



KANATA SAILING CLUB

BY-LAWS

10 April 2024

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By-Law No. 1

(revised April 2024)

This By-Law repeals and replaces all previous versions of the By-Law.

A By-Law relating generally to the
transaction of the business and affairs of the

Kanata Sailing Club

BE IT ENACTED and it is hereby enacted as a by-law of the Kanata Sailing Club (hereinafter referred to as the "Corporation") as follows:

ARTICLE 1 - DEFINITIONS

In this By-law, unless the context otherwise requires:

- a. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. "Board" means the board of directors of the Corporation;
- c. "By-laws" means this By-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
- d. "Chair" means the chair of the Board;
- e. "Corporation" means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
- f. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
- g. "Member" means a member of the Corporation;
- h. "Members" means the collective membership of the Corporation; and
- i. "Officer" means an Officer of the Corporation;
- j. "Annual Meeting" is a meeting of the members of the Corporation held following each financial year.
- k. "Annual Membership Fee " is the fee due to the Corporation to register one membership of any class from the date of registration through to the start of the following sailing season - from 1 April to 31 March the following year.
- l. "Board of Directors" is composed of the officers and directors as defined in Article 4 – Officers and Directors.
- m. "Member" is a person identified in a membership of any class that has been registered with the Corporation.
- n. "Voting Member" is an adult member, 18 years of age or older, in good standing holding one of the following membership classes: Honorary, Family, Single or Student.

ARTICLE 2 – GENERAL

Section 2.01 - Head Office

The head office of the Corporation shall be in the City of Ottawa, in the Province of Ontario, and at such place therein as the directors may from time to time determine.

Section 2.02 - Purpose

The purpose of the Corporation shall be to provide sailing and related activities and social activities on a non-profit basis for its members and to promote good seamanship, sportsmanship and fellowship at

all times. The Corporation shall promote the sport of sailing within the community.

Section 2.03 - Nature of the Corporation

The Corporation will be run primarily on a cooperative basis such that in return for being provided with sailing and social facilities at nominal cost, members are expected to donate their time and labor in order to help administer the Corporation and to help build, install and maintain the fleet and facilities of the Corporation.

Section 2.04 - Interpretation

In this by-law and in all other by-laws of the Corporation hereinafter passed unless the context otherwise requires, words importing the singular number or any gender shall include the plural number or any gender, and references to persons shall include forms and corporations.

ARTICLE 3 – BOARD OF DIRECTORS

Section 3.01 – Composition

The affairs of the Corporation shall be managed by a Board of Directors, identified in Section 4.01. Any *Voting Member* may serve as a Director.

Section 3.02 – Term

One Term shall start at the Annual Meeting and span two consecutive sailing seasons ending at the election at the Annual Meeting following the second sailing season.

Each director shall be elected at the Annual Meeting to hold office for *One Term*. This section shall not limit the powers of the Board or the members to replace or add directors under Sections 3.04, 3.05, 3.06 or 3.07

Section 3.03 – Election

The election may be by a show of hands unless a ballot is demanded by any *Voting Member*.

Section 3.04 – Vacancies - Including Removal

Vacancies may be caused by a director who stops holding office, or is removed from office.

Section – 3.04.01 Stop Holding Office

A Director will stop holding office immediately, if they:

- die,
- become bankrupt, or;
- are found to be incapable of managing property by a court or under Ontario law.

A Director may resign by written notice to the Corporation. A Director who resigns will stop holding office when the Corporation receives the written notice or at the time specified in the notice, whichever is later.

Section 3.04.02 – Removal of Director

Members may remove a director before the end of their term of office. Members may do this by passing a resolution at a members' meeting with at least two-thirds (66%) of the votes cast by the members. If a vacancy occurs as a result of the members removing a director, the members may fill the vacancy by a majority vote.

