

## CONSTITUTION OF THE CRAVEN SAILING CLUB

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### **1 TITLE**

1.1 The full title of the Club shall be The Craven Sailing Club.

### **2 OBJECTS**

2.1 To develop boating facilities on Emsay Reservoir and promote training and recreational activities for its members.

2.2 To provide and maintain a Club house for use of the members of the Club.

### **3 TERMS AND DEFINITIONS**

3.1 The term "sailing" in the title shall mean the using of any sailing craft considered suitable by the Committee.

3.2 "The Committee" shall mean the Main Committee of the Club consisting of duly elected and appointed Committee members.

3.3 "The Club Regulations" shall mean the regulations governing the conduct of all members of the Club.

3.4 Term "Youth Group" shall mean an officially established Youth Group or school having members between the ages of 11 and 20 desirous of having sailing instructions as part of their curriculum.

### **4 MEMBERSHIP AND VOTING RIGHTS.**

4.1 The following classes of membership shall be recognised:

- a) Group membership
- b) Individual membership
- c) Associate membership
- d) Family membership
- e) Student membership

- f) Honorary membership
- 4.2 Group membership shall, upon payment of the prescribed annual subscription of the Club, be open to any Youth Group having a sailing craft suitable for use on Embsay Reservoir and approved by the Committee.
- 4.3 Individual membership shall, upon payment of the prescribed annual subscription of the Club, be open to any individual having a sailing craft suitable for use on Embsay Reservoir and approved by the Committee.
- 4.4 Associate membership shall, upon payment of the prescribed annual subscription of the Club, be open to any individual over the age of 16 wishing to sail but having no sailing craft.
- 4.5 Family membership shall, upon payment of the prescribed annual subscription of the Club, be open to families and comprising father and/or mother and children under the age of 16 or still at school, and having a sailing craft suitable for use on Embsay Reservoir and approved by the Committee.
- 4.6 Associate family membership shall, upon payment of the prescribed annual subscription of the Club, be open to families and comprising father and/or mother and children under the age of 16 or still at school, wishing to sail but having no sailing craft.
- 4.7 Student membership shall, upon payment of the prescribed annual subscription of the Club, be open to any individual under the age of 24 years and in full time education and having a sailing craft suitable for use on Embsay Reservoir and approved by the Committee.
- 4.8 Members shall be bound by the Club Regulations.
- 4.9 Each Group member shall be entitled to two votes, each Individual member to one vote, each Family member to one vote and each Student member to one vote at a General Meeting of the Club. Associate and Honorary members shall be entitled to attend and speak at any General Meeting, but not to vote.
- 4.10 Any person already a member of classes (a) to (f) shall, upon payment of a prescribed annual subscription be allowed to use a canoe on Embsay Reservoir.
- 4.11 Board sailing is permitted on the Reservoir providing all participants have first been accepted as fully paid up members of the Club and providing that Boards and gear may not be left on the Club site.
- 4.12 Any person already a member of classes Group, Individual, Family or Student shall, upon payment of the prescribed annual subscription, be allowed to store and use extra craft. Only members of classes Group and Family will be allowed to use extra craft concurrently on Embsay Reservoir and this will be limited to two extra craft per member.

## **5 MANAGEMENT**

- 5.1 The affairs of the Club shall be managed by the Committee which shall be the only body within the Club with the power to negotiate with the Yorkshire Water Authority.
- 5.2 The Committee shall consist of:
  - a) the following officers of the Club who shall be elected at the Annual General Meeting:
    - i) Commodore
    - ii) Secretary
    - iii) Treasurer.

Nominations for the above officers shall be proposed and seconded by Group, Individual, Family or Student members and shall be submitted to the Club Secretary at least 7 days before the date of the Annual General Meeting. In the absence of written proposals, nominations may be made at the Annual General Meeting.

- b) The Commodore shall not normally remain in post for more than three consecutive years.
  - c) A further 7 Committee members who shall be elected at the Annual General Meeting of whom not more than three be adult representatives of Group members and four other members being either Individual, Family or Student members, one of whom at least be a Board member and one of whom at least be a dinghy member. The number of representatives of Group members on the Committee shall be equal to the number of Group members of the Club but shall not exceed 3 in number. Any Group which fails to nominate an adult representative for election to the Committee may be denied the facilities of the Club. The Committee shall have the power to co-opt any person to assist, whether a full member or not, but such a person shall have no vote on the Committee. In the absence of nominations from Group Members, other members being either Individual, Family or Student members may be elected in their place.
- 5.3 The Committee need not fill a casual vacancy arising in the Committee unless the total number of Committee members drops below 5. Committee members appointed to fill vacancies shall remain in office until the expiry of the term of office of the person whose position they have filled.
- 5.4 The Commodore shall act as the Chairman of the Club for the following year.
- 5.5 The Secretary shall keep correct minutes and records of all Committee and General Meetings and shall be responsible for communicating the decisions of the Committee to members of the Club and the Yorkshire Water Authority.
- 5.6 The Treasurer shall have charge of the funds of the Club; make such disbursements as the Committee shall direct; keep an accurate record of the affairs of the Club and present an annual financial statement at each Annual General Meeting.
- 5.7 Immediately after the Annual General Meeting the Committee shall
- a) Decide the time and place for the next Committee Meeting and cause the Secretary to ensure that notice of the Meeting be sent all members of the Committee and shall
  - b) Appoint an independent Auditor who shall certify the Annual Financial Statement.
- 5.8 The Committee shall have the power to make recommendations to the members in General Meeting, for alterations in, or additions to the Club regulations.
- 5.9 The Committee shall have the power to suspend any member breaking the Club regulations until such time as a disciplinary Committee shall make its recommendations to the Club.
- 5.10 At least two weeks notice of date, place and agenda for any Committee Meeting must be given in writing by the Secretary to each Committee member.
- 5.11 The property of the Club shall be vested in Trustees who shall be appointed by the Committee and the property of the Club shall be vested in them to be dealt with by them as the Committee may from time to time direct by resolution (of

