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**BY- LAWS OF THE OUTBOARD BOATING CLUB OF AUCKLAND
INCORPORATED
(INCLUDING MARINA BERTH OCCUPIERS)**

APRIL 2025

Capitalised terms not otherwise defined in these By-Laws have the meaning given to them in the Club Constitution.

Objective

These By Laws are determined by the Committee by way of clause 23 of the Club Constitution. They operationalise the policies and procedures necessary to ensure the club delivers to all facility users a fair, safe, and efficient experience. All members are expected to comply with this objective.

1. Membership.

- (a) To apply for membership the applicant must:
 - (i) submit a completed New Member Application Form together with the required fee payment'
 - (ii) attend the New Member Orientation evening
- (b) The Committee has absolute discretion to reject an application. No explanation will be given.
- (c) The different classes of membership available together with the rights and privileges associated with each class are set out in the Schedule to these By-Laws.

2. Fees

- (a) The Committee will recommend to the Annual General Meeting (AGM) the fee structure for the upcoming club financial year.
- (b) Membership rights will be suspended or amended as deemed appropriate, including termination in the case of late payment of fees.
- (c) Membership shall commence from the date of approval by the Committee and the first year's subscription shall be applied to the Financial Year current at that date or starting within 3 months from the date of approval.
- (d) Membership fees will be prorated in the second half of the financial year.

3. Officers

The following roles are classified as being a Club Officers

- (a) Commodore
- (b) Committee Member
- (c) General Manager
- (d) Operations Manager
- (e) A duly authorised Committee Appointee

4. Use of Facilities

- (a) Unless authorised by club officials beforehand the use of all club facilities shall always be limited to recreational boating and ancillary activities.

- (b) Commercial activities onsite must be pre-approved by a Club Officer in writing.
- (c) Maintenance on members equipment can be conducted by Club approved, registered and insured contractors.

5. Vessel Safety

- (a) Member vessels must carry appropriate emergency equipment. New members are required to demonstrate this equipment stowed on board the vessel during an inspection by a Boat Inspector (Club Official). Inspection Forms can be collected from the Administration Office or viewed on the club website.
- (b) Annual membership stickers are uniquely numbered to the individual member. For identification purposes stickers must be fixed to each boats windscreen, Tow Vehicle Windscreen and Boat Trailer near its winch. New stickers are issued each year and must be displayed no later than 31 October.
- (c) All vessels must be Insured and additionally have a minimum of \$5,000,000 Public Liability Insurance, copies of each policy to be provided to Administration Office.
- (d) All vessels on the Marina using shore power must have a current Electrical C.O.C. Copies of certificates must be presented to the Administration Office.
- (e) Any vessel with Lithium-Ion Batteries on board must advise the Administration Office in writing.

6. Health & Safety

- (a) Children to be always supervised onsite.
- (b) All identified hazards to be reported to the Operations Team.
- (c) The Health & Safety Policy displayed in the foyer of the club rooms
- (d) If a fire alarm is activated. Club officials in high viz vests will control the situation as necessary until the fire authorities arrive. Follow their instructions when asked.
- (e) Decanting of fuel is strictly prohibited anywhere on club grounds

6.1 On Land

- (a) Speed limit on site is 20kph.
- (b) Scraping of hulls or application of antifouling measures in the marina or club grounds is strictly prohibited.
- (c) Tractors are only to be operated by members who have completed the club training program and follow the required procedures.
- (d) Trailers should always be connected to the tow vehicle with the lights and safety chain attached correctly.
- (e) Members or guests travelling in a boat whilst being manoeuvred onsite must be seated and holding on appropriately.
 - (i) Anybody under the age of 16 sitting in a moving boat onsite must be accompanied by an adult.

6.2 On Water

- (a) The OBC and all marina fairways are a strictly NO wake zone.
- (b) No diving, swimming or fishing within the marina except for pre-arranged events.
- (c) Boats needing to load on or off the trailer using their engine may do so provided they do not create wake or additional risk to other members and their equipment.
- (d) All Vessels arriving and departing OBC Marina must leave the red and white fairway buoy to port.

