

SNOWFLAKE SAILING CLUB

CONSTITUTION

1. Name

The club will be called "SNOWFLAKE SAILING CLUB" (hereinafter referred to in this constitution as "the Club").

2. Club Burgee

The Club Burgee shall be the representation of a snowflake on a light blue background. Only members are entitled to buy and fly the flag.

3. Aims and Objectives

The aims and objectives of the club will be:

- To encourage the sailing of all types of craft (excluding cruisers, multihulls and sailboards) during the winter months.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment

The Club is a not-for-profit organisation, and any excess funds will not be paid to or distributed amongst members of the club but will be utilised to further the objectives of the club.

4. Membership

Membership consists of officers and members of the club.

Members will be enrolled in one of the following categories:

Full Membership Categories

- Adult Racing - being a person who, at the date of election, is aged 18 years or over and who shall have one vote at any General Meeting of the Club.
- Family Racing - which shall include either one or two Adults (Spouses, Civil or Domestic Partners) living within the same household, aged 18 years or over, together with any children aged under 18 years of age of such Adult Members. Each adult shall have one vote at any General Meeting of the Club.
- Student Racing - being a person who, at the date of election, is between the age of 18 and 27 years who is in **full time education** and who shall have one vote at any General Meeting of the Club.

Other Members

- Junior Racing - being a person who, at the date of election, is aged 8 - 17 years and will have no voting rights. Each junior must be accompanied by at least one parent / carer, who shall be an Associate Member at a minimum.
- Associate Member - being a person who wishes to be a Club member but **not participate in Club races** and will have no voting rights.

All members shall have the use of the Clubhouse facilities during our programmed events and may introduce guests, each of whom should be signed in via the Visitors Book, but should not visit the Club more than four times in any one season, which includes crewing for a member in Club racing. The number of any guests introduced by a member should be limited to four on any one Club race day although this number may be exceeded by prior arrangement with a Flag Officer.

Any member or guest under the age of 18 should be always accompanied by a parent or an adult in loco parentis.

A candidate for Member election must be proposed and seconded by full members of the Club on the form provided. The completed application form, together with the first annual subscription, should be forwarded to the Membership Secretary for submission to the next Committee meeting.

Berthing

Norfolk Broad Yacht Club (NBYC) provides berthing to Club members. All berthing requirements shall be through application to the NBYC Office.

5. Membership Fees

Membership fees will be reviewed annually and determined at the Annual General Meeting. Fees will be paid by annual subscription becoming due on 1st October.

Members elected after 1st March shall have their subscriptions carried forward to the next year.

No member may take part in any Club activity or be qualified to race for a Club Trophy unless all arrears due to the club are paid by the end of November of the current season. Points gained before that date towards a Series Trophy will be forfeited, as will the right to any Club Trophy unless won on an Open Day. A member will be deemed to have resigned if the annual subscription is in arrears for more than one year.

6. Officers of the Club

The Officers of the Club will be Full Adult Members (Individual, Family or Student) and shall comprise

- Commodore }
- Vice Commodore } Flag Officers
- Rear Commodore }
- Honorary Secretary
- Honorary Treasurer
- Membership Secretary
- Officers will be elected annually at the Annual General Meeting. Flag Officers may not serve in the same position for more than three consecutive years.

7. Management Committee

The club will be managed through the Management Committee consisting of the Officers, the Immediate Past Commodore plus a minimum of five elected Full Adult Members, of which at least 3 should be unrelated and/or non-cohabiting. Should the Past Commodore not take up this position, a further Full Adult Member may be nominated for election.

Only these posts will have the right to vote at meetings of the Management Committee.

Each member, apart from the Immediate Past Commodore, shall be elected by a simple majority of those members attending the Annual General Meeting.

The Committee may, if a vacancy occurs, co-opt a Full Adult Member to fill such a vacancy until the next following Annual General Meeting.

The Management Committee will be convened by the Honorary Secretary of the club and hold no less than 6 meetings per year.

One Flag Officer and four other Committee Members shall form a quorum.

