



WEST INDIES YACHT CLUB

Regulations

December 2015



INTRODUCTION

The West Indies Yacht Club was founded for yachtsmen, marine officers, sailing enthusiasts and vessels owners, whether with engine or sails, to promote sailing and classic yachting, maintain, protect maritime heritage and improve sailing techniques as well as vessels performances.

Full Membership is open to ladies and gentlemen alike. The Clubhouse and its facilities are also open to members of other clubs with which the Club has reciprocal arrangements and guests of the Club's Members.

Members, Reciprocal Members and their guests are very welcome to use the Clubhouse which provides a place in which to relax and an elegant and convivial *rendez-vous* for families and friends to meet, a base for members' business use and a variety of bars, restaurants, bedrooms, yachts berthing and mooring for members' enjoyment and convenience.

If anyone has any comment regarding these regulations, or requires clarification, please contact the Secretary, his representatives or the Membership Secretary; these would be forwarded to the relevant committee as appropriate. Comments may also be made through the use of the Suggestion Books, which are available in the public rooms.

Should members experience extenuating circumstances that require a waiver to the regulations, a request should be made directly to the Secretary. This does not necessarily guarantee that all such requests will be approved.

The Club is directed by the General Committee elected from the membership by the Board of Directors. The Club Chairman and the chairmen of the Finance Committee, the Membership Committee, the Regattas' Committee and the House Committee form the Chairman's Advisory Group. The committees, together, form the General Committee. Club members with special expertise may also be co-opted onto the appropriate committee as required. The Club is managed by the Chairman and his Club Secretary who is responsible to the Board of Directors for all operations within the Club and is the responsible authority for employees, contracts and arrangements with all external authorities, including licensing.

Members are warmly invited to make the necessary efforts to maintain and develop the Club's Social life, as well not sparing efforts on the waters to bring home trophies and distinctions which would be displayed in the Clubhouse.

Sir Thierry Waterford-Mandeville, KLJ.

Commodore.



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REGULATIONS

(Approved by the General Committee on 12th December A.D. 2016)

GENERAL

The Club Regulations are framed by the General Committee (Under the authority of Rule 1.15) to maintain the ethos of the Club, and to ensure proper conduct within the Clubhouse for the comfort and considerations of all members. In the Regulations, "member" refers to every category of membership unless separately identified or clearly stated otherwise.

Members proposing new members are responsible for briefing them on the Club Regulations. New members should make an appointment to make the acquaintance of the Secretary at the earliest convenient opportunity.

Members are responsible for the behaviour of their guests, including the observance of the dress regulations, and the regulations pertaining to mobile telephones and other modern electronic equipment's. Guests accompanied by the member should not incur any expenditure, but where such expenditure is incurred, the member is responsible. Guest visiting the Club without the presence of the host member and Reciprocal Members are responsible for their expenditures.

CLUBHOUSE

Use of the Clubhouse

1. The public rooms of the Club are open for members' use at all times, except:
 - 1.1 Bars and restaurants (promulgated times only, see Regulations 37 and 43).
 - 1.2 During fixed breaks or for special periods which shall have been advertised on the Notice Board with reasonable prior notice.
 - 1.3 When the General Committee varies this to meet special circumstances.
 - 1.4 When the Club, partially or wholly, is temporarily closed. On this occasions, every effort will be made to secure similar facilities in other clubs.
2. The Club address is not to be used on any letter or other communications intended for publication, nor is to be used on personal or business cards.
3. Briefcases and documents cases may only be taken into the business centres and the Library. Business papers, shopping, carrier bags or other sundry baggage of any kind may not be taken into the public rooms unless authorised by these Regulations, see Regulation 7.

