

CONSTITUTION OF CROUDACE BAY
SAILING CLUB INCORPORATED 2017

RULES

1. NAME OF CLUB

The Club shall be called CROUDACE BAY SAILING CLUB.

2. AIMS OF THE CLUB

To foster and promote family sailing.

3. CLUB COLOURS

Navy blue and white.

4. MEMBERSHIP

Membership application shall be made in writing on the "membership application form" and lodged with the Secretary/Treasurer together with the appropriate membership fee.

The committee has the right to accept or reject the application. As soon as practicable after the committee makes a determination, the Secretary must notify the applicant in writing (including electronic means).

Membership shall not be transferable.

There shall be four classes of membership.

- a. Family unit that sails one boat.
- b. Full member and adult over 18 years.
- c. Associated member.
- d. Life Member

5. REGISTER OF MEMBERS.

A register of members shall be kept by the Honorary Treasurer and up-dated **the register** at each general meeting.

6. FEES, SUBSCRIPTIONS ETC.

The annual subscription and race fees shall be determined each year at the Annual General Meeting. The annual subscription shall be due and payable on the 1st of May of each year.

Any member failing to pay the annual subscription for a period of one month after it becomes due, may lose membership. The race fees shall be due and payable with the subscription or paid prior to a race.

A category 7 safety certificate (or higher) and sail number recognised by the club, shall be obtained prior to the third point score race of the first half summer point score race.

Any member failing to pay race fees, obtain a safety certificate and/or obtain a recognised sail number, by the third race, shall not be included in the point score until rectified.

The Committee shall have the right to strike a special annual subscription and race fees for members joining late in the season.

7. MEMBER'S LIABILITIES

Members are liable for the amounts each member owes the Club in respect of their membership, i.e. subscriptions and/or race fees due to the Club.

Members of the committee of the Club shall have limited liability to a maximum amount of \$20.00 for the debts of the Club, providing they follow accepted business and community standards.

8. DISCIPLINING / EXPULSION OF MEMBERS INCLUDING INTERNAL DISPUTES.

A complaint may be made to the committee by any person that a member has not complied with provisions of the constitution, or has wilfully acted in a manner prejudicial to the interest of the Club. The committee may refuse to deal with a complaint if considered trivial.

If the committee decides to deal with the complaint, notice of the complaint must be served on the member and the member given 14 days within which to make a submission to the committee in connection with the complaint, for the committee's consideration.

If the complaint is proven after due consideration by the committee, the member may be suspended or expelled. The Secretary must give notice to the member within 7 days as to the reason for the action and the member's right of appeal. The member may appeal to the Club within 7 days after notice is served on the member, by lodging with the Secretary, a notice to that effect.

On receipt of a notice from the member, the Secretary must notify the committee to convene a general meeting to be held within 28 days. At this meeting the committee and member must be given the opportunity to state their respective cases and members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

9. VISITORS

A visitor, whether Skipper or Crew, after competing in three races with the club in any way through the year, (excluding invitation races) shall be required to become a member of the club, if they wish to continue sailing with the club.

10. COMMITTEE.

The role of the Committee is to control and manage the affairs of the Club.

It shall consist of the Commodore, Vice Commodore, Rear Commodore, Club Captain, Honorary Secretary, Honorary Treasurer, Handicapper and any number of others as decided by a General Meeting who shall be-

- An owner of a boat registered with the club
- An Adult Family, Full member or Associate member
- A member of at least one year continuous standing or at the discretion of the Committee
- Life Members

11. DUTIES OF THE COMMITTEE

The business affairs of the Club shall be undertaken by the Committee. The Committee shall have the duty to appoint members to assist the Club, including delegates of representatives.

General Meetings shall be held at the discretion of the Committee.

Any members of the Committee failing to attend 3 consecutive meetings may be required to give satisfactory reasons for their non-attendance, otherwise the Committee at the next General Meeting may recommend that the seat be declared vacant.

12. SAILING COMMITTEE

The role of the Sailing Committee is to manage all matters relating to the Club's sailing activities and advice on safety aspects relating to the clubs sailing activities.

The sailing committee shall consist of all members of the Committee and other elected members.

13. DUTIES OF THE COMMODORE

The Commodore shall preside at all meetings and social functions of the Club.

