



CONSTITUTION

This Constitution was approved by the Annual General Meeting held on 22nd November 2007 and amended by the AGMs held on 26th November 2010 and 5th December 2013.

1. Introduction

- 1.1. The Club is named “Yeadon Sailing Club”.
- 1.2. Its purpose is to promote dinghy sailing.
- 1.3. There is a Club Burgee, which is Blue with a White border with the letters sYc appearing in white.
- 1.4. The Club Year is from 1st November to 31st October following.
- 1.5. This Constitution can only be altered at an Annual or Extraordinary General Meeting.

2. Administration of the Club

2.1. Membership Categories

- 2.1.1. Honorary Life Members, elected at a General Meeting of the Club in recognition of special service. They enjoy all the rights of the Club.
- 2.1.2. Honorary Members, elected by the Committee, for one year.
- 2.1.3. Family Members, including spouse or partner, and their children under the age of 18 at the start of the Club financial year. (1st November)
- 2.1.4. Ordinary Members.
- 2.1.5. Junior Members: Members under the age of 18 at the start of the Club financial year.
- 2.1.6. Student Members: Members who are in full time education.
- 2.1.7. Associate Members: Members who have been full members of the Club and who are no longer fully active, but who wish to enjoy limited use of the facilities. Associate Members will receive all club information but will not be able to register boats and may sail only 4 times each year, and have no voting rights.

- 2.1.8. Dual Membership: Available only to full members of other RYA recognised clubs. Dual Member's rights are defined in the Operating Rules.
- 2.1.9. Applications for membership must be submitted to the Membership Secretary on the relevant form, available in the Clubhouse. They must be proposed and seconded by existing members. Election is by the Committee on a simple majority.
- 2.1.10. Nomination of members to Honorary or Life Membership may be made only by the Committee.

2.2. Fees

- 2.2.1. An Entrance Fee will be payable by all new members except Dual Members, Junior and Student Members.
- 2.2.2. An annual Subscription will be payable on election and at the beginning of each calendar year. Payment for part years will not be accepted.
- 2.2.3. Boat Registration and Dinghy Park fees shall be payable on first introduction of a boat to the club and from the beginning of each calendar year thereafter.
- 2.2.4. Entrance Fees and Annual Subscriptions and Fees will be determined at each Annual General Meeting.
- 2.2.5. The Committee will determine all other fees.
- 2.2.6. The appropriate fees must accompany new applications for membership; these will not be banked until after acceptance of the application.
- 2.2.7. A new member elected after 30th September, having paid the initial fees, is exempt from the annual subscription in the following financial year.
- 2.2.8. In the case of a previous member wishing to rejoin the Club, the Entrance Fee may be waived at the discretion of the Committee provided the member previously resigned in the proper manner.
- 2.2.9. If at any time any membership fees, registration fees or boat park fees payable to the Club by any member shall be one month or more in arrears, or if any boat, trailer or other property has been left on the Club premises by a non-member:
 - a) The Committee shall make reasonable endeavours to contact the individual giving one month's notice of their further actions, in the case of a member or former member this shall be a letter to the last known address of which the Club has been informed
 - b) At the end of the notice period, if the individual is a member, he/she shall cease to be a member, shall forfeit the right to any boat space he/she may have and must pay an additional joining fee if they wish to re-join.
 - c) The Committee shall then be entitled to move the property to any other part of the premises without being liable for any loss or damage to the property howsoever caused.

d) At the end of the above notice period, the Committee shall be entitled to dispose of any property in any manner the Committee considers cost effective. If the proceeds of the disposal exceed the costs then the balance shall be accounted for to the individual concerned. Otherwise the net cost shall be deemed a debt owing to the Club by the individual.

2.3. Management

2.3.1. An Annual General Meeting is to be held within 6 weeks of the end of the Club Year. The date will be fixed by the Committee giving 21 clear days notice. The Notice and Agenda will be sent to all members in writing.

- At the Meeting, ten members shall constitute a quorum.
- The Commodore will act as Chairman.

2.3.2. The ordinary business of the AGM shall be:

- i. To approve and sign the minutes of the last A.G.M.
- ii. To receive the report of the Hon Sailing Secretary.
- iii. To receive the report on the training activities during the past season.
- iv. To receive the Hon Treasurer's report and approve the Accounts.
- v. To receive the Commodore's report.
- vi. To receive the Hon Secretary's report.
- vii. Election of Commodore.
- viii. Election of Officers.
- ix. Election of Committee Members.
- x. Assessment of subscriptions for the New Year.
- xi. Appointment of Auditor.

2.3.3. Nominations for Officers and Committee Members must be in writing and must be received by the Secretary before the AGM begins.

2.3.4. Nominations must be proposed and seconded by full club members and must have the consent of the nominee.

2.3.5. Members may be elected to office in their absence.

2.3.6. Other business may be placed on the agenda of the AGM by:

- A. The Committee.
- B. Notice of a Motion or Resolution, signed by two members, provided the Secretary receives it by the 1st of October.

