

# OTLEY SAILING CLUB

## CONSTITUTION AND RULES

### REVISED FEBRUARY 2002

1. The name of the Club shall be: **OTLEY SAILING CLUB**.
2. **THE OBJECTS** of the Club shall be to encourage all aspects of water based activities approved by the Committee and the promotion of social activities amongst the Members.
3. **THE FLAG** shall be a Club Burgee, of red and white colouring.
4. **CRAFT** shall be sailing craft of mono-hull construction and of a class accepted by the General Committee, and fun boats used by Junior Members. Sailing Dinghies must represent not less than 55% of the total craft within the Club at the time of the relevant membership application. Power driven craft will be excluded with the exception of those nominated by the General Committee. All dinghies and sailboards must be registered with the Membership Secretary. Unregistered dinghies and sailboards can only be used with the permission of the Flag Officer.
5. **MEMBERSHIP** shall be open to Families, Ladies, Gentlemen and Juniors who are eligible for Membership under the conditions currently applying to each class of Membership.

These shall be: -

Honorary Life Members  
Full Members (18 or over on 1<sup>st</sup> January)  
Intermediate Members (14-17 on 1<sup>st</sup> January)  
Associate Members (No sailing rights)  
Temporary Members  
Juniors (Under 14 on 1<sup>st</sup> January)  
Corporate

- a) Applications for membership shall be accepted by the Membership Secretary who shall be required to report any new members to the Committee at the subsequent meeting. Every member shall be bound by the Constitution and Rules, a copy of which shall be placed in the Clubhouse. A new members fee, if any, and subscription must be paid within one month of joining.
- b) Student Membership may be granted by the Committee to:
  1. A full member of the Club who becomes a full time student
  2. An intermediate member of the Club who becomes a student and whose parent or guardian retains full membership

Student membership confers full membership status (excluding boat storage) free of charge  
Application for student membership must be made annually before the 31<sup>st</sup> January and may be  
Granted for three consecutive years (January 1<sup>st</sup>-January 1<sup>st</sup>)

- c) The fee for each Corporate Membership will be decided by the Management Committee and will be reviewed annually.  
Corporate members will be subject to the constitution and rules as apply to ordinary members of the Club.  
Terms relating to Corporate membership will be-

1. The Corporate body will be entitled to one vote at the Annual General Meeting and at extraordinary meetings.
  2. The Corporate body will nominate two persons to be responsible key holders.
  3. At least one Corporate key holder (as in 2 above) must be present at all times when the Corporate group are using the facilities of OSC.
  4. Within a Corporate membership a maximum number of 10 persons may attend OSC with a named key holder.
  5. Corporate bodies will be entitled to storage facilities for two boats which must be craft acceptable to the Management Committee.
- d) Annual subscriptions are due on 1<sup>st</sup> January, and if not paid on or before 31<sup>st</sup> January, the members name shall be removed from the Membership Role.
- e) A membership card shall be issued to Members annually on the payment of subscription, bearing Members name, the current year and class of membership.
- f) Any conduct by a Member, which, in the opinion of the Committee is or is likely to be detrimental to the club or it's interests, or is an infringement of the Constitution shall render the Member liable to suspension or expulsion and the following provisions shall take effect.

(i) The General Committee shall instruct the Secretary to send written notice to the Member stating the date, time and place of a special meeting of the General Committee at which the Members infringement is to be considered, and at which the Member shall be entitled to be heard.

(ii) A resolution to expel or suspend the member from the Club shall be passed by not less than a three-quarters majority of those Members of the General Committee there present.

(iii) In the event of a Member being expelled or suspended under 5(e)(ii) the Member may resign or require the Committee to call a General Meeting to discuss his case and a simple majority decision of those Members present entitled to vote shall be final

- a) The limitation on Membership numbers of the Club shall be left to the discretion of the General Committee.
- b) The entrance fees and subscription shall be at the discretion of the General Committee whose decision on subscriptions shall be made known not later than 30<sup>th</sup> November.
- c) Juniors (under 14 on 1<sup>st</sup> January) must be registered with the Club (otherwise they can only be admitted as guests). See Rules. Juniors must be accompanied by an Adult Member who will be responsible for them at all times whilst they are on Club premises.(even when taking part in organised events)
- d) Temporary Membership may be granted by the General Committee upon such conditions, as the Committee shall decide.
- e) The General Committee shall have the power to recommend to the Members at the Annual General Meeting, any person for election to the position of Honorary Life Member.

- f) It is a condition of membership that all dinghies and sailboards are insured against Third Party Risks at all times when on Club premises. The level of cover will be published by the Committee and Members must certify each year that their craft is correctly insured.
- g) Anyone taking part in an activity does so at his/her own risk.

