

Summerland Yacht Club Policy

Membership Policies

The following policies address the administration of memberships in the Club. Where a policy is in conflict with the registered bylaws of the Club, the bylaws will prevail.

1. New Regular Member Approval Policy

The bylaws of the Club, “Part 2 – Membership”, define the categories of membership in the Club and the basis for administration of memberships. This policy further defines the basis for application and approval of a new Regular Member of the Club.

- An application to become a Regular Member of the Club may be submitted by an applicant through the club’s website or by mail or in person to the Club Manager.
- All applications for membership must be approved by the Executive Committee and no privileges will be extended to the applicant until membership has been approved.
- The Club Manager will obtain submissions from the character references listed in the application.
- The Moorage Director will review all applications, character references and boat specifications (when moorage is requested) and for each application will present a recommendation to approve or deny the applicant at the first available Executive Committee meeting. The minutes of the Executive Committee meeting will record the approval or rejection of each application presented.
- Where the Moorage Director intends to propose to the Executive Committee that an application be approved, the Moorage Director or Club Manager may inform the applicant of the tentative approval, subject to final approval from the Executive Committee.
- The spouse of an approved new Regular Member, where spouse is as defined in the bylaws of the Club, will be considered to be a Joint Member of the Club. A spousal Joint Member may be identified in the membership application by the Regular Member or in writing to the Club Manager at any time after approval of the new Regular Member. The privileges of membership will not be extended to the spousal joint member unless that person is identified in the records of the Club.

2. Sponsored Member Approval Policy

The Sponsored Member category of membership is only intended for situations where a Regular Member has a current moorage contract for a vessel and wants another person with a joint ownership interest in the vessel to have independent access to the Club and the vessel.

- An application for a person to become a Sponsored Member of the Club can only be submitted by a Regular Member in good standing and who has a current Moorage Contract for the vessel that will be jointly owned with the proposed Sponsored Member.
- A Regular Member may request approval for more than one Sponsored Member when the joint ownership of the Regular Member’s vessel involves more than one owner in addition to the Regular Member.

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- An application by a Regular Member for a Sponsored Member must include valid proof of the Regular Member's joint vessel ownership arrangement with the proposed Sponsored Member. Valid proof of joint ownership will include documents such as:
 - a current license for the Regular Member's vessel (when a license is required pursuant to the Canada Shipping Act – Small Vessel Regulations) showing all joint owners, or
 - a purchase/sale agreement signed by all joint owners,
 - and any other documentation as requested by the Club Manager.
- The responsibilities of the Regular Member with respect to their Sponsored Member(s) are as specified in the bylaws section 2.5 (b).
- No rights or privileges are extended to the spouse of a Sponsored Member.

3. Life Member Nomination and Approval Policy

The Club may recognize a Regular Member who has made a significant, sustained or outstanding contribution to the aims of the Club, as described in the Constitution, by bestowing the title of Life Member.

- Any Regular Member of the Club may nominate another member for the title "Life Member" by submitting a nomination in writing to the Executive Committee. The nomination letter must include a description of the attributes and contributions that warrant the title for the person being nominated.
- In response to the nomination request, the Executive Committee at its discretion may present a resolution to bestow the title for approval by the membership at the next Annual General Meeting. The form of resolution and the required vote for approval are as prescribed in section 2.15 of the bylaws.
- A Life Member shall continue to have all the same rights and privileges as a Regular Member.
- A Life Member will have only their annual membership fees waived.

4. Honourary Member Nomination and Approval Policy

A person who is not already a member of the Club may be nominated and approved as an Honourary Member of the Club in recognition of their significant, sustained or outstanding contribution to boating in general, to the aims of the Club or to the relationships that the Club has built with the local community.

- The nomination of a person as an Honourary Member is at the sole discretion of the Executive Committee.
- The Executive Committee must present a resolution to bestow the title for approval by the membership at the next Annual General Meeting. The form of resolution and the required vote for approval are as prescribed in section 2.15 of the bylaws.

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- The Honourary Member shall not be required to pay any initiation and membership fees or special levies.
- The Honourary Member is permitted to attend any social or other events of the Club after payment of any admission fees for the event.
- An Honourary Member is not eligible for assignment of moorage.

5. Alumni Member Approval Policy

A Regular Member or Life Member of the Club may apply, or be nominated by another member, to the Executive Committee to change their membership to an Alumni Member should they decide to give up boating because of health, age or other reasons.

