

THE BOGNOR REGIS SAILING CLUB
(FORMERLY KNOWN AS BOGNOR REGIS YACHT CLUB)
RULES
(Revised February 2019)

Name

1. The name of the club is "THE BOGNOR REGIS SAILING CLUB".

Club Flag

2. The club flag is a navy blue Burgee, with the Bognor Regis key upon it, in gold.

Objectives

3. The objectives of the Club are:

To provide facilities for, and promote participation of, the whole community in sailing and water activities excluding power crafts with planing hulls.

To promote the spirit of comradeship and the furtherance of all forms of amateur racing and cruising. All races to be sailed under IYRU rules and RYA prescriptions.

To promote instruction and training in seamanship for inexperienced members desiring to improve their knowledge of the art.

To establish and maintain premises for the use of members and provide storage for their boats and equipment.

To promote and to hold, either alone or jointly with any other Federation, Association, Club or Persons, Regattas and Sailing Matches and events of a like nature.

To promote and give support to social functions connected with the sport.

Officers, Election and Retirement

4. There shall be a President and two Vice-Presidents of the Club.

The Officers of the Club Shall be:-

A Commodore, Vice-Commodore, and two Rear Commodores of equal rank (all of whom shall be Flag Officers), an Honorary Secretary and an Honorary Treasurer.

No member shall be eligible for Flag Rank unless he or she has previously served on either the General or Sailing Committee for a period of at least six months.

The Flag Officers, Members of Committees, Hon. Secretary and Hon. Treasurer shall hold office from the date of their election until the following Annual General Meeting, when they shall retire, but be eligible for re-election. The election of Officers and Members of Committee all take place as follows:-

Throughout the month of September in each year there shall be displayed upon the Club Notice Board a list of Officers of the Club, Committees and the representative positions and the names of the persons then in office. Any two members entitled to a vote, while the list is upon the Notice Board, write thereon the name of the proposed member for office, having first ascertained that such member is willing to serve in office. On the first of October the list shall be withdrawn, and each member of the club will be notified of the list along with the AGM agenda. This list will represent a voting paper and may be used as such, either at the Annual General Meeting or by a Member sending it through the post in a sealed envelope marked "Voting Paper". The votes thus recorded will be taken into account at a ballot to take place at the Annual General Meeting. Should there be any vacancies it shall be permissible for nominations to be received from members at the Annual General Meeting.

In the event of a vacancy amongst the Flag Officers occurring during a period between Annual General Meetings or as a result of a failure to fill the position at an Annual General Meeting, the General Committee shall have power to nominate one of their number to carry out the duties of the vacant office.

General Committee, Composition and Powers

5. There shall be a General Committee of the Club consisting of the Officers, and not more than ten elected members. To fill casual vacancies among the members of the General Committee, the General Committee shall have power to co-opt some other members of the Club to act until the next Annual General Meeting.

The General Committee may make and repeal bye-laws regulating the use of the Club premises, boats and equipment, provided that such bye-laws are not inconsistent with the rules of the Club or will not jeopardise

the Clubs status as a Community Amateur Sports Club. All members shall be bound by such bye-laws.

The General Committee shall manage the affairs of the Club, and may define the duties of the several Officers who shall, in all respects, be subject to the control of the Committee.

The decision of the General Committee in all disputes referred to them shall be final.

The General Committee shall have control of the Funds of the Club, and after payments there-out of all accruing expenses and payments, may use Funds for Club purposes such as they may approve. The purchase for the Club and the supply by the Club of intoxicating liquor shall be exclusively controlled by the General Committee.

A quorum shall consist of seven.

The Committee may meet together for the despatch of business, and otherwise regulate their Meetings, as they think fit.

At the request of any three members of the General Committee the Honorary Secretary shall at any time summon a meeting of that Committee.

The Senior Flag Officer present shall preside at every meeting of the General Committee, but if no Flag Officer is present such person as the members present shall choose who shall preside.

The President shall be voted on by the existing General Committee and shall remain in the position for 5 years, depending on their circumstances. At the end of their term this person will automatically receive an Honorary Membership and become a Patron.

The Vice-President positions will follow the same procedure as the President for election and length of term in position, but will not receive an Honorary Membership at the end of the 5 years.

These positions are highly regarded by the Club and it is the President and Vice-Presidents responsibility to give continuous support to the Club and its serving Committees.

The General Committee shall have the power to borrow money for the benefit / on behalf of the Club in line with the financial procedures at that time.