Section 3.04.03 – Filling a Board Seat mid-term

A quorum of Directors may fill a vacancy among the directors by a majority vote. The total number of directors so appointed may not exceed one-third of the number of directors elected at the previous annual meeting of the members. The director elected to fill the vacancy will hold the office for the remainder of the previous directors' term.

Section 3.04.04 – In the Event of No Director Quorum

If there are not enough directors to make up a quorum, or the members did not elect the minimum number of directors set out in the Articles, the directors in office will without delay call a Special Members meeting to fill the vacancy. If the directors fail to call such a meeting, the meeting may be called by any member.

Section 3.05 – Increase in Directors

If the number of directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred which may be filled in the manner above provided.

Section 3.06 – Powers

The directors shall manage the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, may exercise all such other powers and do all such other acts and things as the Corporation is by its charter or otherwise authorized to exercise and do.

Section 3.07 – Additional Powers

Without in any way derogating from the foregoing, the directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, moveable or immoveable, real or personal, or any right or interest therein owned by the Corporation, for such consideration and upon such terms and conditions as they may deem advisable.

Section 3.08 – BOARD OF DIRECTOR MEETINGS

Section 3.08.01 – Quorum

A majority of the directors shall form a quorum for the transaction of business.

Section 3.08.02 – Location

Except as otherwise required by law, the Board of Directors may hold its meetings at such places as it may from time to time determine, including meetings held online or by phone.

Section 3.08.03 – Waiver of Notice

No formal notice of any such meeting shall be necessary if all the directors are present, or if those absent have signified their consent to the meeting being held in their absence.

Section 3.08.04 – Calling

Board of Directors' meetings may be formally called by the Commodore or, in the absence of the Commodore, Vice-Commodore or by the Corporate Secretary on direction in writing of two directors.

Section 3.08.05 – Notice

Notice of such meeting shall be communicated to each director not less than three days before the meeting is to take place.

Section 3.08.06 – Regular Meetings

The Board of Directors may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meetings no notice need be sent.

Section 3.08.07 – Meeting After Annual Meeting

A Board of Directors' meeting may also be held without notice immediately following the Annual Meeting of members.

Section 3.08.08 – Errors of Notice

No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting. Any director may at any time waive notice of any such meeting and may ratify and approve any or all proceedings taken or had thereat.

Section 3.08.09 – Method of Voting

Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. Each member of the Board of Directors shall have only one vote. In case of an equality of votes, the Chairperson, in addition to their original vote, shall have a second or casting vote. All votes at any such meeting shall be taken by ballot if so demanded by any director present but if no demand be made, the vote shall be taken in the usual way by assent or dissent. Directors are not allowed to vote by proxy.

Section 3.9 – Remuneration

The directors shall receive no remuneration for acting as such but they may be reimbursed for expenses incurred for the Corporation provided such work and expenses are approved by the Board of Directors.

Section 3.10 – Rules and Regulations

The Board of Directors shall have the power to make rules and regulations from time to time concerning the administration of the Corporation.

Section 3.11 – Election Committee

An Election Committee consisting of a Chairperson and at least two other members all of whom are not candidates for nomination to the Board of Directors may be appointed by the Board of Directors at least 30 days before the Annual Meeting. The Election Committee may receive nominations and investigate the good standing of nominees and nominations; solicit such other nominations as may be required to fill any vacancies on the Board of Directors; prepare the ballot for the election; introduce candidates to the Annual Meeting; conduct the election; declare the results to the Annual Meeting and notify each candidate of the results.

Alternately, nominations to the Board of Directors may come from any member during the Annual Meeting, or by a qualified member volunteering for a seat. Those volunteering, or accepting a nomination will be put forward for a vote by show of hands. A majority vote, by show of hands will be used to confirm the nomination.

ARTICLE 4 – OFFICERS AND DIRECTORS

Section 4.01 – Officers and Directors

There shall be a Commodore, Purser and Corporate Secretary. There should be a Vice-Commodore if available, elected and approved. These roles are considered to be Officers of the corporation.