- The Executive Committee at its sole discretion may approve the membership change after considering whether
 - the member requesting the change has been a member in good standing with assigned moorage for at least 10 years,
 - the member requesting the change has been a consistent active member making a recognized contribution to the Club,
 - in the opinion of the Executive Committee the member is reasonably expected to not return to boat ownership.
- Approval of the membership change shall require a two-thirds (2/3) majority vote of the Executive Committee.
- If the Spouse of the member requesting the membership change has been a party to a Joint Membership then upon approval of the membership change the Alumni Member and Spouse will continue to be parties of a Joint Membership.
- The Membership Transfer Policy shall only apply to an Alumni Member such that in the event of the death of the Alumni Member the membership will automatically be transferred to the Spouse in the case of a Joint Membership. The Spouse may decline the membership transfer.
- The Divorced/Separated Membership Policy shall not apply to an Alumni Member unless otherwise approved by the Executive Committee.
- If at some future time an Alumni Member is able to resume boat ownership and boating and desires moorage in the Club's moorage facilities they can request approval of the Executive Committee to be reinstated as a Regular Member or Life Member and be placed on the moorage wait list. If approved the New Member Moorage Wait List Policy will apply to the assignment of moorage and the membership change will only take effect upon moorage being assigned and payment of moorage and all Regular Member or Life Member fees and levies at the time.

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6. Divorced/Separated Membership Policy

A Regular Member and their spouse of record are considered to be in a Joint Membership with each having the rights and privileges of a Regular Member. The following policy will apply to resolving membership in the Club in the event of the separation or divorce of the two parties to a Joint Membership.

- It is the responsibility of the parties of the Joint Membership to formally notify the Executive Committee of their separation or divorce when it is legally recognized.
- Both parties to the Joint Membership shall continue to have the rights and privileges of a Regular Member until such time as the Executive Committee receives formal notification of the separation or divorce in the form of either
 - A legally executed Separation Agreement or a letter stating the agreed disposition of the Club membership and, if applicable, the moored vessel, signed by each spouse and a notary public or their lawyers, or
 - A divorce decree stating the courts disposition of the Club membership and, if applicable, the moored vessel.
- The party of the Joint Membership losing Club membership through the separation or divorce agreement may become a Regular Member of the Club by submitting a membership application in accordance with the bylaws and the New Regular Member Approval Policy.
- If the party of the Joint Membership losing Club membership through the separation or divorce retains full ownership of the moored vessel, and the party retaining membership as a Regular Member no longer has an ownership share, then the party with ownership of the moored vessel must promptly remove the vessel from the Club's premises. If the vessel is not promptly removed then the Executive Committee may take any reasonable action to remedy the situation.
- Where the parties to the separation or divorce retain joint ownership of a moored vessel the Club must be notified of the arrangement and the party losing membership may only have independent access to the Club and the vessel if the Regular Member applies for and receives approval for that person to be a Sponsored Member in accordance with Section 2.5 (b) of the bylaws and the Sponsored Member Approval Policy.

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7. Membership Transfer Policy

This policy describes the basis for the transfer of Club membership in the situation of the death of a Regular Member or Life Member.

- In the event of the death of a Regular Member or Life Member, the spouse of the deceased member shall automatically become a Regular Member.
- In the event of the death of a Regular Member or Life Member, and where the deceased member does not have a spouse or the spouse declines the membership, the Regular Member membership may be transferred to one immediate child of the deceased member, provided that person is at least of the minimum age for membership as required in the bylaws.
- The spouse or child assuming the Regular Member membership shall promptly update all Club records including contact information, spousal joint member of record, insurance and the moorage contract and pay any outstanding fees or levies.
- In the event of the death of a Sponsored Member no transfer of that membership will be permitted. The sponsoring Regular Member must promptly notify the Club Manager of any resulting change in the Joint Ownership arrangement for the moored vessel.
- The membership titles of Life Member and Honourary Member may not be transferred.

8. Club Fees Payment Policy

Sections 2.5 and 2.9 of the Club's bylaws define categories of membership and what kinds of dues, fees and levies each class of membership are required to pay upon approval of membership and annually thereafter. This policy describes the timing for invoicing and payment of dues, fees and levies.

- The Club runs its operations on a calendar year basis and all dues, fees, moorage fees and levies that are paid by members cover the calendar year.
- The Executive Committee will determine the timing for payment of all annual Club dues, fees, moorage fees and special levies for each class of membership.
- The Executive Committee will determine penalties for late payment of fees.
- The Executive Committee will determine what portion of annual dues, fees, moorage fees and levies a new Regular Member will pay depending upon the date of membership approval during the calendar year.
- Schedule 1 – Fees Payment Practice sets out the current practice for invoicing existing members to renew membership, payment due date and penalties and other actions for late payment.
- Schedule 1 – Fees Payment Practice sets out the current practice for what dues, fees, moorage fees and levies, or the portion thereof, that new Regular Members are required to pay based on when membership is approved by the Executive Committee during the calendar year.

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9. Club Fees Refund Policy

Club annual fees will normally be due for payment on the date specified by the Club Fees Payment Policy. Circumstances of members may change once annual fees have been paid. This policy describes which annual fees may be eligible for a full or partial refund and the basis for calculating the amount of any refund.