Sailing Committee

6. There shall be a Sailing Committee consisting of the Flag Officers and not more than ten members of the Club – 4 principally concerned with Dinghy/Catamaran Sailing; 4 principally concerned with Boardsailing; and 2 principally concerned with Fishing. Should insufficient nominations be received from any one section, these places may be filled by surplus nominees from other sections; and the Sailing Committee shall have the sole control of the Sailing and Racing activities of the Club. A quorum shall consist of five. To fill casual vacancies, the Sailing Committee shall have power to co-opt members of the Club to act until the next Annual General Meeting. The Sailing Committee shall be responsible for the organisation and control of the Boat Park, including the allocation of berths. The General Committee may at its discretion, ask a member to remove his or her craft from the Boat Park premises if not used five times in any one year on the grounds that the berth is needed for use by an active member, or on the grounds of safety. When such removal is effected a pro-rata refund of berthing fee shall be made, minus the costs incurred by the club for the removal. If major repairs to a craft are necessary, or extensive painting, the member must remove the craft to other premises while the work is done. Craft berthed in the Boat Park are berthed at the owner's sole risk and the Club accepts no responsibility for their safekeeping.

Sub-Committees

7. The elected Committees are able to appoint Sub-Committees from the existing members of BRSC. It will be decided which Committee member shall have the responsibility of reporting back to the General Committee on the progress of the tasks undertaken. A quorum shall, in each case, consist of two.

Committees' reports

Every Committee shall conform to any regulations governing the proceedings of the General Committee so far as they are applicable. The Committee shall cause proper minutes to be made of the proceedings of all meetings and, in the case of Committees other than the General Committee, shall render to the General Committee an account of their proceedings and of their financial working.

Candidates for membership, election

8. Membership of the club shall be open to all persons irrespective of their ethnicity, nationality, sexual orientation, religion or beliefs, or of age, gender or disability.

The club may refuse membership or expel from membership for good and sufficient cause, such as conduct or character likely to bring the club or sport into disrepute. Following any such incident the General Committee will carry out an investigation and based on the evidence collected, a decision will be made as per the club's procedure which is available to view on request. Appeal against such a decision may be made to the General Committee and decided by a two thirds majority vote of the full General Committee or by proxy vote, excluding any member who has, or declares, an interest in the individual(s) or event.

Prospective club members shall make an application in writing to the General Committee in the form as prescribed at that time. Applicants may use the club as a member from the time that their form is submitted. The Membership Secretary shall send to each newly subscribed Club Member written notice thereof, together with notification of where to find an electronic version of these rules, paper versions will be available upon request.

Objections to new members can be put in writing to the committee and it will be discussed at a General Committee Meeting where a decision will be made based on the information put forward and if deemed appropriate their membership will be annulled, at which point they will be notified of the Club's decision.

As part of BRSC membership, there is a requirement that members help their club for a minimum of two hours each membership year. This is to help reduce running costs of the club.

There will be an exception for cadets who are under eight, temporary members, block-booked members and overseas members. Cadets between 8 and 16 years are not expected to sign up however it is hoped they will help. Cadets between 16 and 18 years are expected to sign up and help but will not be expected to pay the opt out fee if they do not.

Those who feel they are unable to carry this out due to poor health can put this in writing to the Flag Officers for consideration, who will treat the request fairly and with confidentiality.

All other members are expected to sign up for the two hours a year as part of their membership.

The club may use an on-line tracking program, for example, 'Dutyman', to help identify and oversee the 'duties' required and carried out. Additionally, there will be a hard copy of a sign-up sheet displayed in the club for people who have difficulty signing in on-line.

Members may opt out of this requirement by paying an annual fee. The fee is set initially at £25 per member. The fee may be varied in accordance with club rules governing fees.

Membership

Age for categories of all memberships shall be determined as at 1st March.

9. The Club shall consist of Ordinary, Founder, Honorary, Family, Youth, Senior Citizen, Student, Temporary, Service, Overseas and Block Members.

Honorary Members

(a) The General Committee shall have power to elect any person as an Honorary Member of the Club for such period as it may think fit. Honorary Members may enjoy all the privileges of the Club, but the total number of Honorary Members shall not at any one time exceed five per cent of the total number of all members.

Family Members

(b) A co-habiting couple resident at the same address together with their children under the age of 18, should they have any, shall be eligible for Family Membership. The Children shall be deemed to be Junior Members unless they are not more than 5 years of age.

