

THE CONSTITUTION OF BOGNOR REGIS SAILING CLUB



NAME: The name of the Club shall be THE BOGNOR REGIS SAILING CLUB.

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

OBJECTIVES: To provide facilities for, and promote participation of, the whole community in sailing and water based recreational and sporting activities, excluding planing powercrafts except where used solely in a safety function.

To promote the enjoyment and progression of all forms of amateur sailing and racing.

To promote instruction and training in sailing and a range of water activities for members desiring to improve their knowledge and abilities.

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 others, Regattas and Sailing Competitions and similar events.

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

To be an RYA affiliated club.

POWERS: In order to achieve its aims the Club may:

- Raise money
- Make donations to local Clubs and charities
- Open bank accounts
- Take out insurance
- Borrow money
- Organise events
- Work with other Clubs and organisations and exchange information on the Club
- Arrange services required to maintain the facilities
- Do anything that is lawful which will help it to fulfil its objectives

MEMBERSHIP: Membership of the Club shall be open to any person who is interested in helping the Club achieve its objectives and willing to abide by legislation regarding Equality and Diversity, Health & Safety and the other policies put in place by the Club. Membership shall be available to all persons irrespective of their ethnicity, nationality, sexual orientation, religion or beliefs, or of age, gender or disability.

Prospective club members shall make an application in writing to the General Committee in the form as prescribed at that time. In line with our Club Premises Licence, applicants may use the club as a temporary member for the first 48 hours from submitting their Membership Form. Once this time has passed, full Membership is awarded. The Membership Secretary shall send to each new Club Member written notice of where to find an electronic version of this Constitution.

Objections to new members can be put in writing to the General 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.

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As part of BRSC membership, members must help their club for a minimum of two hours each membership year. This is to help reduce running costs of the club. See Membership document for expansion on the expectations and exemptions. Members may opt out of this requirement by paying an annual fee. The fee may be varied in accordance with the Clubs Constitution governing fees.

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

The Club shall consist of Ordinary, Honorary, Family, Youth, Senior Citizen, Student, Temporary, Service, Overseas and Block Members - see Membership document for details of all Membership types. Any changes to the Membership Policy must be ratified at an AGM or EGM.

Honorary Members: Honorary Membership is awarded as a lifetime membership in recognition of an individual's exceptional dedication and support to the Club. Honorary Members may enjoy all the privileges of the Club. The total number of Honorary Members shall not at any one time exceed five per cent of the total number of all members. Honorary Members who were a previous President or Commodore will be excluded from the five per cent limit.

In addition to the General Committee electing a BRSC Member for an Honorary Membership, BRSC Members also have the right to nominate a Member who they feel qualifies to be considered for an Honorary Membership. This should be put in writing to the General Committee by the end of December each year and should include; the Members name and reasons for suggestion. The General Committee shall have the power to award the Honorary Membership and their decision is final.

Competitors and crews competing at Bognor Regis Sailing Club events are 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.

Alcoholic drinks may be sold to Members / Visitors for consumption on the premises by persons meeting the legal requirements for consumption of alcohol.

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.

VISITORS: Members, other than Temporary Members, have the privilege to introduce visitors, provided that such visitors are not lapsed members from the previous membership year, and/or 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. The visitor's log is to be discarded at the end of each Membership year.

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 Club's premises under the age of 16 must have a nominated adult in charge of them at all times.

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Non-members are 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).

Persons other than members and their guests may be admitted to the registered premises of the Club on the occasion of special functions, which are to be used for recruitment of new members and / or charity fundraiser events. These occasions are limited to 8 in any one year provided that the licensing requirements in force at the time are met. Alcoholic drinks may be supplied, by or on behalf of the Club for consumption only on the premises as per the approved plan attached to the Club Premises Certificate.

In addition to the club's charity / recruitment special functions, applications for Temporary Event Notices may be made to Arun District Council which will permit members of the public to visit the club and the possibility of an extension on the club's opening and serving hours, as well as an extension on the hours that music can be played both indoors and outdoors. Applications must be made ahead of time (as specified by legislation) for a Temporary Event Notice (TEN), which are currently limited to 15 in any one year. While the minimum notice required is 10 working days it is recommended that at least 14 working days' notice is given. A TEN may be submitted in advance for all planned events for the year 1st January to 31st December where dates and times are known.

MEMBERSHIP CONDITIONS FOR EMPLOYEES: 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.

RACING PARTICIPATION RESPONSIBILITIES: 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.

ANNUAL SUBSCRIPTIONS: 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, 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 the application form. Payment options are stated on the application form and are expected to be adhered to.

