



Annandale Sailing club Constitution

1. Name

The name of the club shall be Annandale Sailing Club, hereinafter referred to as "the club".
The Club Burgee shall be a red pennant with a yellow castle in the centre.

2. Purposes

The purposes of the club are:

- a) Participation & Promotion of the sport of sailing hereinafter referred to as the 'sport'.
- b) The organisation, management and development of the sport for all members of the club.
- c) The provision and organisation of launching training and racing facilities on Castle Loch for its members.
- d) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- e) Upholding the rules of the sport, including those of the R.Y.A
- f) To encourage full participation in the sport by the inhabitants of Lochmaben and the wider surrounding community

3. Affiliation

The club will be affiliated to The Royal Yachting Association (sailing's UK governing body), and other appropriate bodies.

4. Membership

All members are subject to the Constitution of the club, the Club and to the rules and the regulations of the UK governing body.

- a) Membership of the club is open to all individuals and no-one will be refused membership on grounds of race, colour, creed, sexual orientation, impairment or disability.
- b) Applications for membership shall be on the Club's 'membership renewal' form and be accompanied by the appropriate annual membership fee, which shall thereafter be due on 1st January annually.
- c) Membership fees will be kept at a level which will not pose an obstacle to participation. Any member who fails to pay their fees by 1st April may, until such fees are paid, forfeit their right to participation in the Management Committee and general meetings, and will be suspended from taking part in Club controlled events.



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- d) Members shall be enrolled in one of the following categories: and, with the exception of applicants for membership, will have full use of the Club's facilities. :
- i) • Full member – an individual not included in other categories, and who shall have one vote
 - ii) • Family member: Parent(s) or guardian(s) & their children under the age of 18 years (or 24 years if in education), & ordinarily living at the same address. The family shall have two votes which can be made by eligible persons over 18 only.
 - iii) • Intermediate member: an individual aged between 18 and 21 years (or 24 years if in education), and who shall have one vote.
 - iv) • Junior member: an individual under the age of 18 years, and who shall have no vote
 - v) • Group membership: Groups with objectives similar to the Objects of the Club, but on a year-to-year basis. Organisations such as school sailing clubs whose membership greatly exceeds the number of their boats would qualify. Group members shall have two votes which can be made by eligible persons over 18 only.
 - vi) • Training member: An individual on a Club training course. Such members may participate in the general activities of the Club during the period of the training course, but shall have no vote.
 - vii) • Honorary Life Members: - Persons recommended for election by the committee at a General Meeting and duly elected. They shall have one vote
 - viii) • Temporary members (who shall have no vote):
 - [1] A person awaiting acceptance (refusal) of membership of the Club.
 - [2] Visitors to the district who wish to use the Club's facilities for their own boats.. They must apply to the Membership Secretary, and a donation to the Club's funds will be expected instead of a subscription.
 - [3] Members may introduce their friends (for whom they will accept full responsibility), for the purpose of crewing or ascertaining their attitude to the Club and to sailing. Such friends will be classed as temporary members for a maximum of two weeks whilst they consider an application for one of the full membership categories.
 - ix) • Non-sailing members. Individuals – who may be direct transferees from Full Membership – who neither sail nor keep a boat at the Club, but who have an interest in sailing and who shall have no vote.
 - f) Fully paid-up members over the age of eighteen years may serve on the Management Committee.

5. Suspension, refusal or termination of Membership

- a) The management committee is entitled to:
 - i) Refuse an application for membership on the grounds that such membership would be prejudicial to the objects of the club as set out in Rule 2 **of this constitution**.
 - ii) Refuse renewal, or suspend, or terminate, an existing membership for good and sufficient reason, provided that the member has the opportunity to be heard by the Management Committee before a final decision is made.
The member may apply for reinstatement at the next general meeting.
- b) A member under suspension will be barred from participation in Club events of any sort
- c) If membership is terminated, the Management Committee will inform the member in writing, and may also inform the Governing Body



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6. General Meetings

a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM

A minimum of twenty one days notice of the meeting shall be given, and the quorum for voting will be twenty members. At each AGM the agenda shall include:

- i) Receipt & confirmation of the minutes of the previous AGM
- ii) Presentation of the club's audited financial accounts for the year.
- iii) Presentation of the financial forecast for the coming year.
- iv) Presentation of the Commodore's report on the year past
- v) Election of officers to the management committee.
- vi) Any other business notice of which has been given to the Secretary at least seven days before the AGM, or which the Chairman deems to be relevant.

b) Extraordinary General Meeting

An EGM may be called – with fourteen days notice and with a statement of the business to be discussed - upon the written demand of:

- i) One third of the voting membership
- ii) The Commodore
- ii) a two thirds majority of the Management Committee.

