

# **SCHEDULES FOR FANSHAWE YACHT CLUB**

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**REFERENCED FROM THE BY-LAWS Dec. 18, 2019**

**FANSHAWE YACHT CLUB**  
**P.O. Box 32041, RPO Northland, London, ON N5V 5K4**  
**SCHEDULES TO THE BY-LAWS FOR FANSHAWE YACHT CLUB**  
**DATE: December 18, 2019**

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**Schedule A - POSITION DESCRIPTION OF THE COMMODORE**

The Commodore:

- provides leadership to the Board, ensures the integrity of the Board of Directors process and represents the Board to outside parties;
- co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and Members of the Fanshawe Yacht Club;
- ensures the Board discusses all matters relating to the Board’s mandate;
- shall be the ranking officer of Fanshawe Yacht Club and shall preside at all meetings of the Club and of the Board of Directors, shall be ex-officio a member of all committees of the Club and shall perform such other duties as may be delegated by the Board of Directors;
- commands the fleet when, by general order, the boats of the club are assembled;
- establishes agendas aligned with annual Board of Directors goals and preside over Board meetings;
- ensures meetings are effective and efficient for the performance of governance work; and
- ensures that a schedule of Board meetings is prepared annually.

## **Schedule B - POSITION DESCRIPTION OF THE TREASURER**

The Treasurer:

- works collaboratively with the Commodore and the Board of Directors to support the Board in achieving its fiduciary responsibilities;
- collects all monies due and payable to the Club or received by it in carrying out any Club activity, and holds all monies and securities in the name of the Club as directed by the Board of Directors;
- keeps a true record of all monies and securities received and preserves proper invoices or vouchers for any expenditures;
- disburses the funds of the Corporation as may be directed by proper authority taking proper invoices or vouchers for such disbursements, and shall render to the Commodore and the Board of Directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Corporation;
- maintains an inventory of all physical property and equipment held by Fanshawe Yacht Club;
- arranges annually for the lease to be renewed and paid, the general liability insurance and Directors and Officers liability insurance policies to be renewed;
- makes such reports to the Annual General Meeting and at such other times as required by the Commodore or the Board, such reports to include a written statement of the receipts and disbursements covering the period from the last to the same style of meeting;
- presents to a General Meeting typically in November of each year the estimated financial position to date and a draft budget as proposed by the Board for the upcoming year, to allow the Membership to comment;
- proposes and submits to the first meeting of the Board after the Annual General Meeting, a final budget of all expenditures for the coming year;
- performs such other duties as may be delegated by the Commodore or the Board; and
- presents to the Members at the Annual Meeting, the report of the auditor or of the person who has conducted the review engagement, as the case may be, should such person not be present at the Meeting.

## **Schedule C - POSITION DESCRIPTION OF THE SECRETARY**

The Secretary:

- works collaboratively with the Commodore to support the Board of Directors in fulfilling its fiduciary responsibilities;
- gives or causes to be given all notices required for meetings of the Membership or the Board of Directors;
- attends all meetings of the Membership and the Board and enters or causes to be entered in books kept for that purpose minutes of all proceedings;
- conducts all correspondence of the Club and keep a record thereof;
- makes a report at the Annual General Meeting and at such other times as required by

- the Commodore or the Board;
- performs such other duties as may be delegated by the Commodore or the Board of Directors;
  - deals with correspondence on behalf of the Board;
  - has custody of all minute books, documents, registers and the seal of the Corporation should there be one and ensure that they are maintained as required by law; and
  - ensures that all reports are prepared and filed as required by law or requested by the Board of Directors.