Dress



4. Members may enter the Clubhouse, use the bars and restaurants, the terrace and cloakroom facilities, and go to and from their bedrooms, in a smart attire, as specified in this section; A degree of formality is expected in the public rooms, within the guidelines set out below:
 - 4.1. On weekdays, gentlemen should wear a suit, jacket or blazer; a tie or cravat is obligatory, shirts must be worn inside trousers, and socks must be worn at all times. Ladies may wear a jacket with skirt, tailored trousers or a dress. Exceptions are:
 - 4.1.1. In Summer, when authorized by the Secretary, gentlemen may wear Planters' Order (Shirt with long sleeves worn down, tie and trousers secured with a belt, not braces)
 - 4.1.2. The followings are not permitted in the public rooms at any time: faded or distressed (though ladies' tailored denim skirts and quality jeans are permitted), torn clothing, shorts, leggings, T-shirts, halter tops, sports clothing, trainers or flip-flops.
 - 4.1.3. Recognized formal national dress and religious dress, including headdress, may be worn as appropriate. Notwithstanding this, members and their guests are requested to conform as closely as possible to the norms of the Club in order to not cause unease or discomfort to others members.
 - 4.1.4. "Black Tie" dress or Dinner Jacket with black bow tie must be worn by gentlemen in the restaurant, Casino and Bar after 6:00 pm.

Gambling

5. Gambling is only allowed in the appropriate rooms knowns as the Casino. The stakes shall not be higher than a level authorised by the General Committee. Players shall contact the Secretary's Office for the current authorised level.

Smoking

6. Smoking is not permitted within any part of the Clubhouse, except the Fumoir Room. However, smoking is permitted without restrictions outdoor and in the Rooms & Suites.

Business & WiFi

7. The Clubhouse Library may be used for business meetings and rooms and saloons could be hired at Members' convenience.
8. Access to WiFi is free of charge and is available throughout the Clubhouse. Members shall renew their access annually (New codes are available from the Reception Desk)
9. The following are not permitted:
 - 9.1. Use of any room for public conferences without prior arrangement with the Secretary's Office.
 - 9.2. Use of the Club's name and address in an advertisement or prospectus of any company or organisation is forbidden unless prior arrangements would have been made with the Chairman or the Club's Secretary.
10. Private rooms are available for meetings and these should be booked through the Secretary's Office.



11. Conducting business within the Club' premises is permitted so long as these do not impinge on the enjoyment of other members.

Guests

12. Members are expected to be in the Club in time to host their guests; however a specific request shall be made by members inviting guests to visit the Club without their presence.
13. Members must enter their guests' names in the Guest Book at the Porters' Lodge on each occasion a guest visits the Club.
14. Members and Non-members may ask receptionists to locate colleagues and may leave messages via the Messages Board behind Reception.
15. Guests are only allowed in a bedroom if they are booked to stay in it.
16. Guests are not permitted to make requests to the Club staff, other than for assistance with luggage, morning newspaper requirements or by using the Concierge service.
17. Guests are the responsibility of their host member at all times. This includes the responsibility for guests to observe these regulations.
18. Guests, except spouses, or established partners, should not be invited to the Club so frequently that it would be seen to be more appropriate for them to be proposed for membership.

Young Guests

19. Children of all ages are permitted in the Club, subject to the restrictions set out below. They are to be properly supervised by their parents or guardians at all times, and their behaviour should not disturb or embarrass other members. Children dining in the Restaurants shall be at least Five years of age and dressed smartly.
20. Children under the age of Fourteen are not allowed into the Fumoir and Bar. Children under Eighteen years of age should not be allowed on the Casino' premises.
21. Charges for Children occupying separate accommodation are set at members' levels. Please be aware that Family Suite are available.
22. Persons under the age of Eighteen will not be served alcoholic beverages. Proof of age may be requested.

Notice Boards

23. Members wishing to place notices on the Club's notice boards or on the Club's website should submit their proposed copy to the Secretary's Office.

Pets

24. Pets other than guide dogs, are not allowed in the Clubhouse unless prior agreement would have been obtained from the Secretary's Office. The Pet' owner is fully responsible for the behaviour of his pet.

Mobile Phones, PDAs, Laptops, Tablets and eBook Readers

25. Mobile phones, or any other of the personal electronic equipment under this heading, may not be used to make or take voice calls, text messages or emails, or to access and surf the



Internet, or to read eBooks in any public room, except as specifically permitted in Regulation 26. These restrictions do not apply if the public room is used for a private event, nor the bedrooms.

26. Personal electronic equipment could only be used outdoor or indoor in the Library only, and not to make nor receive voice calls.

