

SOSA Policies – updated March 2018

SOSA Policy for Expense Approval

- Any expenditure up to \$50 can be approved by any 1 executive member
- Any expenditure up to \$250 can be approved by any 2 executive members
- All expenses require original receipt
- Any expenditure of club funds over \$250 needs the approval of the majority of the executive at a regular meeting and recorded in the meeting minutes
- In a case when approval is required before a regular executive meeting, then approval by a majority via email must be obtained and ratified at the next executive meeting and recorded in the meeting minutes.

SOSA Policy for Infrastructure Modification

- Any infrastructure modification needs the approval of the majority of the executive at a regular meeting and recorded in the meeting minutes
- In a case when approval is required before a regular executive meeting, then approval by a majority via email must be obtained and ratified at the next executive meeting and recorded in the meeting minutes.
- No member is permitted to make any changes to SOSA's infrastructure unless directed by the executive

SOSA Policy for Executive Membership Fees

- Executive members will have their membership fees waived for the duration of their appointment
- Membership includes participation in the club Boat Share program
- No waiver for fees for boat storage and storage locker

SOSA Policy for Membership Fees

- Annual membership fees are due in full by May 31st of each year
- Any fees for members renewing membership not paid in full by the due date will incur a late renewal fee
- Family membership covers parents and their dependent children living at the same address
- Membership includes full access to SOSA grounds and clubhouse
- Members are required to respect SOSA property and ensure proper housekeeping
- Membership does not automatically entitle the member to a boat storage space nor a locker - these are applied for separately
- Only members of the boat share program (an additional fee is payable) are permitted to use the club boats

SOSA Policy for Fall Membership

- New members will not be subject to the late renewal fee
- New members signed up after September 1st will pay 75% of the annual fee, full annual fees for boat storage and their volunteer hours are halved.

SOSA Policy for Temporary Membership

- Temporary membership will be available to visitors subject to the following conditions:
 - The membership will be valid for a minimum of 1 week and a maximum of 2 weeks at a weekly cost set annually by the executive.
 - A membership form must be filled out and must state that they are temporary members in the comments section
 - A boat stored on the grounds must not interfere with the learn-to-sail program
 - The membership does not include use of club boats
 - Temporary members may apply for Boat Share Membership at the annual rate
 - The temporary member will not get a key to the clubhouse

SOSA Policy for Member Boat Storage

- All boat owning members must purchase and display their Boat Identification Decal prominently by May 31st of each year;
- Storage spaces will be allocated by a member of the executive - boats may not be stored in any other space
- New members wishing to store their boats will be added to the waitlist.
- A storage spot does not transfer with a boat when it is sold - the new owner will be added to the waitlist and until a spot is available, the boat must be removed from SOSA
- Any boat on SOSA premises without a valid decal will be moved to the easement and the owners will be charged \$100 a month storage fees.

SOSA Policy for Boats Not Used

- All boats on SOSA property are to be in good useable condition and actively used.
- At the end of each season, the Executive will review all boats on the property.
- If the Executive decide that there are no valid reasons to allow a boat to remain on SOSA property, the process for removal of boats will commence.
- Requiring removal of a boat does not result in loss of membership privileges

Process for removal of boats.

Removal from the site shall involve each of the following steps (Exceptions are contained in the Notes).

- Initial Notification. Telephone contact with immediate followed up with a letter from the Commodore.
- Initial Written Warning. Letter from the Commodore advising of the offence and the possible consequences.
- Second and Final Written Warning. Letter from the Commodore advising of the intention to seize and dispose in accordance with Warehouse Man's Lien Act and the Abandoned Property Act.
- Notification of Removal and Disposal. Seize and dispose of the equipment in accordance with the mentioned acts.
- Letters from the club can be considered delivered in forty-eight hours (two work days) in accordance with the Post Office Rule.
- Failure of the recipient to respond within fourteen days to notification from the club will be interpreted/considered abandonment leading to immediate seizure and disposal.

Notes:

1. SOSA will maintain and store meticulous records to ensure all relevant contact and correspondence are filed and retained to address any potential litigation.
2. A warning note of possible seizure and disposal for those abusing the storage privilege will be included in the Club Waiver. Also, anyone taking advantage of the on-site storage will be required to enter into an enforceable contract.

SOSA Policy for Purchase of Member's Boat

- If a member sells their boat, the seller must immediately notify the Membership Director.
- The storage spot does not automatically transfer to the new owners.
- The new owners may become members and apply for a storage space should one be available.
- If no storage spaces are available, the new members may request a wait-list spot and remove the boat from SOSA property
- If the transaction takes place after September 1st then the Fall Membership Policy applies regarding fees and volunteer hours

SOSA Policy for Visitor's Camping

- During a SOSA sanctioned regatta or event only participants and full members, may camp for a maximum of three nights subject to space availability.
- Only full-time fully paid up members, but not temporary members, in good standing may overnight camp on SOSA grounds for a maximum of three nights
- In any case camping cannot interfere with SOSA Learn to Sail lessons or any other SOSA event.
- The size of tent to be reasonable

SOSA Policy for Events

- All members have access to SOSA at all times
- Any member is permitted to hold a special event on SOSA premises subject to existing by-laws and executive permission which will not be unreasonably withheld
- A special event is not exclusive - all other members have access to the clubhouse and grounds during the event
- Any special event may not be at the same time as an event on the SOSA calendar as published on the SOSA website without executive approval.