There should be a Communications Director, Harbourmaster, Membership Director, Sailing Director, Site Director, Social Director, and Training Director, and such other directors as the Board of Directors may determine from time to time.

Each officer and director shall perform duties as set out herein, and other such duties as may from time to time be determined by the Board of Directors.

Section 4.02 – Appointment and Removal

Section 4.02.01 Appointment

One person may hold more than one office except the office of the Commodore. The officers named in Section 4.01 shall be elected by the Board of Directors from among their number at the first meeting of the Board after the Annual Meeting. An officer should not serve in the office of Commodore for more than two consecutive terms.

Section 4.02.02 Removal

The Board of Directors may remove any Officer by resolution. An Officer may be removed for such reasons as failure to perform duties as set out herein, gross negligence of duty, failure to respect or follow the By-laws, Policies or Safety procedures of the Organization, harassment or other such behavior that does not respect, or endangers any member in any way.

Section 4.03 – Commodore

The Commodore shall, when present, act as Chairperson at all meetings of members and of the Board of Directors. The Commodore shall be charged with the general management and supervision of the affairs and operations of the Corporation and shall perform such other duties as shall from time to time be prescribed by the Board of Directors. The Commodore with one other officer appointed by the Board of Directors for the purpose, shall sign all by-laws.

Section 4.04 – Vice-Commodore

During the absence or inability of the Commodore, their duties and powers may be exercised by the Vice-Commodore and if the Vice-Commodore or such other director as the Board of Directors may appoint for the purpose exercises any such duty or power, the absence or inability of the Commodore shall be presumed with reference thereto. The Vice-Commodore shall ensure that the Corporation has adequate insurance for Directors, assets and liability as per Article 11. The Vice-Commodore shall coordinate safety matters.

Section 4.05 – Purser

The Purser shall keep an account of all the financial transactions and of the financial position of the Corporation. Such accounts shall be rendered at every meeting of the Board of Directors unless the Board of Directors directs otherwise. The Purser shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefor.

Section 4.06 – Corporate Secretary

The Corporate Secretary shall attend all meetings of the Board of Directors and the members; keep

proper record of all votes and minutes of all proceedings; be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation; give all notices required to be given to members and to directors; and be the custodian of the Corporate seal of the Corporation.

Section 4.07 – Communications Director

The Communications Director shall be responsible for general communications among the general membership and public via various means that the Board of Directors deem appropriate, including arranging for the preparation and circulation of a newsletter at intervals specified by the Board of Directors. The primary goal of the Communications Director is to ensure that all the messaging from all of the Directors is communicated in a prompt and effective manner.

Section 4.08 – Harbourmaster

The Harbourmaster shall be responsible for the maintenance, purchase and disposal of all boats and monitor their use.

Section 4.09 – Membership Director

The Membership Director shall be responsible for promotion of the Corporation and the registration of all memberships. The Membership Director shall be responsible for determining, within the boundaries of the By-laws, what is allowed or not allowed with respect to membership entry and approval.

Section 4.10 – Sailing Director

The Sailing Director shall be responsible for all aspects of organized sailing activities.

Section 4.11 – Site Director

The Site Director shall be responsible for maintenance, purchase and disposal of all site assets and manage the site facilities, including the allocation and use of club leased lands.

Section 4.12 – Social Director

The Social Director shall be responsible for all aspects of social activities.

Section 4.13 – Training Director

The Training Director shall be responsible for all aspects of training and member certification for use of the club fleet.

Section 4.14 – Execution of Documents

Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by the Commodore, and one other officer designated by the Board of Directors. Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligations of the Corporation shall be executed.

Section 4.15 Delegation of Powers

Officers and directors will be responsible for the duties assigned to them but they may delegate to others the performance of any or all specific duties. The officer or directors who so delegate any duties are still ultimately responsible for fulfilling their defined role.