6 **FLAG OFFICERS** shall be COMMODORE, VICE COMMODORE, REAR COMMODORE, SECRETARY, TREASURER, SAILING SECRETARY, FLAG OFFICER (Training), FACILITIES MANAGER, (formerly Quartermaster) CLUB BOATS, (formerly Bosun) MEMBERSHIP SECRETARY. With the exception of the Rear Commodore they shall be elected at the Annual General Meeting for one year, but be eligible for re-election. A person nominated as Flag Officer Training must have qualifications and / or experience acceptable to the Committee. A retired Commodore may serve as Rear Commodore for the year following the date of his retirement.

7 **THE CONTROL** of the Club shall be by Members in General Meeting. The ADMINISTRATION of the Club shall be effected by the General Committee.

- a) There shall be a General Committee consisting of the Flag Officers and up to eight Club Members who shall be elected for a period of one year when they shall be eligible for re-election
- b) The General Committee shall administer and manage the Club and have power to make and alter RULES from time to time for the better regulation of the Club. Such Rules shall be binding unless rescinded by a General Meeting and shall be published by notice on the Club notice board. In the event of conflict between the Constitution and the Rules, the Constitution shall prevail.

.c) The General Committee shall have power to co-opt up to three Members, and to set up Sub-Committees as necessary. The Chairman of a Sub-Committee shall be a General Committee Member, but other Members may be co-opted who may attend General Meetings when appropriate but will have no vote threat.

d) The General Committee shall fix the place, time and date of their own meetings. Unless otherwise provided herein, any issue shall be decided by a simple majority of votes, the Chairman having an extra casting vote in the event of votes being equal. Any three Members of the General Committee may, by giving notice in writing to the Secretary, stating the object, have a General Committee called within ten days

e) A quorum shall consist of five Members, at least one of whom shall be a Flag Officer.

f) Records. The Club records may be kept on computer but shall be for Club use only.

8 a) **THE AUDITOR** shall be elected at the Annual General Meeting and shall hold office for one year but be eligible for re-election

b) **THE TREASURER** shall keep account of receipts and expenditure and shall present an audited statement of account in writing to all Members at the Annual General Meeting in each year.

## 9 **TRUSTEES**

a) Trustees shall be appointed at a General Meeting

b) There shall not be less than two and not more than five and they shall remain in office until resignation, or removal by a General Meeting

c) The names of the Trustees shall be published on the Club Notice Board. Title to all property of the Club shall be vested in the Trustees and they will deal with such property as directed by a resolution of the General Committee, of which a signed entry in the Minutes shall be conclusive evidence. All legal documents shall be executed by the Trustees on behalf of the Club.

10 a) **MEMBERS** shall jointly and severally indemnify the Club, its Trustees, and all other Officials from and against all actions, claims, costs, or demands in respect of death, injury or loss arising out of or in connection with the use of the Club or any of its facilities. The Club shall not be responsible for any loss or damage that may be sustained from any cause whatever to members, visitors, craft or property.

b) **TEMPORARY MEMBERSHIP** shall be granted to those persons who have booked 48 hours in advance on a Club Training Course with the Training Officer and will be entitled to the same rights as Full Members with the exception of voting rights, to invite guests to the Club or to buy intoxicating liquor. Temporary Membership shall be limited to the duration of the training course.

11 **AN ANNUAL GENERAL MEETING** shall be held in February of each year, at which the Flag Officers and Committee shall be elected. The Secretary shall call the meeting by written notice to all Members, with the Agenda, at least fourteen days before the meeting, and the business of the meeting shall be confined to items on Agenda

The business of the Annual General Meeting shall be conducted as follows:-

a) The voting rights of each class of Membership shall be as follows:-

**1 vote for each Honorary Life Member and Full Member**

b) A quorum shall consist of ten voting Members. A majority of votes shall decide any issue, and the Chairman shall have an extra casting vote in the event of votes being equal.

c) Any nominations for Flag Officers, Committee Members or any proposals by a member for a change in the Constitution or Rules must be sent in writing to the Secretary, signed by the proposer and seconder, to reach the Secretary not later than the 31<sup>st</sup> December preceding the date of the Annual General Meeting.

d) Any such change in the Constitution or Rules shall take effect from the date of the Annual General Meeting at which the change was effected except where the resolution itself provides otherwise.

e) A Member unable to accept any such change in the Constitution or Rules may, within fourteen days of the Annual General Meeting at which the change was effected, tender his written resignation to the Secretary whereupon the full current years subscription will be refunded to the Member.

12 **A GENERAL MEETING** of the Members may be called by the Secretary at any time on receiving instruction from the General Committee or on a requisition signed by ten or more Members stating the object of such meeting. The Secretary shall circulate the notice of the General Meeting to all Members at least fourteen days before the meeting. The provisions as to Agenda, voting rights, Quorum, Majority of Votes, and Casting vote are set out in Paragraph 11 above shall apply.