- All requests for refunds must be made in writing or by email to the Club Manager including the reason for the requested refund. The date of receipt of the request by the Club Manager will be the basis for the application of the refund schedule.
- The one time initiation fee paid upon becoming a Regular Member of the Club and any approved special levy that has been paid are not eligible for a partial or full refund.
- Only a member of the Club who is in good standing will be eligible for consideration for a refund of fees already paid.
- A person whose membership has been removed by a completed application of section 2.7 of the Club's bylaws will not be eligible for a refund of fees already paid.
- A Sponsored Member shall not be eligible for a refund of fees paid.
- When an eligible member gives notice that they are terminating their membership, the fees eligible for consideration for a partial or full refund are the annual membership fee, moorage fee, volunteer fee and house account fee, with the exception that the refund schedule will only apply to the unused house account fee.
- When an eligible member gives notice that they have sold, or otherwise removed their vessel from moorage and do not intend to use moorage in the current fiscal year then the refund schedule will only apply to the annual moorage fees already paid.
- The amount of a refund to a member will be determined by the Treasurer in accordance with the refund schedule. Any calculated refund will be approved by the Executive Committee.
- The refund schedule shall be as follows:
 - A notice provided prior to the payment due date specified in the Club Fees Payment Policy of the current year will result in a full refund of eligible annual fees already paid.
 - A notice received during the period from the month following the payment due date specified in the Club Fees Payment Policy to June 30th, inclusive, of the current year will result in a partial refund of eligible fees on a pro-rata basis calculated as X/12 where X is the number of months remaining in the calendar year following the month in which the request for a refund was made. For example:
 - June 1st – 30th 6/12 of refund eligible fees paid
 - May 1st – 31st 7/12 of refund eligible fees paid
 - April 1st – 30th 8/12 of refund eligible fees paid
 - March 1st – March 31st 9/12 of refund eligible fees paid
 - A notice received after June 30th of the current year will not be eligible for a refund of annual fees already paid.

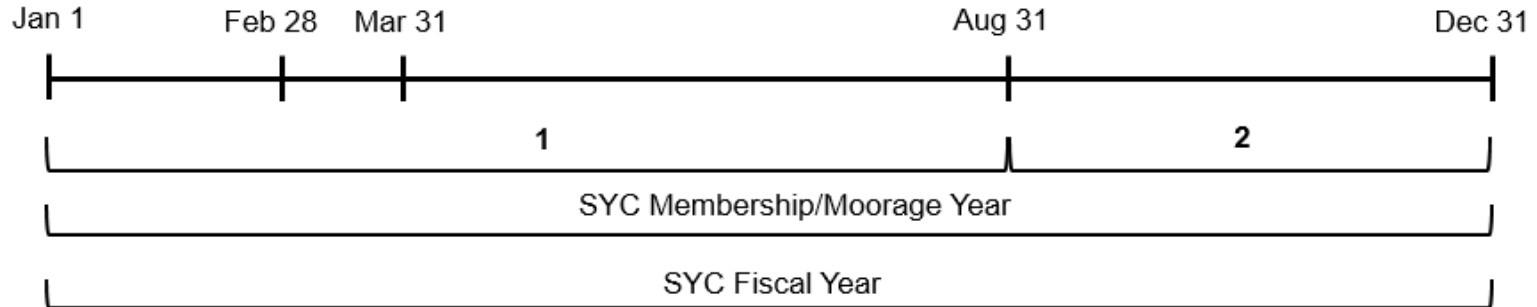
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Membership Policies - Revision Log

Revision	Summary of Changes	Date Approved by Executive Committee
1.0	Initial policies update. Retires the following policies: <ul style="list-style-type: none">- Divorced or Separated Membership Moorage Policy 2010- Joint Ownership Policy 2013- Lifetime Member Nomination and Approval Policy 2008- Moorage and Club Fee Refund Policy 2014- Moorage Fee Reimbursement Policy 2011	September 11, 2018
2.0	Addition of Alumni Member Policy Addition of Fees Payment Policy and Schedule 1 "Fees Payment Practice" Changes to Club Fees Refund Policy	July 14, 2020

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Schedule 1 – Fees Payment Practice



Existing members are invoiced by January 31st for all current year AMF, HA, VF, CIL and moorage (if assigned) and have until February 28th to make payment. Payments received later than this date will be subject to a 10% late penalty. If payment is not received by March 31st then security FOB(s) will be disabled and it will be assumed the member is not renewing membership and that moorage is available to be reassigned to a moorage move list or waiting list member. If the non-renewing member has a boat in moorage they will have until 5 days after the annual spring lift-in to remove the boat from SYC facilities. Acceptable insurance must be maintained while the boat remains in moorage.

Period New Member Approved	Payment Practice
1	New member pays initiation and full AMF, HA, VF, CIL and moorage (if assigned)
2	New member pays initiation and then pro-rata* AMF, CIL and moorage (if assigned). HA and VF may be waived

AMF Annual Membership Fee
 HA House Account Fee
 VF Volunteer Fee
 CIL Capital Infrastructure Levy

* Pro-rata example
 - Member approved in September pays 4/12 of fees
 - Member approved in October pays 3/12 of fees
 - Member approved in November pays 2/12 of fees
 - Member approved in December pays 1/12 of fees