



# Royal Queensland Yacht Squadron Limited

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## BY-LAWS AND REGULATIONS

Updated: November 2021

# Royal Queensland Yacht Squadron Limited

## By Laws and Regulations

### 1. Squadron Hours and Communications

- i) Manly Clubhouse shall be open every day except Christmas Day and Good Friday or as notified.
- ii) The Bars and Function Rooms shall be open at the times indicated in the "In the Wind" or within the Clubhouse.
- iii) The Restaurant shall be open as indicated in the "In the Wind" or within the Clubhouse, from time to time.
- iv) The hours of operation at Manly may be altered as the General Committee shall think advisable in accordance with Licensing Commission Laws.
- v) Where "In the Wind" appears throughout this document, its meaning also applies to Mainsheet, In The Wind, the RQYS Website or any other publication whatsoever, in print, electronic, digital or other form in use from time to time to communicate with or otherwise provide information to Squadron Members or other persons participating in its events, regattas, sailing races, competitions, both power and sail, Open or otherwise and conducted by the Squadron or any other Club, Association or organisation it may be associated or working in conjunction with from time to time.

### 2. Committees

- a) The Constitution of the Royal Queensland Yacht Squadron Limited provides quorum numbers for Annual General Meetings Clause 35.2 and Special General Meetings Clause 35.3.2 ((30) thirty financial members) and also for the General Committee Meetings Clause 21.4 ((6) six members), however it is silent on the numbers for a quorum at Finance, Marketing & Communications, Sailing, Powerboat (Cruising & Navigation), Membership, House & Entertainment and Works Committees. The quorum for each of these Committee meetings is (3) three elected Committee Members. This number may include a Flag Officer.

### 3. Squadron Activities

#### a) Sailing

- i) During the Summer Season (September – April), the Squadron through its Sailing Committee conducts regular sailing races on Waterloo and Moreton Bays from its Manly premises. A Winter Sailing Program is formulated for the intervening months.
- ii) In addition, the Squadron through its Sailing Committee administers and conducts major regattas including State, National and World Championship events.
- iii) The Squadron promotes Olympic yachting and sail training programs for all ages.

#### b) Power and Sail Boat Cruising

- i) The Squadron through its Power Boat Committee conducts competition events for power boats. The Power Boat Committee also organises cruises in company for power and sail boats and other family type activities.
- ii) Game and Sports Fishing activities are organised by a Game Fishing Committee. Major tournaments are organised to cater for light and heavy tackle fishing as well as reef and sports fishing. The Game Fishing Committee also organise international tournaments with exchange visits to overseas clubs.

c) Social Events

- i) Squadron social events are notified in "In the Wind" and upon appropriate Notice Boards in the Clubhouse or grounds from time to time. These events include New Members Dinners, Flag Officers Dinners, Presentation Functions and theme events such as "Commodores at Home" and "Splice the Mainbrace", a Christmas drinks session with a nautical history dating back to the Battle of Trafalgar.

d) Private Functions

- i) Members or affiliated organisations may hold private functions at the Clubhouse upon application, through Squadron Functions team, provided such functions do not exclude members from the use of food, liquor and member facilities.

4. Squadron Facilities & Services

a) Yacht Supplies

- i) Members requiring delivery of supplies to yachts in the Squadron's Marina may contact the Squadron Reception or Marina Office where details of delivery times and conditions relating thereto may be obtained.

b) Yacht and Dinghy Storage

- i) Members may store yachts and/or dinghies at the Squadron in the area set aside for that purpose, as available, upon application to the Marina Manager and payment of the prescribed fee subject to the completion of the hardstand agreement.

c) Notice Boards

- i) Members are requested not to affix personal notices to the Squadron Notice Boards without the approval of the Squadron General Manager.

5. Guests and Visitors

a) Guests

- i) Guests (persons accompanied by a member)
- ii) Member's guests may be admitted on the Squadron's premises only if introduced by and in the company of a member. The member must enter their guest's name and address at Reception and sign same if arriving during Reception hours. If the member and the guest arrive out of office hours the member should notify Reception of their visit by email. The same guest must not be introduced more frequently than four times in one month unless special permission is obtained from a Flag Officer or the General Manager.
- iii) Guests must leave the Squadron with or before the Member.
- iv) Guest vehicles are not permitted through the internal security gates.

b) Visitors

- i) Visitors (persons unaccompanied by a member):
  - (1) Visiting Reciprocal Members – Members of reciprocal clubs are permitted access to the Clubhouse facilities by signing in at Reception. Reciprocal members wishing to access the Marina must seek special permission from the Marina Manager or General Manager.
  - (2) Further to 7.2 of the Constitution, for the purposes of consistency with the licensing laws, created by the Office of Liquor and Gaming pertaining to the radius-based entry requirement for visitors, in order to bestow "invited guests" status to a visitor, the General Manager or his or her delegate is

“authorised to sign in place of a member” to allow entry, which will be limited to RQYS licenced hospitality areas only.