If a member defaults on their subscription payments, they will be contacted by the Membership Secretary, Treasurer or an appropriate member of the General Committee to discuss the reason for the defaulted payments and agree a plan for resolution of the matter.

If the matter cannot be resolved, this may result in membership being revoked and the member's name, together with any family members associated with the default payment, will be removed from the members list. The defaulting member so affected may subsequently apply for re-admission and may be liable for a joining fee in addition to the membership fees owed for the period in question.

If subscriptions owed are not paid then the member/s will no longer be member/s of the Club and so are not permitted to enter the Club or its premises for one year from the

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date of becoming lapsed. Any personal belongings must also be removed from the club premises within 14 days.

Unless paying by direct debit or bank transfer, all applications for membership must be accompanied by the full subscription relevant to the type of application once the invoice / amount has been confirmed.

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. Proportionate subscription fees do not apply to members from the previous year as continual Membership is required for renewing members.

If a Member does not renew their subscription, they are not permitted to enter the Club or its premises for the first year following non-renewal. This applies to all Members except for a Member who was included in a Family Premium and therefore not had a membership in their own right. In this case, the normal allowance of 6 visits in any one Membership year applies.

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 the application form. Payment options are stated on the application form and are expected to be adhered to. Payment defaults will follow the same procedure as in Annual Subscription default payments above.

The General Committee may, at its discretion, ask a member to remove his or her craft from the Boat Park premises if subscription fees remain unpaid. A Notice to Collect / Intention to Sell will be issued to the member using the contact details provided on their membership form.

It is the members responsibility to ensure that all their craft have full and up to date insurance in compliance with the Boat Park Rules. Current and adequate insurance is confirmed by Members upon application / renewal of Membership and Berthing.

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

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, and to institute, vary or abolish an entrance fee at any time for visitors.

RESIGNATION AND EXPULSION OF MEMBERS: Every member on joining the Club implicitly undertakes to comply with this Constitution, also to comply with all Bye-laws and any subsequent alterations and additions made to them.

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Non-compliance by a member may be considered by the General Committee and they may decide appropriate action, taking into account the Club's best interests. The procedure for requesting the resignation or the expulsion of a member as a result of the non-compliance must include the following actions:

- The General Committee must consider the non-compliance and a three-quarters majority of the members of the full General Committee, excluding any member who has, or declares, an interest in the individual(s) or event, must vote for the member to resign in order for further action to be taken.
- A member's resignation from the club must be requested by a letter that specifies the time frame by which the resignation is to be completed. If a resignation is not received then the General Committee must notify the member of the intention to consider his expulsion from the Club at a meeting. At that meeting the member may give verbally or in writing, any explanation, or defence before the General Committee considers the expulsion. The member may also request another club member(s) to provide similar information on his behalf.
- If a three-quarters 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.

OFFICERS, ELECTION AND RETIREMENT: The Flag Officers of the Club Shall be: A Commodore, Vice-Commodore, followed by two Rear Commodores of equal rank.

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 and been a Member of BRSC for at least 2 years. The Flag Officers, Members of Committees 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:-

Each year, during November a list of Flag Officers of the Club, Committees and the representative positions shall be displayed upon the Club Notice Board. The list will remain displayed for a month. Members willing to serve within a role may enter their name on the list and need to obtain a proposer and seconder.

Any two members entitled to a vote, while the list is on the Notice Board, may propose or second a nomination, as well as write the name of a proposed member for office, having first ascertained that such member is willing to serve in office. The list shall be withdrawn after one month, and each member of the club will be notified of the list along with the AGM agenda.

Where more than one nomination for a position is received this list will represent a voting paper and may be used as such, either at the AGM or by a Member sending it through the post in a sealed envelope marked "Voting Paper", or electronically.

The votes recorded will be taken into account at a ballot which will take place at the AGM. 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 the Committee Members to carry out the duties of the vacant office.

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PRESIDENT AND VICE-PRESIDENTS: There shall be a President and two Vice-Presidents of the Club.

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(s) shall 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-President(s) responsibility to give continuous support to the Club and its serving Committees.

GENERAL COMMITTEE: The Club shall be administered by a General Committee of the Officers elected at the Bognor Regis Sailing Club's Annual General Meeting.

The Officers of the General Committee shall be: Commodore, Vice Commodore, Rear Commodore Executive, Rear Commodore Sailing, Treasurer, Membership Secretary, Publicity Officer, Entertainments / Event Officer, Safeguarding Officer, Secretary and any other position that the Committee in position sees fit, whilst ensuring that the number does not exceed the total governed by this Constitution, which is a total of four Flag Officers and ten Committee Members.

