

PAXTON LAKES SAILING CLUB - CONSTITUTION

1, NAME

The name of the Club shall be Paxton Lakes Sailing Club.

2 OBJECT

The object of the Club shall be to promote interest and provide instruction in water activities and where appropriate add to these subject to the agreement of the General Committee.

3, BURGEE



4, MEMBERSHIP

Membership entitles the member to use the club but does not entitle the member to use a boat berth.

Addition, deletion or changes to fees or membership classes may be authorised by the General Committee.

Where an age is mentioned in the sections below the age is assumed to apply in the calendar (and therefore membership) year in question.

Membership will be available in the following classes :

4.1 MEMBERSHIP CLASSES

4.1.A Single Member

Any member over the age of 18 on 1st January.

4.1.B Family Member

- (i) Parents and all children under the age of 18 years.
- (ii) Grandparents and all Grandchildren under the age of 18 years.

4.1.C Young Member

Any person under the age of 18 whose parents, guardians or grandparents are not members but for whom an adult is prepared to be responsible when the Young Member is on site. Where the adult is not a club member they may only take responsibility for up to two Young Members.

4.1.D Country Members

Country membership is available to members who have previously held other classes of membership but have moved away or have a temporary reason for being unable to continue as active members. Those undertaking further education beyond the age of 18 are eligible, where they cannot regularly visit the club.

Country members are entitled to sail on eight occasions per subscription year. Full membership is re-established at any time on paying the appropriate full fee (or the balance over the Country membership fee if part way through a season).

4.1.E Group

The General Committee shall have the power to consider and accept group membership from Organisations whose activities meet the general aims of the Club constitution, provided it can and will operate within our rules. Subscriptions will be at a rate determined by the Committee.

4.1.F Honorary Life Membership

The Committee shall have the discretion to elect Honorary Life Members.

Honorary Life Membership may be awarded to individuals who, in the opinion of the Committee, have made an outstanding contribution to the Club. The award of Honorary Life Membership may be made at any time. However, the award is principally aimed at recognising individuals who are no longer able to play an active part in the day to day activities of the Club but who wish to retain their links and association with it.

In line with the principal aim, anyone who is elected to Honorary Life Membership shall not be required to pay an annual membership fee. However, the award is specific to the individual and does not cover other family members (who may be elected to Honorary Life Membership in their own name).

4.1.G Recognised Training Centre (R.T.C.) Members

These members, during the year of joining, are admitted on the authority of the R.T.E. Principal. They will enjoy all normal membership facilities as if they were Family Members.

4.2 MEMBERSHIP APPLICATIONS AND FEES.

4.2.A Application Forms

With the exception of Honorary Life Members, no person shall be admitted to membership without application on one of the official forms, correctly completed, accompanied by payment of the annual subscription or training fee. Membership requests will not normally be presented to the General Committee, however if concern is raised in relation to the granting of a membership then Clause 13 may be applied. With regard to the possibility of purchasing alcohol on the club premises this can only occur 2 days after the date of signing of the membership application form.

4.2.B Joining Fees

The committee may decide, for any membership year, that a joining fee be charged.

4.2.C Berth Fees

The committee may decide, for any membership year, to vary the charging levels and/or structure for the Berth fees.

4.3 PAYMENT OF SUBSCRIPTIONS

The Annual Subscription and Berthing fee shall be due on 1st January each year to cover the following twelve months, at a rate to be determined by the General Committee. A member who does not renew by 31st March shall be considered to be in arrears. No member in arrears shall be permitted to use the club premises or take part in club affairs.

4.4 IDENTIFICATION

All members will be issued with a yearly membership card and programme.

5 CLUB MANAGEMENT

5.1 GENERAL COMMITTEE

The affairs shall be managed by the General Committee consisting of:

Flag Officers: Commodore, Rear Commodore (Sailing), Rear Commodore (Boats & Premises)

Executive Officers: Honorary Secretary, Honorary Treasurer.

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Committee Members (Numbers unrestricted but in general 6 minimum/12 maximum): Sailing Secretary, Youth Training Officer, Membership Secretary, Social Secretary and any other positions as required by the General Committee and to be appointed by them at their first meeting from among their numbers or by co-opting to the Committee.

5.2 ELECTION OF OFFICERS

5.2.A Flag Officers.

Duration of period of office shall be 12 months from the date of the A.G.M. to a maximum duration of three years.

5.2.B Executive Officers and Committee Members.

Duration of period of office shall be twelve months from the date of the A.G.M. No maximum duration in years.

The Flag and Executive Officers shall be elected at the A.G.M. prior to the election of the General Committee. Unsuccessful nominees for the above offices will, if they wish, be added to the nominees for the General Committee

5.3 SUB-COMMITTEES

5.3.A Sailing Committee

To consist of :-

Rear Commodore (Sailing)-Chairman, Sailing Secretary, Commodore (optional) and two members to be elected by the General Committee at its first meeting.

5.3.B Boat and Premises Committee.