#### **Schedule D - POSITION DESCRIPTION OF THE VICE COMMODORE**

The Vice Commodore:

- acts for the Commodore when they are unavailable or unable to exercise their office;
- is responsible for the physical maintenance of the Clubhouse and grounds, and is the Board liaison to the Club Steward or Manager as the case may be; and
- is the primary supervisor of the volunteer labour performed by various Members in fulfillment of their respective conditions of membership

#### **Schedule E - POSITION DESCRIPTION OF THE REAR COMMODORE**

The Rear Commodore:

- shall be responsible at the policy level for the conduct of formal sailing regattas at FYC, as Chair of the Racing Committee, and may act as Race Officer if able and willing;
- will be a resource for racing matters at the Club;
- coordinates with the Social Committee to provide meals during regattas;
- coordinates volunteers to run the regattas, including a Race Officer if they are not acting as such themselves (see position description for Race Officer elsewhere in these Schedules);
- stays abreast of changes to *Racing Rules of Sailing* and other sailing news promulgated by Sail Canada (the National Authority) or Ontario Sailing (the Provincial Authority);
- coordinates with the Safety Officer or Fleet Captain to ensure proper equipment and operational readiness of Safety Boat(s) for regattas; and
- publicizes regattas to various class associations and yacht clubs likely to be interested in joining the open regattas on Fanshawe Lake.

#### **Schedule F - POSITION DESCRIPTION OF THE FLEET CAPTAIN**

The Fleet Captain:

- is responsible for all facilities at water level within the Club;
- is assisted by the Dock Marshal, Boat Master, and the Harbour Master.

### **Schedule G - POSITION DESCRIPTION OF THE SAILING SCHOOL DIRECTOR**

The Sailing School Director:

- is the Chairperson of the Sailing School Committee;
- is responsible for hiring, registration and coordinating maintenance of equipment to ensure staff have the necessary training and equipment to operate safe and fun programs; and
- coordinates with the Treasurer to ensure that a budget proposed by the Sailing School Committee is incorporated into the Club budget drafted for meetings of the Members where budgets are required to be presented or approved.

### **Schedule H - POSITION DESCRIPTION OF NOMINATING CHAIRPERSON**

The Nominating Chairperson:

- acts as Chairperson of the Nominating Committee of the Club;
- proposes members of the Nominating Committee to the Board;
- selects nominees for the nine Directors to be elected as provided in the By-Laws at each Annual General Meeting
- submits as report of the nominees to the Secretary at least three weeks before each Annual Meeting;
- select at the same time annually a nominee for a three year term on the Nominating Committee to replace any retiring Member; and
- recommends nominees for appointment by the Board to fill any vacancies arising during any executive year in any Directorship or appointed office.

### **Schedule I - YOUTH REPRESENTATIVE**

#### **Responsibilities**

The Youth Representative....

- To be a Liaison between the Youth Membership and the Board of Directors

### **Schedule J - COMMITTEES**

#### **The Racing Committee**

The Racing Committee:

- shall be responsible for setting policies regarding conduct of formal regattas at the Club;
- specifies prizes and qualifications of champions for the regattas;
- obtains volunteers on a stand-by basis for Protest Committees, should they be needed;
- sets the location of, and annually deploys and recovers, the permanent race marks on the water of Fanshawe Lake, taking into account UTRCA policies;
- determines the rules for eligibility of vessels participating in sail racing at the Club; and
- sets criteria for prizes or championships in sailing classes or the club, as appropriate.

### **Waste Management Committee**

The Waste Management Committee:

- strives to remove single-use plastic from the Club;
- works to reduce, recycle and rethink how we create garbage for landfill; and
- formulates an annual plan to complete its mandate.

### **Sailing School Committee**

The Sailing School Committee:

- Oversees the Fanshawe Yacht Club Sailing School to ensure that it meets the highest standards while working within its approved budget.

## **Schedule K- SUPPORTING & CONTRIBUTING ROLES**

### **Position Description: FYC Dock Marshall**

The Dock Marshall:

- oversees and assists with annual installations and removals of docks, monitoring, and maintenance of docks, club boat dockage, safety, and access devices at the South and North docks;
- reports to the Fleet Captain;
- uses as terms of reference the past practices of the Club, available EZ Dock South Dock Layout diagrams and instructions, and relevant product technical manuals;
- assists by directing member work parties in annual installation, removal, and storage of North dock tires and carpet and South floating Club and Sailing School docks, anchors and chains;
- ensures the installation, removal, and storage of access ladders;
- maintains the North dock lighting, life rings, signs at North and South Docks and other equipment as required;
- periodically monitors and corrects where feasible:
  - a. the alignment of South floating docks with the launching ramp and hinging of docks with their access ramps, requesting assistance where required,
  - b. fastness of dock deck hardware, carpets,
  - c. dockage of boats (particularly club boats) and barge to ensure no damage occurs to docks or boats and that docked boats minimize interference with sailboats and other craft during club activities,
  - d. condition of Sailing School docks, access ramp, bracing and anchorage and advise the Sailing School Manager of any in-season maintenance concerns,
  - e. functioning of lighting, safety, and access equipment,
  - f. maintenance or repairs to equipment where possible,
  - g. utilize and document checklists where possible; and
- discusses with Fleet Captain any annual maintenance or major work required on docks

or equipment.

**Position Description: Harbour Master**

The Harbour Master:

- is reminded that the safety of all moored boats are dependent on this work being done;
- is assisted normally by those Members with moored boats;
- works on the water with the barge at each of the Spring and Fall work parties, with mooring and shoreline allocations to update at the beginning of the year, to install and maintain the moorings and associated chains; and
- determines what inventory of chains to keep and purchases to recommend and complete for the next year.

**Position Description: Club Steward**

The Club Steward:

- is the first contact for high-water warning(s) from the UTRCA;
- achieves a high standards of service to the membership;
- is responsible for maintaining the Club's stored fuel supply, grass cutting and general grounds keeping;
- Is punctual, reliable and trustworthy;
- ensures the security of locking doors and windows;
- plans and manages the purchase of supplies for the upkeep of the Clubhouse;
- responds promptly to concerns about the physical assets of the Club raised by members;
- ensures that all issues are dealt with and are recorded for review by the Board of Directors; and
- keeps sensitive information confidential and informs the Board of Directors of matters requiring their attention.

**Position Description: Membership Chair**

The Membership Chair:

- is responsible for configuring any Internet-enabled registration program so that all information and fees required for membership can be collected online;
- by January 1st each year, notifies the previous year's membership of upcoming membership information;
- collects the data provided electronically by the membership at registration sorts it into useful lists which are kept up to date and made available as required:
  - i) Total membership lists with names and contact information.
  - ii) Total numbers for all membership categories
  - iii) Types of boats and storage requirements.
  - iv) Preferred work assignments for 24 hour work requirement;

- makes available a paper application form for members who may not have access to electronic means of registration, and adds the information gathered from the paper form to the electronic records of the Club;
- ensures that any manually collected fees are deposited in a designated bank account and the Fanshawe Yacht Club Treasurer is notified;
- prepares a Membership Report as required by the Board detailing total member numbers, boats by category as well as, providing historical data for evaluation of club progress; and
- remains accessible to prospective new members in person, by phone or email to provide information about Fanshawe Yacht Club as requested.

**Position Description: Communications Officer**

The Communications Officer....

- conducts mass electronic mailing to the membership regarding events at the club.

**Position Description: Marketing Director**

The Marketing Director:

- evaluating and develops the Club marketing strategy and marketing plan;
- plans, directs, and coordinates marketing efforts;
- prepares a communication and marketing plan;
- researches demand for the Club's membership products and services;
- conducts competitor research;
- identifies potential customers;
- developing promotions with advertising managers;
- supporting sales and lead generation efforts;
- coordinates marketing projects from start to finish;
- organizing company conferences, trade shows, and major events; and
- oversees social media marketing strategy and content marketing.

**Position Description: Newsletter Editor/ Scuttlebutt**

The Newsletter (Scuttlebutt) Editor:

- stays abreast of upcoming events and regattas and any news worthy events for the club by contacting individuals in the Club to solicit articles of potential interest;
- focus on the the club branding with photos;
- writes concise, compelling content as necessary with subject lines;
- highlights the call to action should it be required;
- directs a focus to forward-thinking within the Club (waste management, no smoking/vaping )
- highlights policies to protect our members and staff; and
- brings the personal stories of Members and their families to the forefront.