(3) Further to b) i) (2) above, the General Manager or his or her delegate shall have the power to refuse or revoke the admission of any visitor without assigning any reason therefore.

(4) Visitors attending functions, events, regattas, sailing races, competitions – both sail and power and whether Open or otherwise, conducted by the Squadron or any other Club, Association or organisation it may be associated or working in conjunction with from time to time, must be signed in for the duration of the function or events as listed above.

ii) The RQYS Constitution states that: “Any Flag Officer or member of the General Committee shall have power to refuse or revoke the admission of any visitor without assigning any reason therefor”.

iii) In reference to the RQYS Constitution, above, the word “admission” refers to admission to both the premises and to functions, events, regattas, sailing races, competitions, both sail and power and whether Open or otherwise, conducted by the Squadron or any other Club, Association or organisation it may be associated or working in conjunction with from time to time and the word “visitor” shall mean “visitors” and / or “guests”.

## 6. Sale of Liquor

i) No liquor shall be sold or supplied to any person under 18 years of age.

ii) A visitor shall not be supplied with liquor in the Squadron premises unless in the company of a member. (An honorary member shall be deemed a visitor within the meaning of this By-Law)

iii) No liquor shall be served to members outside of hours affixed by the State Licensing Laws.

## 7. Dress Guidelines

For appropriate dress guidelines for Members, Visitors and Guests, refer to the RQYS House Rules & Policy.

## 8. Squadron Uniform

i) The Squadron button shall bear a Crown and Foul Anchor.

ii) The Full-Dress Uniform shall consist of an evening dress coat with gold crown and foul anchor on each lapel, white dress vest with gold Squadron buttons, black trousers and black tie. The Commodore shall wear a plain shoulder strap of 25 mm gold lace, and the Vice Commodore shall wear a plain shoulder strap of 13 mm gold lace and similarly the Rear Commodore’s shoulder strap shall be of 6 mm gold lace. All such straps shall be worn on the left shoulder. The Full-Dress Uniform shall only be worn by order of the Commodore.

iii) The Squadron uniform shall consist of a dark blue double-breasted coat with black buttons and single 6 mm black silk braid around the cuffs and with two small black Squadron buttons on each cuff. This coat shall be worn with Squadron necktie and with grey trousers and black shoes, or with cream or white trousers and white shoes, blue yachting cap with or without a white cover with oak leaf silk braid 32 mm wide, Squadron buttons and Squadron badge.

iv) The Commodore’s Squadron uniform shall be the same as provided in (iii) with four black Squadron buttons on each cuff and three additional rows of black braid around the cuffs.

v) The Vice Commodore’s Squadron uniform shall be the same as provided in (iii) with three black buttons on each cuff and with two additional rows of braid around the cuffs.

vi) The Rear Commodore’s Squadron uniform shall be the same as provided in (iii) with two black buttons on each cuff and one additional row of braid around the cuffs.

vii) The Immediate Past Commodore’s Squadron uniform shall be the same as provided in (iii) with four black buttons on each cuff and with an additional 38 mm black silk braid around the cuffs.

- viii) The Squadron Summer Uniform shall consist of a white short sleeved open necked shirt worn with either white long trousers or white shorts with white socks and white or blue shoes, leather or canvas.
- ix) The Squadron Cap and Badge is to be worn with this dress.
- x) The wearing of the Summer Uniform or the Squadron Uniform shall be at the direction of the Commodore.
- xi) With the Summer Uniform the Flag Officers shall wear Naval type epaulettes, black in colour.
- xii) Commodore – four 6 mm bands of gold braid on each shoulder,  
Vice Commodore – three 6 mm bands of gold braid on each shoulder,  
Rear Commodore – two 6 mm bands of gold braid on each shoulder,  
Past Commodores – one 25 mm band of gold braid on each shoulder.