Loss or Damage to members' property

27. Whilst all reasonable care will be taken, the Club does not accept responsibility for damage to, or the loss of, members' property or that of their guests, whether on, in transit to, or from, the Club's premises. Club staff will take all reasonable steps to contact a member or guest if the property can be identified; this may be forwarded to a private address at the member's (or guest's) expense if paid in advance. Any property left uncollected or unclaimed after ninety (90) days will be disposed of as appropriate.

PAYMENT & ACCOUNTS

Payment of Charges

28. All purchases made in the Club must be paid for at the time unless the member or guest is resident in the Club, when purchases may be added to the room account, or when a monthly account has been arranged by application to the Secretary as in Regulation 31 below.
29. On departing from the Club, members and guests must pay all bedroom and other expenses incurred while staying in the Club, unless prior arrangements have been made as per Regulation 28 above. In the case of a disputed bill, the invoice as presented must be paid and the matter then brought to the Secretary's early attention.
30. All bills, including monthly accounts and banqueting function invoices, must be paid within Fourteen (14) days. Invoices overdue for payment will be liable to incur a 3.5% per month (or part thereof) overdue. This rate may be revised from time to time.
31. A member of the Club who uses the Club regularly may apply to the Secretary for a monthly account. A small surcharge may be levied. The Secretary has the right to withdraw this facility without prior notice.
32. Payment may be made by cheque, cash, credit or debit card or direct bank transfer. A surcharge may be applied to payments made in foreign currencies as well by American Express.

Gratuities and the Chairman's Staff Christmas Fund

33. Individual members of staff are allowed to accept tips, gratuities or gifts, in cash or any kind.
34. Members are expected to recognise good service by making appropriate donation to the Chairman's Staff Christmas Fund. This is shared amongst all staff.
 - 34.1. It is customary to send a donation to the secretary's Office in response to the Chairman's appeal in the Autumn Newsletter.



- 34.2. Donations may also be made by payment to the Reception Staff, entering the amount in the register held for purpose.
- 34.3. Members arranging private banqueting events are expected by the General Committee to add the gratuity suggested on their event contract.

Cheques

35. A member may cash a cheque drawn personally at Reception subject to the maximum amount permitted by the Finance Committee.
36. Should a member proffer a cheque in the Club which is dishonoured, payment will be required immediately. Additional surcharge will be levied to cover the associated additional banking charges. The matter will be reported to the General Committee who may consider action under the Club Rules. Please note that bedrooms, Reciprocal Members and Guests are not allowed to settle accounts by drawing cheques, unless prior agreement with the Secretary has been made.

BARS & CATERING

Bars

37. Opening times are as follows:
 - 37.1. The Bar:
 - 37.2. The Fumoir:
 - 37.3. The Restaurant:
 - 37.4. La Terrace:

Room Service

38. Room Service is available in bedroom at any time of day and night. A small surcharge may be levied for this service.

Meals

39. Tables in the restaurant for up to Sixteen (16) people may be reserved for breakfast, luncheon and dinner.
40. For parties of more than Sixteen (16), a private room and selected menu should invariably be arranged with the Secretary.
41. Tables could be reserved on the Terrace as well in the Fumoir and Bar.
42. Members, including Reciprocal Members and Guests are strongly encouraged to join the Club Table in the Restaurant (denoted by a silver statuette). Seats at the Club Table may not be reserved nor can the Club Table be booked for groups/parties.
43. Menus are renewed on a regular basis and members are most welcome to propose suggestions.

Club Functions



44. There is an annual Club Dinner organised at the Chairman's discretion once a year for members of all categories. Guests are welcome, but numbers may have to be restricted if demand is high.
45. Other Club functions, events and activities are held throughout the year, as promulgated in the Newsletter, by email, on noticeboards and on the Club website. Bookings shall be made with the Secretary's Office.

Private Functions

46. The Club welcomes all private functions of any kind, such as weddings, corporate events, anniversaries and birthdays celebrations. Arrangements for booking rooms and menus shall be made with the Secretary's Office.
47. Requests for music or other entertainment at functions should be made to the Secretary's Office.

Removal of Food and Beverages from the Club

48. Food and liquors (apart from off sales) may only be taken or sent off the premises with the written authority of the Secretary.