Junior and Youth Members

(c) Persons between the ages of 5 and 17 years shall be eligible for Junior Membership as part of a family premium. On reaching the age of 18 Junior Members shall become eligible for Ordinary Membership. Applications for such membership shall be made in accordance with rule 8. Junior Members may fly the Club's burgee, but otherwise shall be limited in their use of the Club's facilities. Junior Members must seek the approval of the Officer of the Day, or the Sailor of the Day if OOD is not present, before taking part in a Club race. Junior Members under the age of 16 should have an agreed nominated adult in charge of them at all times whilst on Clubs premises.

Persons aged 16 -17 years may join independently of a Family Premium and will be known as Youth Members.

Junior / Youth Members who are participating in the Club's Sailing course shall be known as Cadets

Junior / Youth Members may not stand for election to committees but if a Junior / Youth Member is aged 16 or over, they may be co-opted in the event of casual vacancies.

Student Members

(d) Upon providing evidence of full time education, persons who are in receipt of full-time education, or who are articled or apprenticed, shall be eligible for Student Membership.

Temporary Members

(e) Temporary Membership applications follow the same procedure as Ordinary Membership applications, as set out in Rule 8. Except that the application form shall be posted on the Club Notice Board and after an interval of two days the candidate shall be deemed a member for a period of two weeks, which may be extended at the discretion of the General Committee. When an applicant for membership is unacquainted with any two members, the Membership Secretary shall arrange for the candidate to be interviewed by a minimum of two Flag Officers of the Club. The subscription for each period of two weeks shall be payable on application. Temporary Members cannot vote at any meeting or introduce visitors. Proposers of Temporary Members will be held responsible for the good character and behaviour of their candidates. The total number of Temporary Members shall not at any time exceed five per cent of all members. A Temporary Member who shall be elected a member of the Club shall have the amount of temporary subscription paid during the current year deducted from his annual subscription.

(f) A member of any Club recognised by the Royal Yachting Association (a list whereof is contained in the Year book of the said Association) may be authorised by any member of the General Committee of this Club to use the premises of this Club for a period of not more than 2 weeks.

(g) Any person who is a competitor in any race sponsored or organised by or on behalf of the Club or in any race starting from the Bognor Regis Sailing Club and any person who is a member of the crew of such competitors for the purpose of the race is entitled to the use of the Club premises within a period of twenty-four hours before and after the race in which they are competing.

(h) Intoxicating liquor may be sold to or for consumption on the premises by those persons over the age of 18 who are entitled to use the premises of the Club in pursuance of paragraphs (f) and (g) hereof.

Visitors

(i) Members, other than Temporary Members have the privilege to introduce visitors, provided that such visitors have not been refused membership or previously permanently expelled from the Club, and that the privilege, is not abused to the detriment of the Club. All visitors' names must be entered in the Visitors' Book, recorded alphabetically by Visitors surnames, and countersigned and printed by the member introducing them. Members will be held responsible for the character and good behaviour of their guests.

A Maximum of four guests per member is permitted at any one time unless sanctioned by an Officer of the Club. Any visitor on the clubs premises under the age of 16 must have a nominated adult in charge of them at all times.

Non-members can only be allowed to visit the Club on a maximum of six days in any one year, when they must be signed in. (Visiting guest membership is available for more frequent occasions.)

(j) There may be admitted to the registered premises of the Club persons other than members and their guests on the occasion of a special function to be held at the Club premises. Such functions to be limited to 12 in any one year, provided that the Superintendent of Police at Bognor Regis is notified in writing by the Club Secretary of the intention to hold such a function, not less than 7 clear days before the function is due to be held, and intoxicating liquor may be supplied to such persons, by or on behalf of the Club for consumption on the premises and not elsewhere.

Annual Subscription

10. Club fees should be increased each year by at least the rate of inflation, where the General Committee sees fit.

Subscription rates shall be discussed by the General Committee and proposed at the Annual General Meeting and determined by a majority resolution by the members present.

Annual full subscription must be paid by December as indicated on your application form. Payment options are stated on your application form and are expected to be adhered to.

If you falter on your subscription payments, you will be called by the General Committee for explanation as to why you have defaulted on payment. This may result in your membership being revoked, and your name being removed from the members list. The defaulting member so affected may subsequently apply for re-admission and may be liable for a joining fee. If subscriptions owed are not paid, you will no longer be

deemed a member of the Club and so are not permitted to enter the Club or its premises for one year from the date of becoming lapsed. Any member deemed no longer a member must have any personal belongings removed from the club premises within 14 days.

All applications for membership must be accompanied by the first subscription relevant to the type of application.

Applicants for membership after 1st May will pay a proportionate subscription fee relative to the number of months remaining in the subscription year. Berthing fees will also be proportionate after 1st May. The joining fee is payable in full.

