

Summerland Yacht Club Policy

General Policy

The Summerland Yacht Club (the Club) is a member funded, not-for-profit society registered under the Societies Act of British Columbia. As such the society is required to have a current constitution and bylaws approved by the membership of the society and registered with the BC Registry Services. The bylaws of the Club are the highest level and most important policies of the society that require approval by a minimum of 2/3 of the membership. Bylaws cannot be amended by the Executive Committee without obtaining the approval of a minimum of 2/3 of the membership present in person or by proxy at an Annual General Meeting or a Special General Meeting.

To extend the Club's bylaws the Executive Committee may establish policies and rules.

- The purpose of a policy is to describe the basis for decisions that may be made by the Executive Committee, a Director, the Club Manager or an employee of the Club in different situations that may arise in the management and operation of the Club.
- The purpose of a rule is to define specific, prescriptive things that members must comply with.

This General Policy will apply to the management of the Club policies and rules.

- The Executive Committee of the Club may from time to time write and approve new policies/rules or amend existing policies/rules without approval from the membership.
- A policy/rule must be a written statement approved by a majority of voting directors at a regular or special meeting of the Executive Committee.
- Once a new or amended policy/rule has been approved by the Executive Committee, the membership of the Club will be notified by email or written notification and the policy/rule will be published to the Club's website.
- Any member of the Club may propose in writing to the Executive Committee that a new policy/rule or an amendment to an existing policy/rule be considered for approval. The written proposal must describe the purpose, wording and rationale of the proposed new or amended policy/rule and have the signed endorsement of at least five other members of the Club in good standing.
- The Executive Committee will at least annually review existing policies/rules for their continued relevance and will act diligently to amend or retire existing policies/rules as necessary.
- All amendments to the Club policies/rules will be tracked with a simple revision logging procedure consisting of an incremented revision number, a summary of the changes and the date that the revision was approved at a meeting of the Executive Committee.
- Where a policy/rule is inconsistent with the bylaws of the Club, the bylaws will prevail.

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General Policy - Revision Log

Revision	Summary of Changes	Date Approved by Executive Committee
1.0	Initial policy statement	September 11, 2018