Cooking of Members' Food

49. No food or beverages may be brought into the Club for consumption in the premises without the Secretary's prior approval. Food supplied by members may only be cooked in the Club with the Secretary's permission. Refrigerators are not available for the use of members.

Comments & Complaints

50. Comments or complaints should be made at all time to the appropriate Supervisor. Should they not be able to resolve the problem, they should be referred to the Secretary's Office or (out of office hours) to the Duty Officer. In the event that any complaint remains unresolved, the member shall put this in writing to the Secretary at the earliest opportunity (email or letter). Comments may also be made on the Questionnaire proforma in bedrooms or in the Suggestions Book in the public rooms. Members should note that Suggestions Books are not the appropriate place to record complaints.

CORRESPONDENCE, PARCELS, BELONGINGS & LUGGAGE

Correspondence & Parcels

51. Letters and parcels sent to members will be accepted at Reception and must be collected by that member. Any item not collected within Fourteen (14) days will be forwarded to the member, with any onward postage costs billed to that member. Parcels may be opened for security inspection.



52. No address or phone number of any member will be divulged without the authority of the Secretary.

Belongings & Luggage

53. Members' coats and umbrellas should be locked up using the chains in the cloakrooms. Heavy items such as briefcases should not be chained and if additional security is required, these should be given to staff to lock up in the Luggage Room; the Club reserves the right to inspect the contents of any bag for security reasons. Whilst every care is taken to safeguard hats, coats, umbrellas and luggage, the Club does not accept responsibility for members' or guests' property. Only Club porters and Reception Staff are permitted to enter the Luggage Room. Secure safe services are available from the Secretary's Office or by using the private safe deposit boxes in bedrooms.
54. Safety deposit boxes are available at Reception for a small refundable charge.
55. Members or guests arriving before their bedroom is ready for occupation may leave their luggage in the Luggage Room; this will be delivered to their bedroom as arranged on arrival with Reception Staff.
56. Members' luggage or other belongings may not be left in the Club for more than Fourteen (14) days without first obtaining the Secretary's written permission.

Responsibility for Valuables

57. The Club does not accept responsibility for articles left on the premises.

Lockers

58. Storage lockers are available for rental in the Gentlemen's Cloakroom. Applications should be made to the Membership Secretary. Charges are levied initially *pro rata temporis*, then on January 1st. Further storage facilities are available in the Luggage Room.
59. If the rental charge is Three (3) months or more overdue, the locker shall be deemed and surrendered. Any contents will be itemised and stored, and the member notified. After a further Three (3) months, any item remaining uncollected will be disposed of.

Firearms

60. Firearms, including antique and replica, are not permitted in any part of the Clubhouse. Temporary storage could be arranged through the Secretary's Office. Please note a minimum of 48 hours' notice is required.

Deliveries

61. The Club will accept deliveries from shops and suppliers for members who are residents, provided that advance warning has been given to the Hall Porters and Reception Staff. Please kindly note that Regulation 51 apply.

ACCOMMODATION



Reservations

62. Members may reserve a bedroom:
 - 62.1. Up to Four (4) months in advance;
 - 62.2. A charge may apply for late cancellation notice.
63. Accommodation bookings should be made with Reception in person, via email, online or by phone. Confirmation will be sent by email including a booking number. Members should check that all details are correct on receipt of the confirmation.
64. Occupation will be from 2pm on the first day of reservation to midday on the day of leaving. Extensions to either may be granted depending on availability. Part day reservations may be made in person, by email or by phone, depending on availability, and would attract a charge.
65. Reservations may not be transferred from one member to another.

Early Morning Calls

66. Early Morning Calls can be arranged by using the automated call system on the bedroom or by arrangement with Reception.

Members' Guests

67. Members may reserve accommodation for their guests, either those sharing a room or in separate bedrooms. Upon arrival, guests will be required to complete a Guest's form, and to provide a credit card imprint, or a deposit, covering the cost of accommodation for the reserved length of stay.
68. Host members are recommended to normally be staying in the Club throughout their guests' stay, although this may be waived by the Secretary's Office. Room charges for guests will incur the Guest Rate. Guests' names must be entered in the Guests' Book at the Porter's Lodge.
69. Single bedroom may not be occupied by more than one person.
70. Anyone who is not a member of the club, and who is not a member's spouse, and who is not a guest of a member will be required to complete a registration form on arrival. Their names must also be entered in the Guests' Book at the Porter's Lodge.