The Commodore shall be responsible for negotiating with associated authorities i.e. local council and marine authorities.

The Commodore shall be responsible for applying for licences issued by Marine Services.

14. DUTIES OF THE VICE-COMMODORE

The Vice-Commodore shall take charge of all sailing events and shall be the principal official of the day.

The Vice-Commodore shall be responsible for arranging a Sailing Official to act as Race starter and time keeper for each club race.

The Vice-Commodore shall be responsible for the upkeep of the Club's marker buoys.

15. DUTIES OF THE REAR-COMMODORE

The Rear-Commodore shall be responsible for organising and running of social events.

16. DUTIES OF THE CLUB CAPTAIN.

The Club Captain shall assist the Commodore and skippers as necessary, and be responsible for the condition of the Club House and keep an updated list of the Members.

17. DUTIES OF THE HONORARY SECRETARY.

The Honorary Secretary shall see that a copy of the rules, by-laws and sailing instructions of the Club, together with the register of club members, are kept up to date. Shall hold licences issued by Marine Services.

Shall carry out the resolutions of various meetings and keep a record of all matters in connection with the Club and embody in a report for submission to the members at the Annual General Meeting.

18. DUTIES OF HONORARY TREASURER.

The Honorary Treasurer shall receive all member applications, subscriptions, sailing fees and all other monies and shall deposit same in a Bank selected by the Management Committee in the Club name. Shall produce a financial statement to the members at general meetings, attend Annual General Meetings and furnish the members with an account duly audited of the whole of the receipts and disbursements of the current year.

All monies received and disbursed by the Treasurer shall be recorded. No money shall be expended or liabilities incurred by any officer of the Club unless specially authorised by the Committee. All routine accounts for expenses against the Club shall be paid by the Treasurer using electronic banking facilities.

Shall receive all correspondence and produce same at the meetings following receipt thereof. Shall hold licences issued by Marine Services.

The Honorary Treasurer shall also hold the position of Public Officer and be responsible for making the annual statutory submissions to Fair Trading.

19. PAYMENTS.

All Club expenses shall be paid by credit card or electronic bank transfer. The Treasurer, Commodore, Secretary and a committee member shall have access to the bank account.

20. ELECTION OF OFFICERS

Officers shall be elected at the Annual General Meeting or at subsequent General Meetings, as the occasion may require. Nomination for various officers shall be proposed and seconded by financial members at the Annual General Meeting. A returning officer shall be elected from the floor of the meeting to conduct and declare ballot.

Election of Officers Pro Term. The Committee shall have the power to elect any official Pro Term. i.e. Handicappers, Starters, Sailing Committee etc. can be appointed as required.

21. MEETINGS.

General Meetings shall be held monthly during the sailing season or as required giving 7 days clear notice to members and any notices of motion. Members must attend the meeting to vote on any motion.

22. THE ANNUAL GENERAL MEETING

The financial year of the Club shall commence on the 1st May each year and ending on the following 30th April. The annual general meeting shall be held on an advertised date during July of each year and members given 7 days clear notice and any notice of motions. Members must attend the meeting to vote on any motion.

23. QUORAMS

- a. Annual General Meeting - 8 financial members, or Life Members
- b. General Meetings - 5 financial members or Life Members
- c. Extra-Ordinary Meetings (Special) - 8 financial members, or Life Members

24. LIFE MEMBERSHIP

A Committee member who has served on the Club's committee for 10 years, or more, shall be considered for Life Membership of the Club.

Life Membership for eligible club members will be considered and approved by members, at the Annual General Meeting.

A Life Member shall be entitled to have the annual subscription and race fees waived for the successive years of membership.

25. ALTERATIONS TO THE CONSTITUTION

Alterations to the Constitution shall only be made at a Special General Meeting.

A notice of motion shall be given to the Secretary 7 days in advance of the proposed Special General Meeting, and such notice shall be circulated to voting members.

26. WINDING UP OF THE CLUB.

Where the club needs to be wound up voluntarily, a special meeting shall be convened after giving 7 days' notice to members and a special resolution to this effect is passed.

Any surplus property and funds is to be transferred to another organisation with similar aims and objectives of the Club and shall not be carried on for the profit or gain of its individual members.