4.16 Conflict of Interest

An officer or director who is party to a material contract or transaction, or proposed material contract or transaction with the Corporation, or is also a director or officer of, or has material interest in, or may receive any benefit from a contract or transaction with the Corporation shall make the disclosure as required by the Act. No such director or officer shall attend any part of a meeting of the Board, or vote on any resolution to approve a contract or transaction, or sign or approve any contract or transaction for which a conflict of interest is deemed to exist.

The simple rule of thumb to follow is that “if it feels wrong, disclose it”.

ARTICLE 5 – MEMBERSHIP

Section 5.01 – Membership Qualification

No person shall be a voting member of the Corporation unless they are 18 years of age on April 1 of the financial year in which they apply for membership.

Section 5.02 – Classes

There shall be five classes of membership in the Corporation namely, Honorary, Family, Single, Student and Social.

Section 5.02.01 – Honorary Members

An Honorary Member may be awarded by the Board of Directors for life based upon extraordinary contributions by that individual to the Corporation. Extraordinary contributions shall be those that are well above and beyond any normal duties of a Director or Member, and result in substantial and long-lasting impact to the Club as a whole. The Board will consider a comprehensive written submission of these contributions, which is to be signed by two Voting Members, and must be submitted to the Board of Directors for their review. The submission must be approved by a minimum of two-thirds (2/3) of the Board of Directors. Honorary Members shall be exempt from paying the Annual Membership Fee. Honorary Members are required to pay other annual fees in accordance with the provisions of Section 5.04.

Section 5.02.02 – Family Members

Children of any age living at the parental home are considered as part of a Family membership. Family Members shall be entitled to one vote per adult member at all meetings of members, and shall pay annual fees in accordance with the provisions of Section 5.04.

A Family is defined as two adults in a spousal, or cohabiting relationship living at the same address or a single parent with dependents of any age living at the parental home.

Section 5.02.03 – Single Members

A Single member shall be entitled to one vote at all meetings of members and pay annual fees in accordance with section 5.04.

Section 5.02.04 – Student Members

A Student is a person registered full time as a student at a learning institution. Student Members who are 18 years of age or older shall be entitled to one vote at all meetings of members and shall pay annual fees in accordance with the provisions of Section 5.04.

Section 5.02.05 – Social Members

Social Members shall not be entitled to vote at, nor shall they be entitled to notice of meetings of members. They are entitled to use only the shore facilities and have no sailing privileges. They shall pay the Annual Membership Fee in accordance with the provisions of Section 5.04

Section 5.03 – Resignation

Any member may resign from the Corporation by delivering a written resignation to the Membership Director. In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by them to the Corporation prior to acceptance of their resignation.

Section 5.04 – Fees and Term

Fees payable by members shall be set by a majority vote of the Board of Directors. In respect of such fees, a Membership term shall be valid from 1 April until 31 March, upon registration and payment.

Section 5.05 – Special Classes of Membership

Notwithstanding any other provisions to the contrary, the Board of Directors may, by unanimous resolution, establish special temporary classes of membership in addition to the above classes established by these by-laws or may amend such classes. The term of any such special or amended membership classes shall last until the next annual meeting and the establishment or amending of such membership classes must be approved by a vote of the members of the Corporation.

Section 5.06 - Discipline of Members

The Board may pass a resolution authorizing disciplinary action or the termination of Membership for: violating our Code of Conduct or other policies, violating our by-laws and any other reasons calling for discipline in the discretion of discipliner.

Section 5.06.01 - Advance Notice of Disciplinary Action

The Board must provide 15 days' written notice to a Member before passing the above-mentioned resolution. The notice will set out the reasons for the disciplinary action or termination of membership.

Section 5.06.02 - Members Right to Respond

The Member receiving the notice is entitled to give the Board an oral and a written submission addressing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the submission of the Member before making a final decision regarding disciplinary action or termination of membership.

Section 5.07 - Transfer of Membership

Memberships in the Corporation are not transferable.