#### 9. Squadron Employees

- i) No member may give any money or gratuity to any employee of the Squadron unless authorised by the General Committee.
- ii) No member shall personally reprimand any employee of the Squadron, but shall, if he/she has any complaint to make against any employee, lodge same without delay with the Squadron General Manager.
- iii) Squadron staff may be identified by wearing of uniforms at the direction of the Squadron General Manager.
- iv) The Squadron, its Officers or staff shall not be responsible for the loss or theft or damage to any article of property left by a member on any premises owned by or under the control of the Squadron.

#### 10. Member's Accounts

- i) Members may at the discretion of the Squadron's General Committee or the Squadron General Manager, utilise an account facility with the Squadron.
- ii) Any member who breaches the established 30 day trading terms of the Squadron's administration and who has not responded to a request for payment may, at the expiration of 30 days, in the first instance:
  - have their account facility suspended for a period of three months, and
  - may have their gate/facility access removed any time at the discretion of the General Manager.

Any reoccurrence may lead to the account facility **and gate/facility access** being suspended indefinitely.
- iii) Further Clause 33.8 of the Squadron's Constitution states - Any member whose subscription or other amount with the Squadron or its Entities is in arrears for three months (90 days), and who has been sent a monthly statement, which is to serve as one month's notice of the payment required, will be:
  - excluded from the privileges of the Squadron; and
  - struck off the roll of members whereupon such member shall cease to be a member and all rights to enjoy or participate in the privileges of the Squadron shall be absolutely forfeited,

unless the member has entered into a payment arrangement approved by the General Manager.
- iv) Members who have been struck off the roll of members will need to reapply for membership and pay the appropriate Entrance Fee for the category in which they wish to re-join.
- v) Members who have been struck off the roll of members for non-payment of accounts and wish to reapply for membership may not be eligible for an account facility.
- vi) RQYS shall have the right to place a lien upon berthed or stored vessels, trailers, equipment and/or contents in the event of any accounts with RQYS Ltd or its Entities (RQYS) becoming overdue. In the

event that arrears from RQYS Ltd or its subsidiary Entities are not paid within seven days after the Notice of such lien has been given by RQYS to the Member, RQYS may cause the vessel, trailer, equipment and/or contents to be sold either by public or private sale and may first retain from the proceeds of such sale for the expenses thereof and amount due to RQYS and shall then forward to the Member the surplus of such proceeds. If the proceeds of such sale are insufficient to pay such expenses and the amounts due to RQYS, the Member shall forthwith pay same to RQYS on demand.

vii) Credit shall not be available to Provisional, Honorary or Junior members of the Squadron except by permission of the General Manager.

#### 11. Stationery

i) The Squadron's stationery shall be used only for Squadron business or the promotion of its Objects and shall not be available to members for their personal use.

#### 12. Membership Grades

i) The following grades of membership shall be available upon payment of the fees which shall be revised from time to time:

Fully Paid Members.	Refer to Article 4.2, Squadrons' Constitution,
Senior Full Members.	Refer to Article 4.4, Squadrons' Constitution,
Full Members.	Refer to Article 4.5, Squadrons' Constitution,
Full Member Spouse or Partners.	Refer to Article 4.6, Squadrons' Constitution,
Country Members.	Refer to Article 4.7, Squadrons' Constitution,
Young Adult Members.	Refer to Article 4.8, Squadrons' Constitution,
Junior Members.	Refer to Article 4.9, Squadrons' Constitution,
Special Members.	Refer to Article 4.10, Squadrons' Constitution,
Interim Members.	Refer to Article 4.12, Squadrons' Constitution,
Associate Members.	Refer to Article 4.13, Squadrons' Constitution,
(As of 1 May 2021 the Associate category is closed to new applications)	
Crew Members.	Refer to Article 4.14, Squadrons' Constitution,
Social Members.	Refer to Article 4.15, Squadrons' Constitution.
Class Association Membership.	Refer to Article 4.16, Squadrons' Constitution,
Absentee Members.	Refer to Article 6, Squadrons' Constitution.

ii) In addition to these grades, the General Committee may elect to award either Honorary Membership or Life Membership to persons considered to fulfil the criteria for these grades as outlined in the Constitution.

iii) Notices for the variation and renewal of membership subscriptions shall be as determined by the General Committee from time to time and shall be payable in accordance with those instructions.

iv) Annual subscriptions and other levies shall be paid as provided in Article 33 of the Squadron's Constitution.

v) In addition to and accordance with Article 10 and 11 of the Squadrons' Constitution, the General Committee has determined that any person of good moral character wishing to join as a Member of any category of Membership shall serve a provisional period of their Membership for no less than (1) nor more than two (2) calendar years.