To consist of :-

Rear Commodore (Boats & Premises)-Chairman, Commodore (optional), Membership Secretary and two Members to be elected by the General Committee at its first meeting.

5.3.C Social Committee

To consist of :-

Social Secretary - Chairman, and an unrestricted number of members to be elected after the election of the General Committee. If nominations are insufficient at the Annual General Meeting the General Committee will make such appointments as deemed necessary from time to time.

5.3.D RTC Committee

To consist of :-

A minimum of 3 persons as decided by the General Committee, the Principal of the RTC will always be asked to be one of the three but may elect not to be on the committee, the committee will be Quorate with 3 parties present.

6. VOTING

At all General Meetings of the Club voting will be by the showing of voting slips issued by the Hon. Secretary, to those entitled to vote, prior to the start of the meeting. A voting slip may only be used by a member who is present, and is limited to the allocation below:

Single Member	1
Family Member	2 (1 per representative present)
Group	2 (1 per representative present)

Postal votes or votes by proxy are acceptable and should be sent to the secretary. It should be made clear if:

- A, the intention is for the secretary to add a vote for or against a motion according to the view of the absent voter,

or

B, if the absent voter wishes their vote to be cast in the same way as the Secretary or other named officer chooses.

7 COMMITTEE RESPONSIBILITIES

7.1 General Committee

The General Committee shall be responsible for :-

- 7.1.A Appointing from among committee members or co-opting persons as may from time to time be necessary.
- 7.1.B The Honorary Secretary shall record minutes of proceedings of AGMs, EGMs and General Committee meetings and such other records of the Club as the General Committee shall from time to time direct.
- 7.1.C The Honorary Treasurer shall keep such books of account as the General Committee shall from time to time direct.
- 7.1.D The Membership Secretary shall keep a register of members and a record of subscriptions paid and unpaid. The register should include, and be updated with, the training given/experience of individual members to assist with duty allocation. The Membership Secretary shall take such actions as the General Committee direct to obtain payment of subscription in arrears, including notice of action for abandonment of boats.
- 7.1.E The Chairman of the General Committee shall be the Commodore or in his/her absence the Rear Commodore (Sailing) or Rear Commodore (Boats & Premises).. In their absence the Committee shall be free to elect a Chairman subject to clause 7.1G being met.
- 7.1.F The General Committee shall establish, alter, or cancel such bye-laws as are required for the good of the Club, which, after due notification to members (via the newsletter) and display on the Club notice boards, shall be binding upon all members.
- 7.1.G The General Committee shall meet as often as is necessary, a quorum will be five Committee members.
- 7.1.H The General Committee shall appoint the RTC Principal.

7.2 Sailing Committee

The Sailing Committee shall, subject to report to the General Committee, be responsible for :-

- 7.2.A Organisation and management of racing
- 7.2.B The training of Race Officers, timekeepers and Rescue boat personnel.
- 7.2.C The notification of nominated duty officers required for race management and catering
- 7.2.D They shall meet as often as is necessary to fulfil these purposes. Three members to form a quorum, the Chairman to have the casting vote.

7.3 Social Committee

The Social Committee shall, subject to report to the General Committee, be responsible for :-

- 7.3.A The organisation of Galley stores and equipment.
- 7.3.B The arrangement of a suitable programme of social events.
- 7.3.C Such other duties as the General Committee shall require of them from time to time.
- 7.3.D They shall meet as often as is necessary to fulfil these purposes. Three members to form a quorum, the Chairman to have the casting vote.

7.4 Boat And Premises Committee.

The Boat and Premises Committee shall, subject to report to the General Committee, be responsible for:-

- 7.4.A Rescue and Club boat facilities and maintenance.
- 7.4.B All aspects of club safety and members awareness of its importance.
- 7.4.C The upkeep and maintenance of premises and water.
- 7.4.D Regular inspection of First Aid equipment and its replacement
- 7.4.E They shall meet as often as is necessary to fulfil these purposes. Three members to form a quorum, the Chairman to have the casting vote.

8 ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

8.1 Annual General Meetings.

- 8.1.A Shall be held annually.
- 8.1.B Written notice of the meeting and its Agenda shall be dispatched to all Club members, at their last recorded address, to reach them at least 14 days before the due date.
- 8.1.C Nominations for the election of Officers and members of the General and other Committees as well as notice of any Resolutions then to be placed before the General Meeting must be received by the Hon Secretary 7 days before the due date of the meeting.
- 8.1.D In the event that there are insufficient nominations for any Office, the Chairman shall be empowered to call for nominations from the floor
- 8.1.E Every question (other than changes to the Constitution or dismissal of a Trustee), shall be decided by a straight majority vote, the Chairman having the casting vote in the event of equal voting.
- 8.1.F Changes to the Constitution and dismissal of Trustees can only be made when supported by a two thirds majority vote of those members present and entitled to vote. A quorum shall be 13 members with voting rights.

8.2 Extraordinary General Meeting

The General Committee may at any time, and shall upon the request of 13 members, stating the business for which it is required, convene an Extraordinary General meeting for the requested specific purpose.