ARTICLE 6 – MEETINGS OF MEMBERS**Section 6.01 – Meetings**

The annual or any other special meeting of the members shall be held at the head office of the Corporation or elsewhere in Ontario as the Board of Directors may determine and on such day as the said directors shall appoint.

Section 6.02 – Business at Annual or Special Meeting**Section 6.02.01 – Business at Annual Meeting**

At every Annual Meeting, in addition to any other business that may be transacted, the report of the directors, and the financial statement shall be presented and a Board of Directors elected. Approval of the Agenda for the Annual Meeting, and approval of the minutes of the previous Annual meeting will be sought. Auditors may be appointed for the ensuing year and, if appointed, the remuneration of the auditors shall be fixed.

Section 6.02.02 – Special Meeting

The Board will call and convene a Special Members' Meeting on written request of not less than 20% of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the request. The request shall state the general nature of the business to be presented to the meeting and shall be signed by the requisitionists and shall be deposited with the Corporate Secretary.

Section 6.03 – Calling a Meeting

The Board of Directors, the Commodore or the Vice-Commodore shall have power to call an annual or special meeting of the members.

Section 6.04 – Notice

Notice of members' meetings, annual or special, shall be communicated to each *Voting Member* at least 14 days prior to the date of the meeting

Section 6.05 – Errors in Notice

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and, may ratify, approve and confirm any or all proceedings taken or had thereat.

Section 6.06 – Address for Notice

For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the email address of any member, director or officer shall be their last email address recorded on the books of the Corporation.

Section 6.07 – Adjournments

Any meetings of the members or of the directors may be adjourned to anytime and such business may be transacted at such adjourned meetings as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required on any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

Section 6.08 – Quorum

A quorum for the transaction of business at any meeting of members shall consist of not less than 20 percent of the total Voting Members, present in person or represented by proxy;

Section 6.09 – Voting Members

Each Voting Member shall, at all meetings of members, be entitled to one vote and they may vote by proxy. Any members attending in person, or on-line may carry one (1) proxy vote in addition to their own vote.

Section 6.10 – Method of Voting

At all meetings of members every motion shall be decided by a majority of the votes of the *Voting Members* present in person unless otherwise required by the by-laws of the Corporation, or by law. In case of an equality of votes, the Chairperson, in addition to their original vote, shall have a second or casting vote.

Section 6.11 – Poll

Every question shall be decided in the first instance by a show of hands unless a poll is demanded by a *Voting Member*. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the *Voting Members* present in person, and

such poll shall be taken in such manner as the Chairperson of the meeting shall direct and the result of such poll shall be deemed the decision of the Corporation.

Section 6.12 – Declaration of Resolution Passed

A declaration by the Chairperson of the meeting at a meeting of members or of the directors that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of votes recorded in favor of or against such resolution.

Section 6.13 – Requisitioned Special Meeting

Upon deposit of the requisition, the Board of Directors shall call forthwith a special meeting of the Corporation for the transaction of the business stated in the requisition. If the Board of Directors does not within twenty- one days from the date of deposit of the requisition call and hold such special meeting, any of the requisitionists may call such a special meeting which shall be held within sixty days from the date of the deposit of the requisition. A special meeting called pursuant to this and the preceding clause shall be called as nearly as possible in the same manner as meetings are called under the by-laws.

Section 6.14 – Rules of Order

Except as otherwise stated in these by-laws, Robert's Rules of Order shall be used at meetings of the members and of the Board of Directors.

ARTICLE 7 – FINANCIAL YEAR

Section 7.01 – Financial Year

Unless otherwise ordered by the Board of Directors, the financial year of the Corporation shall terminate the 31st day of October of each year.

ARTICLE 8 – AMENDMENTS

Section 8.01 – Amending By-laws

The by-laws of the Corporation may be enacted, and the by-laws repealed or amended by a by-law enacted, by a majority of the directors at a meeting of the Board of Directors and sanctioned by an affirmative vote of at least two-thirds of the *Voting Members* present or by proxy at a meeting duly called for the purpose of considering the said by-law.