The Officers of the General Committee shall be eligible for the role if they: have been proposed and seconded by the Club membership, are confirmed at the AGM and conform to current legislation i.e. not registered as bankrupt or been found guilty of any other offences that would exclude them from office.

The General Committee shall meet monthly. A quorum in the General Committee is seven, or two thirds of the General Committee if not all positions are filled.

Voting by the General Committee shall be by a show of hands. If there is a tied vote then the Commodore shall have a second vote.

The General Committee may by a two-thirds majority vote and for a good and proper reason ask for the resignation of a Committee member, provided that person has a right to be heard before a final decision is made as outlined in the Grievance Policy.

The General Committee may appoint another member of the Club as a General Committee member. The General Committee may appoint a General Committee member to fill any in year vacancies, including the position of Flag Officer.

The General Committee shall hold office for a period of 1 year, or until the following AGM if that is sooner. If after this period they wish to continue in their role they may, if nominated and seconded by members of the Club, continue in their office for another year.

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 this Constitution or will not jeopardise the Clubs status as a Community Amateur Sports Club. All members shall be bound by such bye-laws.

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

The General Committee shall have control of the Funds of the Club, and after expenses and commitments, 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. 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.

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

At the request of any three members of the General Committee the Secretary is to arrange 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, the members present shall choose who shall preside.

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

DUTIES OF THE OFFICERS OF THE GENERAL COMMITTEE:

The duties of the Commodore are to:

- Chair meetings of the General Committee and the Club
- Represent the Club at functions/meetings that the Club has been invited to
- Act as a spokesperson for the Club when necessary
- To oversee the running of the Club and management of Committees

The duties of the Vice Commodore are to:

- Support the Commodore with the running of the Club
- Also typically includes: Overseeing the Kitchen and Franchisee

The duties of the Rear Commodore Executive typically include:

- Oversee the running of the bar
- Ensure that the bar area is kept to a high standard
- Order the stock for the bar
- Arrange the stock checks each year
- Support the staff and carry out appraisals
- Ensure the correct policies and procedures are in place for staff
- Ensure that appropriate training / courses are carried out

The duties of the Rear Commodore Sailing typically include:

- Chair the Sailing Committee Meetings
- Oversee the Sailing and Water activities
- Ensure the correct procedures and risk assessments are in place
- Arrange for inspections and services of Club equipment
- Report information regarding Sailing to the General Committee

The duties of the Treasurer typically include:

- Supervise the financial affairs of the Club
- Keep proper accounts that show all monies collected and paid out by the Club
- Ensure the accounts are prepared for the financial end of year and VAT returns

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- Set and distribute the expense limits as directed by the Commodore and General Committee
- Report on finances to the General Committee at each meeting
- Present the financial affairs to the Members at the AGM

The duties of the Membership Secretary typically include:

- Maintain the Club membership list
- Complete the RYA Census
- Inform new Members of where to find the Constitution and Bye-laws and send a Welcome Letter
- Liaise with members regarding their Membership

The duties of the Publicity Officer typically include:

- Assist in compiling correspondence to members and circulating once approved
- Update the website frequently to ensure current information is available
- Assist with social media posts advertising Club events

The duties of the Entertainment / Events Officer typically include:

- Source and once approved, secure bands / dj's for Club events
- Liaise with entertainment / caterers for Club events
- Plan and ensure the Club is decorated for Events when necessary
- Plan the social calendar for the upcoming and following year
- Ensure that events are publicised
- Communicate with venue hire requests
- Bring requests to the General Committee for approval / rejection
- Arrange collection of entry fees at social events
- Communicate with the Secretary regarding TEN's needed

The duties of the Safeguarding / Club Welfare Officer typically include:

- Ensure Policies and procedures are up to date
- Ensure any concerns are dealt with in an appropriate manner and follow the correct process
- Contact the RYA when needed
- Keep up to date with training

The duties of the Secretary typically include:

- Take, keep and circulate minutes of the General Committee Meetings
- Post the minutes each month on the Club notice board
- Prepare an agenda for the AGM and EGM in consultation with the Commodore
- Take and keep minutes of an AGM and EGM
- Write letters when requested
- Carry out TEN's applications
- Proofread documents when requested
- Undertake tasks requested by the Commodore / Vice Commodore
- Undertake tasks outlined by the Commodore in connection with the AGM / EGM (for example - read the previous years Minutes and introduce Officers of the Committee)

SAILING COMMITTEE:

There shall be a Sailing Committee consisting of the Rear Commodore Sailing and not more than ten members of the Club - at least 1 principally concerned with Dinghy/Catamaran sailing; at least 1 principally concerned with Boardsailing (of all

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types); 1 principally concerned with Fishing; 1 principally concerned with Boat Park maintenance and 1 principally concerned with Boat Maintenance.