2.3.7. Voting at General Meetings will be by a show of hands, except for the election of Officers and Committee, which will be by ballot (Unless only one nomination).

2.3.8. Any five members present at a General Meeting may require that a particular vote will be by ballot.

- 2.3.9. All members, except Junior, Student, Dual Members and Associate Members are entitled to one vote on each resolution.
- 2.3.10. If at least two-thirds of those members voting vote in favour, the motion will be carried.

2.4. **Extraordinary General Meeting**

- 2.4.1. An Extraordinary General Meeting, of which at least 7 days notice shall be given in writing to all members, may be called by the Secretary:
- A. By order of the Committee.
 - B. Within 21 days of receipt by the Secretary of a Resolution to be put to a General Meeting signed by ten members and accompanied by a deposit of £50. The General Meeting will decide if the deposit is to be forfeited or returned. The resolution may not duplicate ordinary business of the AGM.

2.5. **The General Committee**

- 2.5.1. A General Committee, elsewhere referred to as “the Committee”, consisting of the Officers and up to six Committee Members, subject to two-thirds of the Committee having Registered Boats, shall be elected at every Annual General Meeting.

- 2.5.2. Officers: These are:

- Commodore
- Vice Commodore
- Rear Commodore
- Hon. Secretary
- Hon. Treasurer
- Hon. Sailing Secretary
- Hon. Boatswain
- Hon. Membership Secretary
- Hon. Sailing Coach
- Hon. Child Welfare Officer
- Other members may be co-opted by the Committee to fulfill specific roles as circumstances require.

Apart from the Rear Commodore, (who is the most recently retired Commodore) all Officers and Committee Members are elected annually at the Annual General Meeting.

- 2.5.3. Committee Members

- i. At every Annual General Meeting three Committee Members will retire, normally after serving for a maximum two-year term. In the

event of four people being needed to make up the required six Committee Members, then one of the four will serve for only one year. The Member to retire will be decided by agreement or a simple ballot.

- ii. Retiring members will not be eligible for re-election for one year.
- iii. New Committee Members will be elected to bring the number of serving members, if possible, to six.

2.5.4. Role of the Officers and Committee

- i. The Committee will manage the affairs of the Club according to the Constitution and is empowered to make or adjust Operating Rules. A quorum of not less than 8 Officers or Committee Members must be present at the relevant meeting and the motion will be carried by a simple majority. Voting in Committee will be by a show of hands. In the event of equality, the Chairman may exercise a Casting Vote or postpone the decision to the next meeting.
- ii. The Hon. Secretary is responsible for administration, convening and recording of meetings, and dealing with correspondence.
- iii. The Hon. Treasurer is responsible for keeping a record of the club's assets, its income and expenditure, for conducting its financial affairs, for keeping accurate accounts and for submitting a complete financial statement to the AGM.
- iv. The Hon. Membership Secretary is responsible for keeping a record of membership, dealing with membership enquiries and submitting applications to the Committee for approval, and any related correspondence.
- v. Officers retiring must return any club documents or property they may hold.

2.6. Trustees

- 2.6.1. The Committee will appoint four Trustees to be responsible for the property of the Club. These will be appointed from Family, Ordinary or Honorary Life Members of the Club.
- 2.6.2. The property will be vested in these Trustees in their own names for the benefit of the Club.
- 2.6.3. The Trustees must deal with the property as the Committee from time to time directs by Resolution and which Resolution is recorded in the Minutes of the proceedings of the Committee.
- 2.6.4.
 - a) The Trustees shall be indemnified by the Committee out of the assets of the Club against any liability, risk and expense which may properly be incurred by them in the exercise of their duties.

- b) (To be incorporated in every contract, lease, licence or other agreement entered into by the Trustees of the Club). The liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club.
- 2.6.5. Trustees will hold office until death, resignation or removal from office by a resolution of the Committee passed by a majority of two thirds of those present.
- 2.6.6. Where by reason of death, resignation or removal, it is necessary for a new trustee to be appointed, the Committee will nominate the person or persons to be appointed as new trustee or trustees, and shall as soon as possible thereafter take all possible lawful and practicable steps to procure the vesting of all club property into the names of the Trustees as constituted after such nomination. The Honorary Secretary for the time being will appoint the person or persons so nominated.

3. Compliance with the Constitution and Operating Rules

- 3.1. Every member on joining the Club undertakes to comply with this Constitution and the Operating Rules of the Club. Any refusal or neglect to do so, or any conduct which in the opinion of the Committee is unworthy of a member or is otherwise injurious to the interests of the Club shall render that member liable to suspension or expulsion. Prior to any such suspension or expulsion the Committee shall call on the member for an explanation of this conduct and shall offer an opportunity for an explanation or resignation from the Club. A member suspended or expelled shall have no claim for the return of any subscription or fees paid.

4. Dissolution

- 4.1. If the club should be dissolved, any remaining assets shall be applied for approved sporting or charitable purposes.