ARTICLE 9 – COMMITTEES

Section 9.01 – Types of Committees

Committees specifically named in these by-laws or in the Rules and Regulations of the Corporation shall be designated as Standing Committees. Other committees established from time to time by the Board of Directors shall be designated as Ad Hoc Committees.

Section 9.02 – Terms of Reference

Committees shall review and report on all matters arising out of the terms of reference laid down by the Board of Directors.

Section 9.03 – Powers

Committees will exercise such powers as may be delegated from time to time by the Board of Directors within the terms of reference laid down in these by-laws. Decisions made by any committee are subject to the approval of the Board of Directors.

Section 9.04 – Election of Committee Members

Except as otherwise provided in these by-laws, the Board of Directors at its first regular meeting following the Annual Meeting or as soon as possible thereafter may elect from the members in good standing, Chairpersons and members of any such Standing Committees who shall hold office until the next Annual Meeting.

Section 9.05 – Number of Members on a Committee

The Board of Directors, at any regular meeting, may, on application of the Chairperson of a Standing Committee, increase the number of members of that Committee, or fill vacancies of members or of the Chairperson of such committee by the appointment of members of the Corporation such that, if possible, said members on any one Committee should be greater than two.

Section 9.06 – Ad Hoc Committees

The Chairperson and members of ad hoc Committees, as and when needed, shall be appointed by resolution of the Board of Directors and shall be chosen from among members in good standing.

Section 9.07 – Safety Committee

The Vice-Commodore shall be responsible for ensuring safety policies are established, and ensuring these policies are communicated to all members, and reporting and taking action or making recommendations on any known or reported safety incidents. This may include the establishment of a Safety Committee, or other mechanisms that promotes and supports a safe sailing environment for all members. In the event a Vice-Commodore is not elected, this shall be the responsibility of the Commodore.

ARTICLE 10 – BORROWING OF MONEY**Section 10.01 – Borrowing Money, Issuing Securities and Securing Liabilities**

The Board of Directors may from time to time, in such amounts and on such terms as it deems expedient:

- (a) borrow money on the credit of the Corporation;
- (b) issue, sell or pledge debt obligations (including bonds, debentures, notes or other similar obligations, secured or unsecured) of the Corporation;
- (c) charge, mortgage, hypothecate or pledge all or any of the currently owned or subsequently acquired real or personal, movable or immovable, property of the Corporation, including book debts, rights, powers, franchises and undertaking, to secure any debt obligations or money borrowed, or other debt or liability of the Corporation.

The Board of Directors may from time to time delegate to such one or more of the directors and officers of the Corporation as may be designated by the Board of Directors all or any of the powers conferred on the Board of Directors above to such extent and in such manner as the Board of Directors shall determine at the time of each such delegation.

ARTICLE 11 – INSURANCE

Section 11.01 – Required Insurance Coverage

Each succeeding Board of Directors shall ensure that as a minimum, the following areas of insurance coverage for the Corporation, and its Directors, be maintained on a continuing basis, and with appropriate levels of coverage:

- (a) Commercial Marine and Liability Insurance;
- (b) Commercial General Liability and Property Insurance; and
- (c) Directors' and Officers' Liability Insurance.

Levels of coverage shall be reviewed annually, and determined in conjunction with the recommendations of the Corporation's insurance broker, and with a view to ensuring the Corporation meets or exceeds insurance norms for sailing clubs of a similar nature, or other similar recreation oriented non-profit organizations.

In addition to comprehensive liability coverage both on and off the water, all Corporation property shall be insured to an appropriate level. This will require an annual review of insured values for all property including buildings, building contents, fleet and fleet parts and accessories, and will require maintenance and timely submission to the insurer of accurate and updated inventory records by the Board of Directors. Additional insurance coverage may be determined to be necessary and entered into by the Board of Directors as the need arises.

Passed by the Board of Directors this10...th day of April, 2024

Signed by Commodore

Signed by Other Appointed Officer