After such a request section 8.1.B onwards applies

9 TRUSTEES

- 9.1.A There shall be a minimum of Three Trustees, who shall be appointed from time to time as necessary by a valid General Meeting.
- 9.1.B Trustees will be elected from Single, Senior Citizen or Family Members of the Club who are willing to be appointed.
- 9.1.C A Trustee shall hold office until he or she ceases to be a member of the Club, resigns, dies or is dismissed in compliance with 8.1.F above.
- 9.1.D All property of the Club, including land and investments, shall be held by the Trustees for the time being (in their own names, so far as is necessary and practical) in Trust for the use and benefit of the Club.

9.1.E On the death, resignation, removal from Office or giving up of club membership by a Trustee, the Committee shall, as soon as possible, notify the remaining Trustees of the change and of the notionally increased liability this could place upon remaining Trustees. In these circumstances the Committee are authorised to seek and appoint a replacement Trustee pending confirmation at the next AGM. The remaining Trustees to be advised of this proposed course of action.

9.1.F The Trustees shall in all respects act, in regard to any property of the Club held by them in accordance with the directions of the General Committee and shall have the power to sell, lease, mortgage or pledge any property held, for the purpose of raising or borrowing funds for the benefit of the Club in compliance with the Committee's directions. No purchaser, lessee or mortgagee shall be concerned as to enquire whether any such direction has been given.

Our landlords and any other interested parties placing reliance in the appointed trustees should be notified of the changes made as soon as practical by the Club Secretary.

9.1.G The Trustees shall effectually be indemnified by the Committee, out of the assets of the Club, from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or in relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

10 CLUB ACCOUNTS

The Honorary Treasurer shall produce a statement of account made up to 31st December annually which shall be submitted to the members at the Annual General Meeting for approval.

11 TERMINATION OF MEMBERSHIP

Members shall cease to be members:

- A, By expulsion- see section 13.
- B, Through non payment of subscription or berthing fees. See section 4.3
- C, By resignation in writing to the Hon Secretary or Membership Secretary, accompanied by any arrears in subscription or debts owed to the Club and the return of any Club keys issued. Refund of unused subscriptions cannot be made. Former members should remove their boats from Club premises or on failure to do so note the following.

12 ABANDONED BOATS ON CLUB PREMISES

If at any time berthing fees payable to the Club by any member or former member shall be three months or more in arrears:

- A, The Committee shall be entitled to move the boat to any other part of the premises without being liable for any loss or damage to the boat however caused.
- B, The Committee shall be entitled, upon giving one months notice in writing to the member or former member at their last known address shown in the register of members, to sell the boat and to deduct any monies due to the Club (whether by arrears of subscriptions or berthing fees or otherwise) from the net proceeds of the sale before accounting for the balance (if any) to the member or former member.
- C, Any monies resulting from a sale which cannot be passed to the member or former member will be held on the Clubs account for a period of one year. After such time if they remain unclaimed they will be released to the general club funds to be used as directed by the Committee.
- D, Alternatively any boat which in the opinion of the Committee cannot be sold may, upon such notice as aforesaid, be disposed of in any manner the Committee may think fit and the expenses recovered from the member or former member.

- E, Any arrears as aforesaid shall be deemed to be a debt owing to the club by the member or former member.
- F, Further, the club shall at all times, have a lien over members or former members boats parked on the club premises in respect of all monies due to the club, whether in respect of arrears or berthing fees or otherwise.

13 EXPULSION

The General Committee shall have the right to withdraw facilities from any member and its decision shall be final. In the event of expulsion the ex-member shall be refunded his/her subscription and berthing fee for the un-expired portion of the year only.

14 CLUB INDEMNITY

Neither the Club nor any officer or servant thereof, whilst executing their duties, shall be liable to any member for loss, damage or injury to persons or property occurring on or whilst entering or leaving Club waters or premises, or whilst partaking in or present at any club activity, however such loss or damage may be caused, and whether or not due to negligence.

15 INSURANCE OF BOATS.

All members and visitors using a craft on club premises, must be able to produce evidence of cover for their craft against third party claims to a minimum level to be agreed by the General Committee. The level is to be included on the Membership Application & renewal forms and visitors entry acceptances. Club boats are insured by the Club. It is assumed that when a member borrows a boat from another member that the insurance of the other member applies..

16 CLUB CLOSURE

In the event of the club becoming non-viable the committee should consider the following with a view to widening the activities to generate more income:

- (i) Adding land-based activities to the Object
- (ii) More involvement/interaction with the 'local community'

If the demise is threatened then an alternative should be sought or seek amalgamation with a neighbouring club.

If after six months from non-viable status being recognised no prospect appears protection of our trustees is an essential. Landlords release costs, site clearance and other liability provisions must be made.

Any remaining assets should then be distributed according to the following formula:- 50% to the RNLI and 50% to one, or more, or our associated local sailing clubs earmarked for young person development.