

## Preparing the New Member Application – Board approved January 2023

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*The vast majority of new member applications are completed on the CYA website; this is the preferred and recommended way to join. While it is still possible to print an application from the website and mail it in, the process is slow and approval can be delayed. Special instructions are given on the application for those in the Canadian Fleet.*

*For those joining CYA who do not own a qualifying vessel, simply fill out the initial application online and submit payment for the appropriate Fleet. For those whose vessel meets qualifying criteria, both the initial application and a separate Yacht Registration form need to be submitted.*

### Responsibilities of the Applicant

It is the responsibility of the applicant to provide all of the information and items requested below. A current CYA member can act as a Sponsor and aid the applicant in filling out the application.

The requested information serves several purposes. It facilitates the work of the Yacht Registration Committee in certifying that the vessel meets the qualification criteria of the Classic Yacht Association. It is the Association's assurance that proper information is placed in the archives that, at present, is a unique register of over 500 classic and vintage vessels.

#### **THE FOLLOWING IS REQUIRED IN THE APPLICANT PACKAGE:**

**1. Completed application form and for those that meet vessel criteria, a Yacht Registration Form.**

It is important that all information be accurate and complete since it is used to prepare the member's vessel plaque and Roster listing. Additionally, this information is included in the CYA archives. It is requested that the application be typed.

**2. At least one digital photograph**

Photographs should be taken within the last six months prior to submitting the application and must show a broadside view of the yacht in the water. The image of the yacht must be unobstructed and sufficiently large to permit an evaluation of special features. Additional photos, both exterior and interior, are encouraged.

**3. Historical narrative about the yacht**

This statement should provide known historical information about the yacht, including former owners, restoration activities, special design feature, and unique uses of the yacht. When available, include copies of (or references to) published materials.

**4. CYA Sponsor**

The vessel form includes a place to list a CYA sponsor, if one is available. The application can be submitted without a sponsor; the Fleet can appoint a sponsor, if necessary.

**5. Payment of fees as shown on the application form**

These fees include an initiation fee plus CYA and individual Fleet dues for the current year. Applications that become effective after August 1<sup>st</sup> provide full credit for the payment of CYA and individual Fleet dues for the following year.

Canadian Fleet applicants make payment directly to the Canadian Fleet Treasurer, Instructions for this are included in the online application.

It is suggested that the applicant keep copies of all materials submitted.

## **The Approval Process**

Final approval rests with the CYA Yacht Registration Committee, which serves to ensure association wide standards as established by the CYA Board of Directors. The Yacht Registration Committee submits its decision to the Historian who, in turn, notifies the Fleet Commodore of the applicant's Fleet.

When approved, the Historian will send CYA membership materials to the Fleet Commodore for transmittal to the new member. When not approved, the Historian sends the written reasons for denial to the Fleet Commodore for transmittal to the applicant. In the event of denial, the applicant or the sponsoring Fleet may appeal as specified in Article IV of the CYA By-Laws.

### **Responsibilities of the Sponsor**

1. The Sponsor, when available, may be any member in good standing.
2. The Sponsor shall inspect the yacht and inform the applicant of CYA eligibility criteria. (See *Definitions of Criteria for Membership Eligibility*)
3. The Sponsor can review the application package with the applicant for completeness of information and answer any questions prior to its submission.

### **Responsibilities of the Fleet Commodore**

Upon notification of the Yacht Registration Committee's approval from the Historian, the Fleet Commodore shall transmit the CYA membership materials to the new member. Or, upon notification of the Yacht Registration Committee's denial from the Historian, the Fleet Commodore shall transmit the written reasons for denial to the applicant and inform the applicant of the appeal process as stated in Article IV of the CYA By-Laws.

### **Responsibilities of the Historian**

1. The Historian shall review the application package for completeness and, if necessary, consult with the Fleet Commodore.
2. The Historian shall transmit copies of the package to each member of the CYA Yacht Registration Committee.
3. Upon the receipt of an *approval* from the Yacht Registration Committee, the Historian shall: (a) transmit a new membership package to the applicant's Fleet Commodore, including a CYA Membership Roster, CYA burgee and other materials; (b) assign a membership number to the application; (c) notify the CYA Roster Editor and the Executive Treasurer of the new membership information; (d) transmit new member information and photographs to the CYA Newsletter Editor; and, (e) place the original application package in the archives. A quarterly report of new members is sent to the Board of Directors and Fleet Officers.
4. Upon receipt of a *denial* from the Yacht Registration Committee, the Historian shall transmit the Committee's written reason(s) for denial to the applicant's Fleet Commodore.

### **Responsibilities of the CYA Yacht Registration Committee**

1. The CYA Yacht Registration Committee shall evaluate all applications for new Classic or Vintage members in accordance with the Definitions of Criteria for Membership Eligibility as established by the Board of Directors.
2. The Registration Committee shall approve or deny applications by a majority vote of its membership.

3. In the event any Registration Committee member denies approval of an application, the reasons for denial shall be in writing and transmitted to the other members of the Registration Committee.
4. The Yacht Registration Committee shall transmit all approval forms, along with each member's respective recommendation, to the Historian within 30 days of receiving the application. Once transmitted, all votes are final.