The quorum will be twenty voting members

7. Conduct of General Meetings

- a) A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where notice shall be a minimum of fourteen days.
- b) The Commodore, or in his/her absence, the Vice or Rear Commodore or a member of the Management Committee selected by the meeting, will take the Chair.
- c) Members must register with the Secretary before the start of the meeting
- d) All members shall have a vote as indicated in Section 4 (d) above and the Chairman shall have a casting vote should a vote be tied
- e) The Secretary shall take the minutes of the meeting, recording all proceedings and resolution.
- f) The quorum shall be twenty voting members



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8. Election of the Management Committee.

- a) The members of the Committee shall be drawn from those members entitled to vote.
- b) Nominations of candidates shall be proposed and seconded in writing, must have the agreement of the nominee and must reach the Secretary fourteen days before the AGM. Should insufficient nominations be received, then nominations be made at the AGM. The Secretary shall at least seven days before the AGM, post a list of nominations on the Club notice board.
- c) Candidates will be elected at the AGM, by show of hands – or should the Chairman so rule – by paper ballot, and will remain members from the conclusion of that AGM until the conclusion of the next one.

9. The Management Committee:

- a) The Management Committee shall consist of:
 - i) Commodore (& normally the Chairman)
 - ii) Vice Commodore
 - iii) Rear Commodore
 - iv) Immediate Past Commodore
 - v) Sailing Secretary
 - vi) Honorary Secretary
 - vii) Honorary Treasurer
 - viii) Membership Secretary
 - ix) Training Officer
 - x) Child & Vulnerable Adult Safety Officer
 - xi) Other members appointed as/when required.

Note: The Commodore, Vice & Rear Commodores will normally serve in those posts for a period of two years. Other officers may serve without time limit

- b) All members shall have one vote at Committee meetings, plus the Chairman shall have a casting vote if required.
- c) The Management Committee may co-opt any voting member of the club to any unfilled post, and that person shall serve until the next AGM. However, the number of co-opted members shall not exceed one third of the total Committee membership.
- d) Sub Committees may be appointed as necessary, and their proceedings shall be reported at each meeting of the full Committee



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10. Conduct of the Management Committee

- a) Meetings will be chaired by the Commodore, or, in his absence, the Vice/Rear Commodore or a nominee from the Committee
- b) Fourteen days notice of meetings will be given, by the Secretary, except when:
 - i) The date was agreed at the previous meeting, when only seven days notice is required
 - ii) In an emergency, the Commodore may call a meeting, preferably at four days notice.
- c) The quorum shall be half of the management committee, and votes will, except on occasions laid down in this Constitution, be decided by a simple majority
- d) Meetings will be open to all members of the Club, but members not on the Committee may not address the Committee without the prior approval of the Chairman
- e) The Committee will ensure that copies of the Club's Constitution, Health & Safety Policy and Child and Vulnerable Persons Protection Policy are on display in the Clubhouse, and on the club's website.

11. Finance

- a) The income & property of the Club, however derived, shall be applied solely to the objects of the Club, as set out in Para 2 above. No surpluses will be distributed
- b) The Club shall have the power to raise money by means of subscription fees and by other means as determined by the Management Committee.
- c) All monies shall be lodged in bank accounts in the name of the club.
- d) The Commodore, Vice Commodore, Secretary and Treasurer shall be authorised to be signatories to sign Club cheques, for which two signatures shall be needed. However, authorised signatories must not be connected. 'Connected' being defined as:
 - i) Any person to whom the signatory is married or is the civil partner, or with whom the signatory is living as spouse – or, where the signatory and the other person are of the same sex, in an equivalent relationship.
 - ii) Any child, parent, grandchild, grandparent, or sibling of the signatory. For the purposes of this rule, a person who is another person's step-child, or who is being brought up as a related child, is to be considered as that other person's child.
- e) The financial year of the Club shall be 1st November to 31st October

12. Amendments to this Constitution

This Constitution may only be amended by a proposal passed by 2/3 of adult members present and entitled to vote at an Annual or Extraordinary General Meeting.



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13. The Dissolution of the Club

- a) Any resolution to dissolve the club may be passed at any General Meeting provided that:
- i) The terms of the proposed resolution are received in writing, by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward
 - ii) At least twenty eight days notice of the proposed resolution shall be given in writing by the secretary to all members
 - iii) Such a resolution shall require the assent of two thirds of those present and entitled to vote.
- b) In the event of dissolution, any assets remaining after the satisfaction of all debts shall not be paid or distributed to members, but shall be disposed of to one or more of:
- i) Another club with similar sports purposes which either is a charity or is a registered CASC
 - ii) The sport's national governing body for use by them for related community sports.

14. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Club.

Approved	Position	Name	Signature	Date
Prepared	Secretary on Behalf of the Committee	B Wilkinson		4/12/14
Authorised	Commodore	T Bamforth		4/12/14