which an entry in the Minute Book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out the Club property. The Trustees shall hold office until death or resignation or until removal from office by the Committee. Where by reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed the Committee shall nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the Commodore is hereby nominated as the person to appoint new Trustees of the Club within the meaning of section 36 of the Trustees Act 1925 and he shall by Deed duly appoint the person or persons so nominated by the Committee.

- 5.12 If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money the Committee shall thereupon be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon the Trustees shall at the direction of the Committee make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for loans and interest. All members of the Club whether voting on such resolution or not and all persons becoming members of the Club after the passing of such a resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.
- 5.13 At Meetings of the Committee five of the elected members present shall form a quorum.

## **6 POWERS OF THE COMMITTEE**

- 6.1 The Committee shall be empowered to perform all functions of management and administration. All payments from Club funds must be by cheque signed by two of three previously authorised officers of the Club. The Committee shall be responsible on behalf of the Club to insure against the Club's liability to the Yorkshire Water Authority.

## **7 CONDUCT OF MEETINGS OF THE CLUB**

- 7.1 The Annual General Meeting shall be held each year before the end of November, the place, date and time being at the discretion of the Committee.
- 7.2 A Special General Meeting shall be called by the Commodore or Secretary upon receipt by the Club Secretary of a request in writing signed by not fewer than 50% of the members- being Group, Individual, Family or Student members, or upon request by the Committee.
- 7.3 At least two weeks written notice (including agenda) shall be given to members of any General Meeting.
- 7.4 At any General or Committee Meeting decisions shall be carried by a majority vote. At any meeting the Commodore shall have a casting vote.
- 7.5 At any General Meeting the Group, Individual, Family and Student members present shall form a quorum.
- 7.6 At any General Meeting of the Club any modification to this constitution shall require a two thirds majority of those present.
- 7.7 Any motion put to a General Meeting of the Club shall be proposed and seconded by Group, Individual, Family or Student members and shall be

submitted in writing to the Club Secretary at least seven days before the date of such Meeting.

## **8 SUBSCRIPTIONS**

- 8.1 Subscriptions payable for all classes of membership of the Club shall be payable annually and, together with the entrance fee, shall be decided at the Annual General Meeting and shall become due on the first day of October. If subscriptions have not been paid by 1<sup>st</sup> January membership shall be deemed to have lapsed subject to review by the Committee. Should the Club cease to exist, any outstanding liabilities shall be met by the members on a rateable basis.
- 8.2 On election, the Secretary shall send a copy of the rules and request payment of Entrance Fee and first subscription to the Treasurer. No person shall enjoy any of the benefits and privileges of the Club until such payment shall have been made and if such payment is not made within one calendar month from the date of the Secretary's notice the election shall be absolutely void unless the member shall show sufficient cause for the delay to the satisfaction of the Committee.
- 8.3 Every member on joining the Club impliedly undertakes to comply with these rules.
- 8.4 Any member having a sailingcraft on Embsay reservoir may also use an additional sailingcraft for an extra charge determined by the Club at the Annual General Meeting on top of the normal Club membership fee, on the understanding that if no boat space is available the craft must be removed from the site at the end of the day's sailing.

## **9 ACCOUNTS**

- 9.1 The Committee shall cause true accounts to be kept giving full particulars of:
  - a) All moneys, assets and liabilities of the Club
  - b) All moneys received and expended by the Club and the reasons for such receipts and expenditure
  - c) All sales and purchases by the Club.
- 9.2 The Committee shall cause the Annual Financial Statement to be prepared and presented at the Annual General Meeting of the Club.

## **10 PRESIDENT AND FLAG OFFICERS**

- 10.1 The Club may, at each Annual General Meeting, elect a President and Flag officer of the rank of Commodore, the latter being considered a full member of any Club Committee.

## **11 RACE COMMITTEE**

- 11.1 At each Annual General Meeting members present shall elect a Race Committee consisting of at least five members, to be responsible for all matters arising from and dealing with racing at Craven Sailing Club.
- 11.2 All decisions taken by the Race Committee must be ratified at a Meeting of the Main Committee.