7. Environment and Sustainability

- (a) The OBC is committed to maintaining its Clean Marina standard.
- (b) The Clean Bilge Standard will be used for all launch vessel safety equipment checks. This information is set out in the Marina Occupiers Guide

8. Site Security

There are many security measures in place designed to protect member assets, reliance on all members taking ownership for their equipment and safety is still necessary.

8.1 Gate Access

- (a) Access cards are personal to you and your membership and must not be given to any other person
- (b) Access card must not have any markings identifying the club
- (c) Do not swipe your card to let in or out a waiting vehicle.
- (d) A lost card must be reported to the office immediately. There is a charge for a replacement card.
- (e) A member having equipment moved offsite by someone other than them must notify Operations by email or contact number beforehand confirming their authorisation.
- (f) Access cards remain the property of the club and should be returned on resignation.

8.2 Security Cameras

Cameras have been strategically installed across the site and are regularly monitored by authorised staff. Members wishing to view a camera for a specific purpose will require authorisation from the Privacy Officer (General Manager).

9. On Site Parking

9.1 On busy days parking often is at a premium. Operational staff are charged with managing access to the site along with congestion.

9.2(a) Dedicated parking areas are as follows.

- (i) White lines – member day use. single vehicle slots and vehicle/ trailer slots.
- (ii) Yellow lines – reserved for permanent hardstand occupiers.
- (iii) Between the blue lines – reserved for marina occupiers only displaying Marina Parking Authority cards on vehicle dashboard.
- (iv) Hakumau Reserve- grass area to right of gate access- vehicle and vehicle /trailer units

around both sides for all members.

- (b) Hardstand occupiers must return their trailer back to their allocated slot.
- (c) Members agree to indemnify the club against damage or loss relating to vehicles, boat or trailers onsite.

10. Hardstand Parking Facility

- (a) Members wishing to secure a permanent parking allocation must join the Hardstand Waiting list.
- (b) A *License to Occupy* contract between the parties (club and member) is issued to each new hardstand occupier subject to the applicable fee being paid.

All Hardstand Parking Enquiries should be made to the Operations Manager.

11. Temporary Trailer Parking / Boat Moorage / Dinghy Storage

- (a) Members wishing to leave their boat / trailer on site shall seek approval from the Operations Manager. The maximum stay is 4 days, subject to availability.
- (c) Vessels wanting moorage for longer than 24 hours must be authorised by a club officer.
- (d) Overnight or day mooring can only be done:
 - i) Directly in front of clubhouse – must be bow first- 2mtr gap from the pier frontage
 - ii) 'A' pier reserved for smaller vessels. Outboards should not protrude into the waterway.
 - iii) Pollard pier – public launching for authorised vessels and general members, short time only
 - iv) All mooring slots are on a first come basis- no booking system
- (e) Dinghy storage is available for rent subject to availability

12. Wash bay / Outboard Motor Flushing

- (a) Be mindful of time and water usage at the wash bay.
- (b) Only biodegradable cleaning products are permitted to be used.
- (c) The Auto Wash Down station has a process manual available for review in the office.
- (d) Wash bay water is not potable or suitable for drinking.

13. Boat Preparation

- (a) Preparation for launching on the ramps must be completed in the designated areas onsite.
- (b) When reversing trailers be sure there are no safety issues behind your line of sight.

14. Alcohol

In accordance with the club liquor license the consumption of alcohol on site is prohibited except for the clubrooms and private vessels moored in the marina.

15. Smoking and Vaping

To meet the requirements of the Smokefree Environments and Regulated Products Act 1990 the site has been declared a No Smoking/Vaping Zone.

16. Noise

Members are asked to be mindful of the surrounding residential area and take all reasonable care not to create a noise nuisance.