Entrance Fees

The General Committee shall have the power to institute, vary or abolish an entrance fee at any time for visitors.

Berthing Fees

Berthing fees should be increased each year by at least the rate of inflation, where the General Committee sees fit.

Berthing Fees shall be discussed by the General Committee and proposed at the Annual General Meeting and determined by a majority resolution by the members present.

Annual Berthing Fees must be paid for each craft owned by the member and berthed in the Boat Park by December as indicated on your application form. Payment options are stated on your application form and are expected to be adhered to.

Payment defaults will follow the same procedure as in Annual Subscription default payments above. All craft must have full and up to date insurance, which should be submitted with application and upon renewal.

Alongside current Berthing Fees, key fobs may be available upon request. There will be a chargeable fee for this.

Admission Charges

It shall be permissible for the General Committee to charge for the admission to the Club premises on occasions when special activities have been organised for members.

Resignation and Expulsion of Members

11. Every member on joining the Club implicitly undertakes to comply with these rules, also to comply with all bye-laws which may be made and duly posted on the Club Notice Board, and any subsequent alterations and additions made thereto and any refusal or neglect to do so shall render such member liable to expulsion by a resolution of the General Committee. If at any time the General Committee shall be of the opinion that the interests of the Club so require, they shall, by letter, invite any member to resign from the Club within a time specified in such letter. In default of the member's resignation, notice shall be given to the member of such intended resolution and the member shall at such meeting and before the passing of such resolution have had an opportunity of giving verbally or in writing, any explanation, or defence. If a two thirds majority of the members of the full General Committee, excluding any member who has, or declares, an interest in the individual(s) or event, vote for his, or her, expulsion, the member shall be expelled.

Annual General Meeting

12. The Annual General Meeting shall be on such day in the month of January as the General Committee may decide. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.

The business of the Annual General Meeting shall be to consider the Reports of the Hon. Secretary and Hon. Treasurer, together with an audited statement of Accounts; the election of all Officers of the Club, Committees, Representatives, and the addition to or amendment of, the Club Rules, or any other business, provided that notice of all business to be brought forward at any Annual General Meeting shall have been given not later than the 9th November in writing to the Hon. Secretary, who shall ensure that Club members are informed thereof.

Extraordinary General Meetings

The General Committee may at any time, and shall on the requisition of any twelve members (or if the total membership of the Club is less than sixty, then one-fifth of the total), stating the business for which it is required, convene an Extraordinary General Meeting for any specified purpose.

Notice of Annual and Extraordinary General Meetings

Members will be given at least fourteen days notice of Annual General Meetings and Extraordinary General Meetings. This will be via Email, on the website and Club notice board.

Voting powers of Members

13. Members of the age of 18 years or over, excluding Temporary Members, are entitled to vote at an Annual / Extraordinary General Meeting. All members elected to a Committee may vote in that Committee provided that they are over the age of 18. Every entitled member shall have one vote at a General Meeting and in the case of an equality of votes the Chairman shall have a second or casting vote. Members absent from meetings may not vote except as provided by rule 4 hereof. The quorum at a General Meeting shall be the members present in person.

At any General Meeting (unless a poll of those present is demanded by 10 members) a declaration by the Chairman that a resolution has been carried, or carried by a particular majority, or lost, or not carried by a particular majority, shall be conclusive. If a poll is demanded it shall be deemed to be the resolution of the meeting at which the poll is demanded.

Accounts

14. The Hon. Treasurer and the Hon. Secretary shall be jointly responsible for keeping proper books of account.

At every Annual General Meeting the Hon. Treasurer shall lay before the Club a statement of accounts for the financial year ended on the previous 30th November. An audited copy of this statement shall be affixed to the Club notice board not less than 7 days prior to the Annual General Meeting.

All surplus income or profits must be re-invested in the club. No surpluses or assets will be distributed to members or third parties.

If at any time a dissolution order is issued any remaining assets shall be given or transferred to the RYA.

Accountant

15. An accountant shall be appointed by the General Committee as and when required. In every year before the Annual General Meeting, but after the expiry of the financial year the Accountant shall audit the Club's book of accounts.

Notices

16. A notice may be served by the Club upon any member either personally or by sending it through the post in a prepaid letter addressed to such member at his address as appearing in the Register of Members, the onus being on the individual members to keep this register up to date.

A notice, if served by post to an address within the British Isles, shall be deemed to have been served within a week of the day on which it was postmarked.