Visitors from Reciprocal Clubs

71. Reciprocal Club Members who wish to reserve a bedroom at the Club may apply as members of the Club. A letter of introduction (by email or post) is required in advance from their own club's Secretary.
72. Upon arrival, a reciprocal club member will be required to complete a Temporary Reciprocal Member's form, and to provide a credit card imprint, or a deposit, covering the cost of accommodation for the reserved length of stay.

Charges and Cancellations

73. Host members of any category are responsible for all charges accrued by their guests. All charges must be settled in full prior to departure.



74. Charges for bedrooms will be at the rates decided by the General Committee and published from time to time. The charge includes all services appropriate to the grade of room, a daily newspaper and Continental Breakfast. Room and Yachts' moorings are reviewed annually or more frequently if required, with the new level of charges generally being applied on 1st July.
75. If a member, a reciprocal club member or a guest is unable to honour their original booking:
- 75.1. They must cancel a previously booked bedroom before arrival. Cancellations should be made with Reception no later than 72 hours prior to occupation. Cancellations made later than this will incur the full charge if the room cannot be re-let. If a special rate was agreed or the booking was prepaid, particular conditions may apply.
- 75.2. As much notice as possible must be given if the member wishes to vacate the room before the end of the booked period. The provisions of 75.1 will apply if the room cannot be re-let to the end of the original period.
- 75.3. If a room is not used and not cancelled, the full charge for the period of booking will be levied.

Settlement of Accounts

76. Bedroom accounts are to be settled at Reception prior to departure. Please see Regulation 28 and seq.

Laundry & Cleaning

77. Members staying at the Club who wish to have their clothes dry cleaned or laundered should contact Housekeeper's Office by 9:30 am. A Same-Day service is available except on weekends.

Changing Rooms & Cloakrooms

78. There is a gentlemen's changing room in the Gentlemen' Cloakroom.
79. There is a ladies' changing room in the Ladies' Cloakroom.

BOOKS, NEWSPAPERS & PERIODICALS

Books

80. Instructions regarding the borrowing of books are displayed in the Library. Some books may not be removed from the Library.

Newspapers, Magazines & Periodicals

81. Newspapers, magazines and periodicals are available in the Library and the Fumoir. They are not to be removed from the rooms in which they are available.



YACHT BERTHING & MOORINGS

Booking and Access

82. The Club's pier and moorings are to be booked in advance as unannounced arrivals cannot be guaranteed a place. Damage caused to other people's vessels or Club property is the sole responsibility of the member concerned. There is full CCTV coverage and recording of the pier, the berthing and moorings.

Charges

83. Mooring is charged in accordance with the table promulgated by the General Committee. Special rates are available for long-stays or under special circumstances at the Secretary's discretion.

84. Keys and keyless entry fobs are to be left with the porter, who has authority to move vessels should this be required.

Priority Mooring

85. Priority is given to members staying overnight. These members should book their mooring for their vessels at the same time they reserve their bedrooms.

Responsibility for the Contents of the Vessels

86. Diligence will be exercised in the care of vessels. The Club cannot accept responsibility for yachts, or property left in yachts, in accordance with Regulation 27.

87. For security reasons, the Club reserves the right to search vessels on arrival and to refuse entry.

SECURITY

Identification

88. Members should carry their membership card when using the Club. Loss of a membership card is to be reported to the Membership Office as soon as possible. A charge may be made to replace lost or damaged membership cards.

89. Members and guests arriving may be asked for their membership card or some identification. Visitors from Reciprocal Clubs should show their membership card and letter of introduction.

90. For security reasons, members and guests bringing briefcases, handbags, baggage and other personal belongings into the Club may be required to have these searched in their presence. (See also Regulation 53)

91. Anyone arriving via the pier or having his vessel moored must, upon request, show their membership card or identification to the Porter.

Security Monitoring



92. CCTV is in operation internally and externally for the safety and protection of members and their possessions, Club Staff and Club Property. Operational procedures are in accordance with the relevant Data Protection Act. Incoming telephone calls may be recorded.