### **Position Description: Parking Marshall**

The Parking Marshall:

- provides clear directions to support members and answer any questions asked about where to park;
- checks trailers for proper identification;
- ensure that support crews or regatta guests don't access areas not allocated for their use;
- maintains proper signage for parking area; and
- be at all times mindful of their personal safety while interacting with vehicles.

### **Race Officer**

The Race Officer:

- shall be the head of the Race Committee (the on-the-water team managing regattas);
- will obtain, and stay up to date with, training for the Race Officer role specified by Ontario Sailing and Sail Canada;
- conducts regattas according to the *Racing Rules of Sailing*
- prepares, with the Racing Committee, the *Notice of Race, Sailing Instructions* and maintains an inventory of racing record forms;
- maintains, and obtains new, as required, equipment to conduct racing (buoys, anchors, race barge frame, flags, sound signals and the like);
- trains other race officials as required (Mark Layer, Sounds, Flags, Timer, Recorder, etc.) to manage races;
- scores the regattas, and maintains a permanent record of same, and transmits results to the Club website coordinator and others as needed; and
- updates trophies for the annual banquet as necessary.

### **Position Description: Safety Officer**

The Safety Officer:

- guides and advises the Club committee, management and staff on all safety, health and welfare matters;
- ensures all safety, first aid and fire equipment is regularly serviced and maintained in good working order and the position of each fire extinguisher noted;
- ensures that there is an evacuation plan for the clubhouse, that it is posted for all to see and that attention is drawn to this plan;
- ensures that records are maintained in respect of tests carried out on safety and fire equipment;
- ensures that training records are kept up to date;
- has safety audits carried out on a regular basis and report findings to the Board of Directors;
- investigate all reports of incidents;

- draw members' attention to the Safety Statement, educating about personal safety;
- promotes and organises safety related training courses in the Club; and
- communicates safety information to those affected by the Club's activities.

**Position Description: Sailing School Manager**

**Responsibilities**

The Sailing School Manager....

- Be legally qualified to work in Canada
- Has the ability to identify safety concerns and address them promptly
- Be able to work a flexible schedule of day time, evening, and occasional weekend hours
- Has up to date First Aid and CPR
- Has general knowledge of and able to complete basic boat repair
- Be enthusiastic and professional under pressure
- Pass a police screening check for working with children
- Have a working knowledge of sailing techniques and terminology
- Be able to foster working relationships with youth, parents, and adults
- Be physically capable of loading trailers, moving boats, and equipment as part of the daily routine

**Position Description: Sailing School Administrative Assistant**

**Responsibilities**

The Sailing School Administrative Assistant....

- A Superior interpersonal and communication skills, both verbal and written.
- Excellent listening skills and ability to carry out directions in a timely manner.
- Excellent time management skills, including punctuality.
- Ability to work as a team player with Director and staff.
- Ability to work independently with minimum supervision.
- Ability to prioritize multiple demands and manage time.
- Ability to maintain strict confidentiality relative to school division operations.
- Ability to deal effectively with a broad range of members of the public, including parents.
- Self-directed, as well as task and goal oriented.
- Present a professional attitude.
- Display a professional appearance.
- Accurate proofreading skills.

**Position Description: Head Sailing Instructor**

**Responsibilities**

The Head Instructor....

- Coaches Instructors in Training as well as Sailing Student
- Assists the Director to manage and teach all sailing programs

- The position is full-time seasonal, with an opportunity to start in the spring and work to the fall
- This person will be in contact with parents, staff, and regatta coordinators
- Must be friendly, courteous, and knowledgeable of the rules, regulations and operations of Fanshawe Yacht Club and Sailing School
- Familiar with all the policies for protection for all persons in his/her charge
- The candidate must enjoy working with children and adults and being on the water.
- Supervision is one of his/her responsibilities especially with children during lunch breaks

**Position Description: Certified Sailing Instructor**

The Certified Sailing Instructor:

- must be able to teach safety, boat handling and sailing theory in dinghies to children and adults who are beginning, intermediate or racing sailors;
- must be able to develop and follow lesson plans that include dry land and on-the-water drills and inclement weather activities;
- must have empathy for the students and be able to adapt to their individual needs;
- is responsible for notifying students of any changes in class times, postponement due to weather conditions and make-up dates;
- keeps accurate records of attendance, injuries and boat damage;
- when scheduled, will be required to act as Race Committee during Sailing School-sponsored races;
- performs other non-instructional duties including care and maintenance of boats and the facility;
- on occasion, will be required to fulfill the duties of a Waterfront Coordinator, including the provision of general and on-shore assistance to users and sailing instructors;
- monitors users on the water and provides on-the-water assistance and/or rescue as situations dictate
- may also be required to perform administrative tasks such as collecting checks, cash and credit card payments for instruction, and performing additional duties as required by the Sailing School Director;
- must have knowledge and respect of the rules and regulations of the Sailing School and of Fanshawe Lake and are able to enforce them;
- must be familiar with the FYC Sailing School’s Risk Management Plan;
- will assist in outreach activities of the organization, such as blog posts, interviews, helping out at events, etc.;
- helps to maintain and clean the docks, boats and grounds before and after class.

**Schedule L- LIST OF POLICIES NECESSARY TO OPERATE FANSHAWE YACHT CLUB (stored elsewhere)**

- Current & recently reviewed By-Laws
- Conflict of Interest Policy
- Privacy Policy

- Accessibility Policy
  - Concussion Policy & Registration Confirmations
  - Reports - Canada Revenue Agency & Incorporation
  - Financial Checks and Balances System in Place
  - Mission/Vision/Brand - current & integrated into decision making and activities
  - Emergency Procedures in place, safety equipment available and clearly signed
  - Health and Safety Policies
  - Employer Responsibilities - Employment Standards
  - Workplace Violence and Harassment Policies (2)
  - Member Harassment Policy
  - Certifications Policy
  - Child Protection Policy - screening & “rule of two”
- (Advise Staff, Volunteers and Club Leaders of the need to review these policies annually)

### **Schedule M- FYC MEMBERSHIP CATEGORIES**

#### **Owner Members:**

- must be 18 years of age or older;
- must pay an initiation fee upon joining the Club unless this fee is waived by the Board (e.g. for those joining at an Open House or who are graduates of the Fanshawe Yacht Club Sailing School);
- may store and use a boat less than approximately 26 feet length at waterline (7.9 m) (fixed keels are discouraged ) of any type acceptable to UTRCA on the FYC property;
- have one vote at Meetings of the Club;
- shall pay storage fees designated by the Board for each vessel belonging to the Owner Member and stored at the Club;
- may participate in all FYC regattas and social activities;
- may utilize Club grounds, clubhouse, and BBQ’s for limited personal family events.;
- may participate in management of Club such as various Committees and hold office on the Board of Directors;
- may bring additional hand powered boats into the club on a daily basis for immediate family members (e.g. kayaks, canoes and paddle board);
- will pay additional storage fees for such hand-powered craft if they are left at the club; and
- contribute a minimum of twenty-four hours of labour towards FYC maintenance (this includes immediate family, partner and youth 25 years of age or less in school fulltime residing in the same household)

#### **Associate Members:**

- are those individuals, in good standing with Fanshawe Yacht Club, who for whatever reason, do not intend to own or race their own watercraft but who wish to support racing, sail with Owner Members and socialize Fanshawe Yacht Club;
- pay dues as set by the Board for Associate Membership

- pay a one-time payment initiation fee unless it is waived by the Board;
- are not entitled to voting rights at meetings of the Members;
- are not allowed to hold office as Director or Officer;
- will not be assigned a boat storage space (wet, dry or dock) or be placed on the waiting list for such;
- will pay for tickets or a minimal payment to cover expenses of social events;
- may use the Club facilities for limited immediate family events;
- may participate in FYC Committees;
- contribute a minimum of twenty-four hours of labour towards FYC maintenance (this includes immediate family, partner and youth 25 years of age or less in school fulltime residing in the same household)
- may include all immediate relatives in FYC organized social activities only (subject to event fees);