17. Filleting Station

- (a) All users of this facility must ensure the bench, walls and floor are kept clean. Cleaning equipment is provided for this purpose with appropriate signage mounted on the wall.
- (b) The fish waste is collected for food purposes under a long-standing agreement with Kai Ika. Please follow the instructions given.

18. Rubbish

- (a) Rubbish bins are located onsite.
- (b) The bins are not to be used for general household rubbish disposal.
- (c) Recycling is strongly encouraged

19. Public Launching

Under the Terms of the club Resource Consent, members of the public having passed a safety equipment inspection and paid the requisite daily fee are able to launch their boat using the club ramps.

20. Code of Conduct

All members shall conform to the OBC Code of Conduct set out by the Executive Committee. Failure to adhere to the Code will result in a Disputes Resolution process as set out in Clause 21 of the Constitution.

Schedule Classes of Membership

The members of the Club shall comprise:

- (a) Ordinary Members
- (b) Associate Members
- (c) Honorary Members
- (d) Life Members
- (e) 25 Year Members
- (f) Life Members
- (g) Special Associate Members (disestablished and grandfathered 2018)
- (h) Joint Family Members

The classes of members shall have the following qualifications, rights and privileges.

- (a) An ORDINARY MEMBER shall be a person who has been accepted in accordance with the Rules and By Laws of the Club and has paid all financial dues. An Ordinary Member shall be entitled to the full privileges of the Club and shall be entitled to vote at all General Meetings of the Club.
- (b) An ASSOCIATE MEMBER shall be any financial Ordinary Member who may elect to become an Associate Member and who shall be so declared by the Executive for a stated period. He shall relinquish his rights and privileges as an Ordinary Member (i.e. launching and retrieving facilities for trailer craft and dinghies, parking of trailer and towing vehicle, lease a marina and/or dinghy locker, general use of other facilities that may be provided from time to time for Ordinary members) and shall pay the Associate Member dues. An Associate Member shall however be entitled to attend all General Meetings of the Club and shall be entitled to vote at meetings of members.
- (c) An HONORARY MEMBER may be appointed at the discretion of the Executive Committee for such period or periods with or without a subscription upon such terms and conditions as the Executive Committee may from time to time determine. An Honorary Member shall be entitled to attend all meetings of members and shall be entitled to vote thereat.

- (d) A LIFE MEMBER shall be a person who in recognition of distinguished service to the Club has been elected as a Life Member at an Annual General Meeting of the Club by a two thirds majority of voting members present. The nomination of any such member as a Life Member shall be made pursuant to a resolution of the Executive Committee and notice of the intention to propose such nomination shall be set out in the notice calling the Annual General Meeting. A Life Member shall have the same rights and privileges as an Ordinary Member but shall not be required to pay any annual subscription.
- (e) A 25 YEAR MEMBER shall be a person who in recognition of 25 Years membership has been accepted in accordance with the Rules and By Laws of the Club and has paid financial dues. A 25 Year Member shall be entitled to the full privileges of an Ordinary Member.
- (f) A SPECIAL ASSOCIATE MEMBER This membership category shall cease and determine to the extent that no further Special Associate Member shall be admitted to that category but all current Members enjoying that status as at that date shall retain that membership together with all rights appertaining thereto.
- (g) JOINT FAMILY MEMBERSHIP shall be for a Member and their spouse/partner, and their sons and daughters aged between 15-25 years who have been accepted in accordance with the Rules and By-Laws of the Club and have paid financial dues. Family members shall be entitled to the full privileges of the Club as defined under the Rules for Ordinary or 25 Year Members subject to the following provisions: Only one annual subscription shall be payable for Joint Family Membership. Only one vote shall be allowed for Joint Family Membership. The member, their spouse/partner, or son/daughter aged between 18-25 years shall be eligible for selection to the Executive Committee, but not at the same time. Family members shall be entitled to attend all General Meetings of the Club. Should any Joint Family Member apply to become a Member of the Club in their own right, he or she shall not be liable for the joining fee otherwise payable on such an application.