Members' Responsibility for Guests

93. Members should arrange to meet their guests in the Front Hall; if this is not possible, guests should be directed to the Reception Desk where the staff will make necessary arrangements to contact their host. (See Regulation 12 & seq.)
94. Function and meeting organisers are responsible for providing guest list to the Club. For large parties, organiser may be required to meet the cost of hire of a doorman for checking in guests.

MEMBERSHIP

Election Procedure

95. The Membership Secretary will notify each member of their election once the procedure has been completed. At the same time, they will be advised of the amount of subscription required for the current year. This sum (plus any relevant joining fee) must be paid at this time (Credit/debit cards, cheques, cash or bank transfer).
96. In the majority of cases, new members will be issued with a membership card once the Membership Secretary has been in receipt of the request for the *pro rata temporis* subscription fee, any relevant joining fee and other charges if any. They will however remain a provisional member until the Membership Committee has ratified their application. All changes to a member's name, rank, decoration, business or permanent address must be notified in writing or by email immediately to the Membership Secretary. The membership card remains the property of the Club and must be surrendered if the member resigns. Replacement cards are available from the Membership Secretary.
97. The payment of the amount of subscription required and the signature on the membership application will constitute an acknowledgment by the member that they will be bound by the Rules and Regulations of the Club, and allow the member to use the facilities of the Club from the date notified to them by the Membership Secretary and start to enjoy Discounted Rates for members.
98. Should a candidate fail to pay all amounts due within Three (3) calendar months of the date of the letter notifying their election, their name will be removed from the roll. If, however, a delay can be justified to the satisfaction of the Membership Committee, the candidate's name may be reinstated.

Subscriptions

99. The subscription for all categories of member will be collected (*pro rata temporis*) up front at the time of the candidate's application.



100. Should a subscription payment being dishonoured, a notice would be sent to the candidate whom is expected to make the necessary arrangements to meet the subscription' fee.
101. Such notice would constitute a warning should it not be answered.
102. Should payment not be received within One (1) month of the initial request for payment, the Membership Secretary will write to the member advising that unless payment is received within Seven (7) days, their membership will cease.

Members Suspended or Called Upon to Resign

103. A member who is under suspension, or who has been called upon to resign, may not attend the Club. They may not be guest, nor attend any event of function organised by the Club on or off the Club premises.
104. Should a member who is under suspension use the Club or any other club on the basis of reciprocal arrangements with the Club, they will forthwith cease to be a member of the Club.
105. A defaulting member, who cease to be a member as a result of the above may be readmitted to membership if the Membership Committee accepts an explanation of their default, provided also that they have paid any outstanding dues to the Club.

DISPOSALS

106. In the event of a Board of Directors' decision to dispose of any Club property or item of significant value which are surplus to the requirements of the Club, such item will first be offered to the members.

Board of Directors Sovereignty

107. The Board of Directors is attended by the shareholders of the Club and the said Board is the only legal owner of the Club, its properties of any kind. Members with special knowledge on specific matters could be invited to join the Board, but without voting rights. Right of Vote is reserved to the shareholders only. Membership does not confers any right of any sort nor shares in the Club, its affiliates and subsidiaries. Decisions made by the Board of Directors are of immediate execution unless stated otherwise, and shares may not be sold without prior agreement with the other shareholders, whom retain priority rights in purchasing shares offered for sale. New shareholders must be approved before entering in possession of their share(s) and afferent rights by the majority the Board of Directors.
108. The President of the Board of Directors is the head of the said Board, and acts as the Chief Executive Officer of the Company, its affiliates and subsidiaries, unless stated otherwise, and all entities owning the Club, its properties of any kind and is appointed by the shareholders.
109. The Logo, burgee and all related item is the property of the Club and cannot be used without prior written consent from the Chairman.



Contact details:

Website: www.wiyc.club

Phone: +1 (888) 311-7641

Emails:

- The Commodore: commodore@wiyc.club
- The Secretary: secretary@wiyc.club
- General Enquiries: contact@wiyc.club
- Regattas: regattas@wiyc.club

For all membership-related topics, please make contacts with the Secretary.