The Management Committee will be responsible for proposing new policy, codes of conduct and rules that affect the organisation of the club and, once any changes have been adopted at an AGM or EGM, the Committee must ensure they are followed by the Members.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

In the pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any financial liabilities properly incurred by them or any one of them on behalf of the Club whenever the contract is of a duly authorised nature and entered into on behalf of the Club. The limitation of an individual member's indemnity shall be a sum equal to one year's subscription at the then current rate for that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

8. President and Vice Presidents

The Committee may nominate for election at an Annual General Meeting one President (should the position be vacant) and as many Vice Presidents as the Committee may think fit and these shall be elected by a simple majority of those members present at the AGM. The role of President shall be for as long as the club and president see fit. In either case, in extremis the committee may revoke such arrangements, or the arrangement will end if resignation is received, or presumed if no contact is made with the club for over 2 years, or if they are expelled from the club under Section 11 of this Constitution (Conduct of Members). The roles of President and Vice President are purely honorary and do not entitle the holders to serve automatically on the Management Committee.

9. Finance

All club monies will be banked in accounts held in the name of the club.

The Club Treasurer will be responsible for administration of the club finances.

The financial year of the club will end on 31 March each year.

The Committee has authority over the Club's finances, and a Treasurer's Report, together with the latest bank statement, will be presented at every Committee meeting.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of at least two Committee Members who are authorised bank signatories.

10. Annual General Meetings

The Annual General Meeting (AGM) is to be held annually, usually within one month of the end of the winter sailing season. Not less than 21 clear days' notice of the AGM will be given by the Honorary Secretary to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

Elections of Officers and Committee Members are to take place at the AGM. A nomination list will be placed on the Club notice board four weeks before the end of the sailing season or six weeks before the AGM, whichever date is earlier. Nominees should express their willingness to serve and be proposed and seconded by other Club Members. The list will be removed by the Honorary Secretary 14 days prior to the AGM.

All Full Adult Members have the right to vote at the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. An EGM must also be called by the Honorary Secretary on written demand by twelve Adult Members. Procedures for EGMs will be the same as for the AGM.

The quorum for AGMs & EGMs shall be 10 Members.

11. Conduct of Members

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted, together with the policies of NBYC. These are available from the NBYC Office.

Any refusal or neglect to do so, or any conduct which, in the opinion of the Committee, is injurious to the interests of the Club or brings or is likely to bring the Club into disrepute shall render a member liable to expulsion by the Committee. Before expelling a member, the Committee shall call upon such member for a written explanation of the member's conduct and shall give the member full opportunity of making oral explanation to the Committee.

A resolution to expel a member shall be carried by a majority of at least two thirds of those members of the Committee present and voting on the resolution.

12. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Honorary Secretary.

The Management Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Honorary Secretary receiving the appeal.

13. Limitation of Club Liability

Members and their guests are bound by the following Rules which shall also be exhibited in a prominent place within the Club premises.

Members of the Club and their guests may use the Club premises, and any other facilities of the Club, at their own risk and furthermore accept:-

- a. the Club will not accept liability for any damage to or loss of property belonging to members or their guests.
- b. The Club will not accept any liability for personal injury arising out of the use of the club premises, and any other facilities of the Club, either sustained by members or their guests whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee or servants of the Club.

14. Insurance

The Club shall hold Employer's Liability Insurance with a minimum cover of £10 million.

The Club does not insure members or their boats and all boats must be covered by adequate Third Party Insurance of at least £3 million.

15. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership in attendance.

In the event of dissolution, any assets of the club that remain, after the satisfaction of all its debts and liabilities, will not be paid to or distributed amongst the members of the Club but shall be given or transferred to some other not-for-profit organisation or registered charity having aims and objectives similar to any objective of the Club or to the Sports National Governing Body for use by them in related community sports. Such organisation or organisations are to be determined by the members of the Club by resolution passed by a General Meeting at or before the time of dissolution.

16. Amendments to the Constitution

Any member wishing to propose an alteration or addition to this constitution should give notice in writing to the Honorary Secretary at least fourteen days before the AGM. Should the request be outside this time frame and the Committee consider it to be of significance an EGM can be called to consider the item. The constitution will only be changed through agreement by majority vote at an AGM or EGM. No motion thus rejected may be put forward again within six months of the rejection.

Declaration

SNOWFLAKE SAILIING CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Commodore

SIGNED:

DATE:

NAME:

POSITION: Honorary Secretary

This constitution will be reviewed within three years of the above date, or sooner if required.