#### **Youth Members:**

- are individuals who qualifies as an Owner Member of Fanshawe Yacht Club (FYC) but are less than 25 years of age and attends school full time;
- may or may not be in the same household as an Owner Member;
- have a single vote at meetings of the Members;
- may participate in the management of FYC, be a Director and sit on Committees (the Parents or Guardians of a Youth Member in good standing are encouraged to volunteer, support and provide advice on activities and Club functions, but will not be allowed to attend any committee or Member meetings);
- may store one self-owned human powered craft on club grounds (subject to storage fees);
- may use Club facilities for limited family functions where they are present;
- may host their parents or guardian(s), who may bring their own boat or equipment into the Fanshawe Yacht Club to use when accompanied at all times by the Youth Member;
- include those Sailing School staff who meet the conditions of Youth Membership;
- may convert their Youth Membership at any time to any other category of membership, to enable their family to enjoy the full benefits of Fanshawe Yacht Club, by paying the difference between fees for full Owner Membership and Youth Membership; and
- recognize that family of sailing school students who are not club members, are not allowed to sit on any club committee at any time.

#### **Honorary Members:**

- are a limited number of past Owner or Associate Members with long-standing service to the Club, which the Club would like to reward in order to maintain access to their skills or corporate memory;
- are so designated by resolutions made, seconded and passed by the Board of Directors;
- have no requirement to pay annual dues or fees, except the car pass(es) required by the Upper Thames River Conservation Authority, or contribute any minimum amount of labour at work parties or other events;

- will not own or share in ownership of a boat at the Club, but wish to support racing and socialize at Fanshawe Yacht Club;
- may sail on occasion with other Members of the Club;
- have full voting rights at meetings of the Members;
- may not be a Director of the Club; and
- will pay entry fees to social events requiring tickets or a minimal payment to cover expenses, and may include all family members in these events.

### **Schedule N – LICENSED USER GROUPS (“LICENSEES”)**

Licensed User Groups (“Licensees”) are Ontario Corporations with their own Charitable or Not-For-Profit status, who wish to use the premises leased by Fanshawe Yacht Club from the Upper Thames River Conservation Authority, and the various facilities and leasehold improvements built there by FYC, to access Fanshawe Lake and to carry out their own aims and objectives.

Licensees will agree with FYC that they will adhere to a number of provisions in addition to the main ones listed here, which will require that they:

- sign a License Agreement with Fanshawe Yacht Club from time to time, which sets out the rates and conditions for the use of the Club, the number of watercraft the Licensees may bring into the Club grounds, and the manner of storage of such watercraft;
- have members in their own right (“Licensee Users”), who are responsible to the Licensees to maintain membership in good standing in the Licensees, but who are not members of Fanshawe Yacht Club unless they take out Owner or Associate Membership in Fanshawe Yacht Club as defined in the By-Laws and Schedule M;
- are not members of Fanshawe Yacht Club, and do not have voting rights at meetings of the Board of Directors or Members’ Meetings of the Club;
- agree, by enacting a License Agreement with Fanshawe Yacht Club, to adhere to, and have all their members adhere to, the policies of the Upper Thames River Conservation Authority governing the use of Fanshawe Lake;
- restrict the use of sailing or other watercraft accessing Fanshawe Lake through the Club property to only those vessels duly owned by the Licensee, registered through the License Agreement with Fanshawe Yacht Club, and properly stored as may be arranged in consultation with Fanshawe Yacht Club from time to time
- will appoint two of their members in good standing, one or both of whom may from time to time attend meetings of the Board of Directors or Members of Fanshawe Yacht Club for the purposes of information sharing and exchange between the Corporation and the Licensees.

FYC in turn will agree under the Licenses to a number of provisions, key of which are maintaining the lease from UTRCA in force, keeping the premises and structures in safe and workable condition, holding liability insurance, among several others.

**REVISION HISTORY**

<b>DATE</b>	<b>STATUS</b>
<b>Dec. 18, 2019</b>	<b>Enacted (With By-Laws) by General Meeting of Members</b>