#### 13. Sailing & Power Vessel Registration

i) Squadron members shall be required to register their yacht(s) whether power or sail with the Squadron in order for them to use the Squadron's facilities. Application for registration or deregistration shall be made on the appropriate form available from the RQYS Reception or Membership team.

ii) Yachts shall be registered with the Squadron in accordance with Rule 41 of the Constitution.

iii) No yacht may take part in or receive any prize, trophy or other form of reward or recognition unless entered upon the Squadron Register.

- iv) The conditions set forth in paragraph (iii) above may only be varied when the Squadron extends invitations to members of other clubs/associations or similar bodies to participate in Squadron events.

#### 14. RQ Sail Numbers

- i) RQ Sail numbers are allocated on request by contacting the Squadron Administration Office or Sailing Office
- ii) RQ Sail numbers between 1 and 100 are reserved and require the approval of the General Committee prior to allocation
- iii) RQ Sail numbers are not transferable unless approval by the General Committee is granted
- iv) Upon the resignation of a member, the member becoming unfinancial or if the vessel is sold the RQ Sail number will become available for reallocation.

#### 15. Fuel

- i) Cards which will allow members to access the automatic fuel dispensing units will only be issued upon application and subject to the establishment of a direct debit payment system.

#### 16. Vehicles & Parking

- i) Vehicles parked on any part of the Squadron's premises are so left and parked at the owner's responsibility.
- ii) Vehicles may only enter the grounds 'IN' gate and exit by the 'OUT' gate.
- iii) A member must swipe for each gate access instance individually, per single vehicle. No tailgating is permitted.
- iv) All vehicles within the grounds must display a Squadron vehicle identification sticker or parking permit which must be attached to the vehicle windscreen or clearly displayed on the vehicle dashboard in such a manner that the identification number may be clearly read through the windscreen.
- v) Computer coded main Gate key cards may be issued to Squadron Members, Honorary or Special Members, Authorised Tradesmen and staff by the Squadron General Manager on payment of the prescribed fee and / or deposit. Each Squadron member is entitled to only one card. Additional cards require Full Member Spouse or Associate membership.
- vi) A charge will apply for cards lost or damaged. Deposits on cards may not be refunded.
- vii) Staff shall be required to park in areas specifically designated by the Squadron General Manager as Staff Parking Zones.
- viii) At all times only cars belonging to Full Members and authorised personnel are entitled to be inside the Squadron grounds.
- ix) The speed limit within the grounds is 10 km/h.
- x) Parking within Loading Zones is restricted to 15 minutes.
- xi) No parking shall be permitted in the vehicle/trailer boat hardstand temporary parking area. Trailer boat owners may be exempted temporarily while their boat has been launched.
- xii) Parking on Marina Slipway Yard Hardstand Concrete areas is prohibited unless authorised by the Marina Manager.
- xiii) Clear access must be left to the Pillar Slewing Crane, the Slipway Winch, Travel Lift Jetty and Launching Ramps.

- xiv) The directions on all signs within the grounds, on jetties and marina fingers must be observed at all times.
- xv) For security reasons, members wishing to leave a vehicle and/or trailer in the grounds for longer than seven days shall advise the Squadron General Manager, Marina Manager or if those personnel are not available, a General Committee member who shall notify the Squadron General Manager or Marina Manager. A charge may apply for long term storage of trailers.
- xvi) Liveaboard members are entitled to one car per full member only to be parked on the premises.
- xvii) All Liveaboard members should hold membership with at least one person per vessel holding Full Membership.
- xviii) In all instances, trailers and cradles must be identified with the member's and/or boat name as determined by the Marina Manager.

#### 17. Disposal of Belongings

This clause should be read in conjunction with Clause 8 (vi) of these By Laws, the Hard Stand Rules & Agreement and the Marina Rules & Regulations documents available on the RQYS website.

From time-to-time members property is left abandoned on the Squadron's premises. If the property is identified by markings the Squadron will make every attempt to contact the member. If the property is not identifiable and has been left at the Squadron for three (3) months or more:

- without payment, and
- after being advertised in three (3) consecutive editions of *In the Wind*

The Squadron may dispose of the property and monies received from the disposal will be offset against the debt owed by the member.

#### 18. Advertising and Tradesperson visitors

- i) Advertising on vehicles, boats and boat covers left in the Squadron grounds is prohibited without permission of the Marina Manager. Where permission is granted, a charge may apply.
- ii) Visitors and trades people must obtain permission from Reception to enter the grounds. They must be signed in and if a vehicle is allowed to enter, a current dated parking permit must be obtained and displayed on the vehicle.
- iii) Tradesmen directed into the grounds to attend to a member yacht must hold a trade permit available at Reception and must have completed a trades induction. In all instances, the member or members concerned are responsible for their tradesperson's conduct.

#### 19. Restrictions and Ceremonial Areas

- i) The area beneath the main flagpole is for Ceremonial purposes and the lawn area in the immediate vicinity is to be kept clear.
- ii) Boats are not to be hosed down on the lawn areas.
- iii) Glasses are not to be taken onto the Lawn or Rigging areas without approval of the General Manager.
- iv) Rubbish is to be placed in litter bins as provided.
- v) No skateboarding or roller skating is permitted within the grounds or on the Marina fingers.
- vi) Bicycles or scooters are not to be ridden around the Clubhouse, Boardwalk or upon the Marina fingers and walkways.



- vii) Only dogs on handheld leads are permitted within the grounds or in transit to or from the Marina. Limited dog access is permitted as per the Domestic Animal Policy. Owners are responsible for their animals and must remove and clean up any soiling caused by their animal within the grounds or Marina.
- viii) Commercial charters are not permitted from the Squadron or Marina.
- ix) The filming of commercials or photographic sessions in the Squadron grounds or Marina is not permitted unless the prior written approval of the General Manager is obtained.
- x) If approval is given for such purposes, a fee will apply to be determined by the General Manager.

#### 20. Burgee

- i) Members shall be entitled to fly the Squadron Burgee from their yacht(s). Such burgee must not be flown by a yacht when engaged in commercial operations.

#### 21. General

- a) Suggestions and complaints should be made in writing either to the Squadron General Manager or to the Flag Officers.
  - i) No member shall carry on his profession or business in the Clubhouse, nor shall members appoint the Squadron by advertisement or otherwise as a business medium or location or use the same as a place for meeting applicants for employment nor induce any employee to leave the service of the Squadron.
  - ii) No pamphlet, advertisement or notice of any kind shall be placed in or posted in the Squadron without permission of the Squadron General Manager.
  - iii) The Regulations and By-Laws of the Squadron may be altered from time to time by resolution of the General Committee and such alterations shall be posted upon the Squadron Notice Board or in "In the Wind".

#### 22. RQYS Canaipa

- i) Regulations relating to the use of the Squadron's facility at Canaipa Point, Russell Island are stated in the relevant Policy. In all cases, unless specifically stated in the Policy, the Canaipa By-Laws shall be read in conjunction with the Constitution and these By-Laws and Regulations.
- ii) Catering requests at Canaipa must be arranged through the Squadron's Hospitality Manager.

#### 23. Penalties

- i) Members breaching these By-Laws and Regulations and those relating to RQYS Canaipa may be penalised for such breaches.
- ii) Penalties may include a monetary fine and/or may necessitate the member or members concerned to show cause before the General Committee or Flag Officers why their privileges of membership should not be suspended or removed. Access may also be refused by removal of the member(s) card number from the entry card readers.
- iii) Breaches of By-Laws and Regulations shall not be tolerated.
- iv) Any unauthorised vehicle or trailer found within the grounds and not identifiable by a Squadron Official Parking Sticker, Permit or Hardstand Agreement as described or referred to in these rules may be removed from the Squadron grounds at the owner's risk and expense. In such instance, the Squadron shall not be liable for any damage howsoever caused to the vehicle if removal is warranted.

#### 24. Disciplinary Action

- i) The Squadron's Constitution provides for certain procedures to be followed in the event of a member lodging a complaint against other member(s) or in the event of conduct unbecoming of a member of the Squadron.

- ii) Information relating to these procedures are contained in Rule 14 of the Constitution.

#### 25. Flag Etiquette

- i) Members are required to observe the Flags and Ensigns customarily worn by and flown from yachts of the Royal Queensland Yacht Squadron, the Royal Australian Navy, the Royal Navy, Foreign going yachts and yachts of Statutory Authorities and Government Departments.