Trustees

17. All Club property shall be vested in the General Committee for the time being as Trustees of the club. Provided that the General Committee shall have power to appoint not more than four Trustees of the Club in whom all or part of the said property may be vested to be dealt with by them as the General committee shall from time to time direct by resolution. The Trustees being indemnified against risk and expense out of the Club property. If by reason of the death or resignation of any of the Trustees it shall be necessary, or the General Committee shall deem it expedient to appoint an additional Trustee or Trustees, the General Committee shall by resolution nominate the new person or persons to be appointed the new Trustee or Trustees.

18. No Member or Temporary Member shall carry on any business for personal financial gain in the Club or use, or cause others to use, the Club premises in close connection with any other business other than sponsorship, or where it is of benefit to the members and agreed by the General Committee.

19. No political matters to be raised or discussed at any Committee Meeting or at any General Meeting.

20. Any case occurring not provided for by these rules or subsequent bye-laws, shall be referred to the General Committee, whose decision shall be final.

Alterations to Rules

21. These Rules may be discussed by the General Committee and added to, repealed, amended and proposed at the Annual General Meeting and determined by a majority resolution by the members present.

22. Notwithstanding the provisions of Rules 8, 9 and 10, the General Committee may, by three-quarters majority of the whole Committee, grant Block Membership for a limited period to other associations or defined groups. The grant of such a Block Membership shall entitle the individual members of the said association or groups to use the Club under conditions which shall be determined by a three-quarters majority of the whole Committee, which shall likewise determine the fees to be paid, which shall be for a significant amount. Associations or groups accepting Block Membership shall provide the Club Administration with the names of their members who will be using the Club, the list being subject

to revision from time to time. This list, together with the conditions and fees attaching to the Block Membership shall be displayed on the Club Notice Board.

23. Any Club member upon becoming a full time paid employee of the Club shall relinquish their membership of B.R.S.C., but continue to enjoy all the facilities of the said Club except the ability to sign in visitors. Membership to be reinstated upon cessation of employment.

24. Anyone wishing to take part in organised Club racing must be prepared to undertake safety boat and/or Officer of the Day duties, or be willing to learn how to do so.

25. All societies, groups including cadet training and courses using BRSC within their title and/or operating within BRSC must have their funds monitored by the General Committee. These funds if deposited within a bank must be protected by two signatures. One being the BRSC Treasurer and one being a member of that society/group or association.

26. The maximum permitted hours during which intoxicating liquor may be supplied to members and their guests of 18 years and over are:-

Monday to Sunday 11.00 am to 12.00 midnight (when the club is open) unless an extension has been granted.

AMENDMENTS

AGM January 2018

Addition to Rule 8:

As part of BRSC membership, there is a requirement that members help their club for a minimum of two hours each membership year. This is to help reduce running costs of the club.

There will be an exception for cadets who are under eight, temporary members, block-booked members and overseas members. Cadets between 8 and 16 years are not expected to sign up however it is hoped they will help. Cadets between 16 and 18 years are expected to sign up and help but will not be expected to pay the opt out fee if they do not.

Those who feel they are unable to carry this out due to poor health can put this in writing to the Flag Officers for consideration, who will treat the request fairly and with confidentiality.

All other members are expected to sign up for the two hours a year as part of their membership.

The club may use an on-line tracking program, for example, 'Dutyman', to help identify and oversee the 'duties' required and carried out. Additionally, there will be a hard copy of a sign-up sheet displayed in the club for people who have difficulty signing in on-line.

Members may opt out of this requirement by paying an annual fee. The fee is set initially at £25 per member. The fee may be varied in accordance with club rules governing fees.

Rule 14, Line 5:

30th September changed to 30th November, to reflect the change of year end as discussed and agreed at the AGM on 28th January 2018.

AGM February 2019

Amendment to Rule 8:

Lines 13 to 30 were removed, and a new amended version inserted. This is to ensure that BRYC adheres to GDPR regulations in regard to members personal details and new members use of the club premises after discussion and agreement at the AGM on 20th February 2019. Amended section (Rule 8, Lines 13 to 24) is as follows:

Prospective club members shall make an application in writing to the General Committee in the form as prescribed at that time. Applicants may use the club as a member from the time that their form is submitted. The Membership Secretary shall send to each newly subscribed Club Member written notice thereof, together with notification of where to find an electronic version of these rules, paper versions will be available upon request.

Objections to new members can be put in writing to the committee and it will be discussed at a General Committee Meeting where a decision will be made based on the information put forward and if deemed appropriate their membership will be annulled, at which point they will be notified of the Club's decision.