The Sailing Committee has responsibility to manage the sailing, windsurfing and other water based recreational and sporting activities that Club members may participate in. 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 may co-opt members of the Club to act until the next Annual General Meeting. The Sailing Committee shall liaise with the General Committee for the organisation and control of the Boat Park, including the allocation of berths.

SUB-COMMITTEES: 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.

COMMITTEE REPORTS: Every Committee shall conform to any applicable regulations governing the proceedings of the General Committee. The Committee must keep minutes of the proceedings of all meetings and, in the case of Committees other than the General Committee, shall provide minutes to the General Committee and provide details of their financial workings.

FINANCE: Any monies obtained by the Club shall be used to meet the aims and objectives of the Club. All surplus income or profits must be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

Any bank accounts opened for the Club shall be in the name of the Club. Any cheques issued shall be signed by signatories at that time.

An accountant shall be appointed by the General Committee as and when required. Each year after the Club's End of Financial Year, the accountant shall prepare the accounts ready for the AGM. An un-audited copy of the accounts shall be affixed to the Club notice board not less than 7 days prior to the Annual General Meeting.

FINANCIAL CONDITIONS FOR B.R.S.C. SUB-GROUPS: 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, who are either Flag Officers of the Clubs Committee or the Clubs President or Vice Presidents.

ALCOHOL SALES HOURS: 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 12.00hrs to 00.00hrs (when the club is open) unless an extension has been granted, aside from the Annual Summer Ball and New Years Eve when alcohol may be served until 01.00hrs as well as music played until 01.00hrs.

ANNUAL GENERAL MEETING:

- The Club shall hold an AGM in the month of January or within two weeks prior to the new Membership year.

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- The AGM shall be held annually with no more than 15 months between each AGM.
- All members of the Club shall be given at least 14 days notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be 5 members of the Club.
- The business of the AGM shall include:
 - Receiving a report from the Commodore on the Club's activities
 - Receiving a report from the Treasurer on the finances of the Club
 - Electing a new General Committee and Officers
 - Electing a new Sailing Committee
 - Amendments or additions to the Constitution
 - Considering any other matters as may be decided

All business items to be considered at the AGM, including those items regarded as "Any Other Business", must have been given in writing to the Secretary not later than four weeks before the AGM. The Secretary will ensure that Club members are informed of these items using an AGM agenda.

EXTRAORDINARY GENERAL MEETING: An EGM may be called by the General Committee or by any twelve members of the Club to discuss an urgent matter. The Secretary shall give all members five days notice of any EGM together with notice of the business to be discussed. All eligible members are entitled to attend and vote.

Notice of an AGM and EGM will be given via email and displayed on the Club notice board.

VOTING POWERS OF MEMBERS: With the exception of temporary, block and overseas members, every individual member that has reached the legal age to vote in the UK shall have one vote at Annual General Meetings and Extraordinary General Meetings.

In the case of an equality of votes, the Commodore will have a second or casting vote. Members absent from the meeting may not vote, unless a voting paper is in use for a situation of two candidates for a Committee position.

At any General Meeting a declaration by the Commodore that a resolution has been carried; carried by a majority; lost; not carried by a majority, shall be conclusive. Except when a poll is demanded by 10 members present at that meeting. The results of that poll will then become conclusive.

NOTICES: A notice may be served by the Club upon any member either personally, by email, or by sending it through the post in a prepaid letter addressed to such member. The member's address or email address that is kept in the Register of Members will be used, 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, or within a week of the day of sending for an email.

TRUSTEES: 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

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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.

ALTERATIONS TO THE CONSTITUTION: This Constitution may be discussed by the General Committee and added to, repealed, amended and proposed at an AGM or EGM and determined by a majority resolution by the members present. This Constitution should be reviewed at least every two years to ensure that regulations and policy changes are maintained.

DISSOLUTION: The Club may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to the RYA.

Any case occurring not provided for by this Constitution or subsequent Bye-laws, shall be referred to the General Committee, whose decision shall be final.

This constitution was adopted at a General Meeting of the Club on:

Date

Signed by:

Commodore:

Print Name:

Vice Commodore.....

Print Name: