbour are open (May to October) in the current fiscal year, as well as haul-out and storage fees for the subsequent winter period when the port facilities in the harbour are closed (November to April).

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 annual fees, he may be reimbursed *while taking into account* the months during which he enjoyed club services provided that he gives the Club at least three (3) months notification prior to departure *(see Table A2 for the details)*.

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:
A member who opts to keep his yacht in storage on the grounds during a summer will retain his right to a berth in the harbour for the following year and will be charged the equivalent amount of a berth. In this case, there are no additional charges for storage on the grounds during the summer period.

Storage pending the sale of a sailboat :
Members who wish to sell their sailboat may store it on the dock during the summer at the same cost as winter storage. It is important to note that members may not keep their sailboat in continuous storage at the Club for more than 12 months. After 12 months, they must remove their yacht 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. Unless otherwise agreed under article 7.5, a member whose account is in arrears is considered to have lost his or her status as a member in good standing (article 7.1 of the General By-laws).

A.1.10.1 Overdue payments for personal expenses

A statement of account is issued monthly for social activities and bar expenses. The statement shows the amount due and the payment schedule. If the payment schedule is not respected, the account is considered overdue and the member is considered to have lost his or her status as a member in good standing.

Unless an arrangement has been made under article 7.5 of the General By-laws, a member whose personal expense account is in arrears or who has not maintained his or her status as a member in good standing, loses his or her privilege and may be advised that he or she may no longer charge bar expenses or social activity expenses to his or her account. Such expenses must be paid in cash (cash or interac transfer).

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 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 In order to ensure the club's sustainability, the Board of Directors must establish two separate funds within the club's financial structure: **an emergency fund** and a **contingency fund.**

A.2.4.1 Emergency fund: The emergency fund is an amount that the Board must keep in reserve in case of force majeure to cover all non-variable expenses (taxes, maintenance, utilities, etc.) that the club may have to pay over a one-year period, including financial compensation in the event of a forced work stoppage by one or more employees. In 2025-26, the amount is set at sixty-five thousand dollars ($65,000). Taking into account section A.2.4.3, the amount required for the emergency fund must be reviewed every five years.

A.2.4.2 The contingency fund is an amount that the Board must keep in reserve in order **to cover capital project expenses planned over a 15-year period**. The Board of Directors has a duty to establish mechanisms for annual reassessment of needs. The amount to be kept in reserve and the review mechanisms are under study and will be submitted to the members for approval at a later date.

A.2.4.3 Investment of funds held: The amounts held in the funds must be invested prudently, but with a sufficient return to protect members' assets and counteract the effects of inflation. The amount allocated to the emergency and contingency funds is automatically adjusted annually based on the consumer price index in order to maintain purchasing power.

A.2.5 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.2.6 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 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

Description	Cost	Notes
New Senior Member – Initial Fee	1 500 $	$ 750 per year x 2 years
Senior Member – Annual Fee	540 $	Aged 25 and over, (spouse/partner & children included)
Senior Member, 10+ consecutives years and 65+ years of age	270 $	Must submit request to committee
Associate Member	182 $	Social Activities or Crew, non-boat owning
Junior Member	FREE	Less than 25 years old
Docking fee Cat 1 = Sailboats Less than 23' Cat 2 = Sailboats Greater than or equal to 23' / Less than 26' Cat 3 = Sailboats Greater than or equal to 26 ' / Less than 28' Cat 4 = Sailboats Greater than or equal to 28'	Cat.1 / $258 Cat.2 / $324 Cat.3 / $400 Cat.4 / $480	**Elimination of summer storage without harbour reservation exception for sailboats waiting to be sold.*
Summer Dry Sailing	80 $	*Applies only to small dinghies(D1); catamarans, and larger dinghies (D2) on launch trailers.*
Winter Storage (includes catamarans) Cat 1 = Sailboats Less than 23' Cat 2 = Sailboats Greater than or equal to 23' / Less than 26' Cat 3 = Sailboats Greater than or equal to 26 ' / Less than 28' Cat 4 = Sailboats Greater than or equal to 28'	Cat.1 / $129 Cat.2 / $162 Cat.3 / $200 Cat.4 / $240	
Winter Storage Dinghy (D1)	40 $	Small dinghies 14 ft or less
Winter Storage Dinghy (D2)	Cat.1 / $129	Applies to larger dinghies on trailers
Launching or Haul Out	$ 104 on scheduled date	If off-schedule, additional $ 104
Masted Launch / Haul-out		not currently available except in special circumstances
Dismasting with crane	To be determined	
Pump out service	FREE	Self-service
Sheerlegs, Mast Raising, etc.	FREE	Self-service

Table A.2 reference Article A.1.11				
Table for invoicing new members that join after the beginning of the season				
	Before June 30	**From July 1 until September 30**		**After September 30**
		before July 30	**From 1 August to septembre 30**	
Initiation fee	50% 1st invoice + 50% following year	50% 1st invoice + 50% following year	50% 1st invoice + 50% following year	50% 1st invoice + 50% following year
Annual Fees	100%	50%	50%	n.a.
Dock fees (seer also transfer clause)	100%	100%	50%	not available
Haul-in and haul-out Frais mise à l'eau ou de sortie annuels normaux (per event)	104 $	104 $	104 $	not available
* Late or early haul-in or haul out	204 $	204 $	204 $	n.a.
Winter storage fees (upcoming season)	100%	100%	100%	100%
*Note that days of haul-in and haul-out outside of the regular early season (May) and end of season (October) must be planned in advance in order to avoid too many days spent on these activities. Dates are at the discretion of the Harbour Master.				
Table of reimbursement of fees already paid to a member that leaves				
Reimbursement applies only after a 3 month prior notification				
Cotisation annuelle	Notification receievd after April 1 but before April 31.	Notification received before June 30.	Notification received before July 31.	Notification received before August 31.
Dock fees	50% remboursement	25%	0%	0%
***Clause to enable the transfer of docking fes in favour of a new member.	transferable	transferable	transferable	transferable

Normal annual haul-in or haul-out	not reimburseable	not reimburseable	not reimburseable	not reimburseable
Supplementary fees for late early haul in/haul out	204 $	204 $	204 $	204 $
Winter storage fees (upcoming season)	100% reimbursable for the coming season	100% reimbursable for the coming season	100% reimbursable for the coming season	100% reimbursable for the coming season
***Clause to enable the transfer of winter storage fees in favour of a new member.	transferable	transferable	transferable	transferable
***Clause for transfer of fees: In a transaction between a member that leaves and the puchaser, it is the responsibility of of the vendor to advise the club that any fees reimbursement is to be given to the buyer. The club cannot take part in the negotiations between a vendor and a buyer				

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):

- Consumption of alcoholic beverages is forbidden on the over-all property of the club (including docks) except in the following *'licensed'* zones: the Clubhouse, the outside terraces, and the delimited picnic area in front of the Clubhouse.
    - In the *'licenced'* zones, only those alcoholic beverages purchased at the bar may be consumed.
    - A beverage purchased at the bar may be consumed in a 'licensed' area even though the bar may be closed at the time of consumption.
    - It is permitted to carry beverages between the Clubhouse and the *'licensed'* zones.

- Since the sailboats in the harbour are considered private space, alcoholic beverages that are purchased elsewhere may be consumed on the member's boat. It is illegal to store such beverages at the club except on one's sailboat. And, it is mandatory that such empty containers of alcohol be disposed of elsewhere and not on the Club property.

B.2.7 The (each) 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 Use of the Admiralty for personal purposes

All members whose status is in good standing may, from time to time, reserve the Admiralty for private events. A private event is one where the guest list is restricted to a defined circle. The Board of Directors may limit the number of private events held.
An event based on an 'invitation to register'' sponsored by a member and open to other members may exceptionally be permitted by the Board after evaluation.

The organizing member is responsible for all costs associated with the event, must ensure that all club rules are followed, and is responsible for clean-up after the event.

B.2.9.1 Alcohol consumption:

Only alcohol purchased at the bar may be legally consumed. If the organizing member wishes to allow guests to consume alcoholic beverages, he/she must make the necessary arrangements with the Bar Manager.

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. Mooring lines must be maintained in good condition. The use of shock absorbers on mooring lines between the stern and the dock is recommended

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.4.2.1 The requirements described in B.4.1 and B.4.2 are to prevent damage to the member's sailboat, but in particular to protect neighboring sailboats adjacent at the dock. Members whose mooring lines or fenders do not meet club standards will be advised that these must be replaced within a specified time.

B.4.2.2 If a member who has received a notice fails to make the necessary corrections, then the Board of Directors may proceed to correct the deficiencies at the member's expense. The member will then be charged for the materials plus a fixed price determined by the Board of Directors for the time and travel of the persons who performed the work. If the harbourmaster or his deputy deems that a situation is urgent and that there is an imminent risk to other yachts, he may proceed without prior notice.

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. the 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.