



# Constitution & Rules

## **1. Name of Club**

The name of the Club shall be “Craigavon Lakes Sailing Club”

## **2. Objects of the Club**

The objects of the Club are to promote and facilitate sailing, water sports and social activities amongst its members.

## **3. Officers of the Club**

The Officers of the club shall be Full or Family members of the club and shall consist of a Commodore, a Vice-Commodore, an Honorary Secretary and an Honorary Treasurer.

Officers shall be elected at the AGM and shall hold office for one year. All Officers of the Club shall be eligible for re-election for the same office in the next ensuing year.

## **4. Nominations of Officers and Committees**

Nominations for any office or committee must be sent in writing to the Hon. Secretary seven days before the AGM.

## **5. Hon. Secretary**

The Hon. Secretary shall be responsible for the following:

- (a) Keeping a Register of Club Members.
- (b) Keeping a record of the proceedings of all meetings.
- (c) Keeping custody of all club documents.
- (d) Administering such Insurance policy (or policies) as may be needed to fully protect the interests of the club, its Officers and its members.
- (e) Administering any such certificates or registrations, and complete any such non-financial returns as may be required by law.

## **6. Hon. Treasurer**

The Hon. Treasurer shall be accountable to the Executive Committee for the receipt and payment of all money due or owing by the Club and in addition to keeping proper books of accounts, shall prepare and submit a Balance Sheet to the AGM after it has been audited by the Clubs Auditor(s).

The financial year of the Club shall end on 30th November.

The Club shall not be conducted for profit; any surplus of income over expenditure in any one year shall be applied for the benefit of members as a whole.

## **7. Auditor(s)**

An Auditor (or Auditors) shall be appointed at each AGM to audit the accounts of the Club for the ensuing year.

## **8. Executive Committee**

The business of the Club shall be managed by an Executive Committee, which shall consist of the Officers of the Club.

The immediate past Commodore shall be an ex-officio ordinary Member of the Committee. In the case of a vacancy occurring in the Executive Committee during the current year of office the Executive Committee may, at its discretion, appoint a successor, who shall hold office until the next AGM. The number of successors so appointed in any one year shall not exceed one third of the original number of Members.

In the discharge of their club duties the Officers of the Club and the Members of the Executive Committee shall act as the servants or agents of the Club and shall not incur any personal liability in respect thereof.

## **9. Committee Meetings**

The Committee shall meet from time to time at such place and hour as may be convenient and as summoned by the Hon. Secretary.

The Commodore or in his/her absence a Chairperson elected by those present will preside. Three Members present shall form a quorum.

## **10. Sub-Committees**

The Executive Committee may appoint such Sub-Committees as it may deem necessary and may delegate such powers, as it considers desirable.

## **11. Annual General Meeting (AGM)**

An Annual General Meeting (AGM) of the members shall be held before the 31st December in each year, at such time and place as fixed by the Executive Committee.

Quorum - 12 Members present shall form a quorum.

The Hon. Secretary shall give members at least 14 Days written notice convening the meeting together with an agenda for matters to be discussed.

## **12. Extraordinary General Meetings**

An Extraordinary General Meeting may be called by the Executive Committee or by the Hon. Secretary at the request of 12 Members of the Club.

The Hon. Secretary shall give members at least 14 Days written notice convening the meeting together with an agenda for matters to be discussed.

The discussion at such meeting shall be confined to the business stated in the notice.

Quorum - 12 Members present shall form a quorum.

## **13. Voting at meetings**

Voting (except for the election of members for the Executive Committee or a resolution relating to the expulsion of a member) shall be by show of hands.

In the event of a tie the Commodore (or Chairperson) shall have a casting vote.

Any Member(s) in arrears shall have no right to a vote.

## **14. Membership**

Membership of the Club shall be divided into the following categories:

- (a) A Full Member - Over 18 years of age and entitled to one vote.
- (b) A Family Member- One or both parents (as may be) and all children under 18 years of age. The family unit shall have one vote, exercisable by either parent.
- (c) A Junior Member - Under 18 years of age; shall have no voting rights.

## **15. Entrance Fee**

The Entrance fee for each Membership category shall be proposed by the Executive Committee and discussed at the AGM.

Any approved change(s) shall come into effect on the first day of April of the following year.

Entrance Fees shall be prominently displayed within the club premises.

## **16. Subscriptions**

Annual Subscriptions shall be approved at the AGM and come into effect at the start of the following year.

Current Subscription Rates shall be prominently displayed within the club premises.

Annual Subscriptions shall be due on the 1st April each year.

In the case of persons joining the Club after the 1st September in any year the subscription shall be halved.

## **17. Unpaid Subscriptions**

The Executive Committee may at its discretion cancel, without notice given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears.

The Executive Committee may at its discretion re-instate such members upon payment of arrears.

Any Member whose annual payments are in arrears shall forfeit all membership rights and privileges. They may not enter any club event/regatta or vote at any meeting(s).

## **18. Suspension or Expulsion of Members**

The Executive Committee shall have the power to suspend or to expel any member of the Club by ballot. A simple majority shall be required in the case of suspension and a majority at least in the proportion of four to one to expel a member, who shall forfeit all rights to or claims upon the Club or its property or funds.

## **19. Retirement of a Member**

A member wishing to retire from membership shall give notice in writing to the Hon. Secretary before the last day of November and shall not then be liable for subscription for the following year. In the event of re-application by a past member

the Executive Committee may, at its discretion, excuse payment of an Entrance Fee.

## **20. Members' duty to Notify**

It is the Members' responsibility to notify the Hon. Secretary of any change of address.

## **21. Data Protection**

Membership of the Club and acceptance of these rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act 1984.

## **22. Limitation of Club liability**

The Club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the Club.

The Club will not accept any liability of personal injury arising out of the use of the club premises, any other facilities of the club either sustained by members, their guests or visitors or caused by the said members, guests or visitors 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, or servants of the Club.

## **20. Racing**

All Club races shall be sailed under the ISAF Racing Rules of Sailing.

Any Member(s) in arrears shall have no right to enter club races/regattas.

## **21. Alterations of Rules**

Amendments to the Rules can only be made at the AGM (or at an Extraordinary General Meeting, if convened for that purposes). Any Member wishing to effect change(s) should submit details in writing to the Hon. Secretary before 31st October. Details of proposed alterations shall be sent to all 'voting members' with the notice convening the meeting.

## **22. Interpretation of Rules**

The Executive Committee's interpretation of the Rules shall be binding on every Member until set aside at an AGM (or at an Extraordinary General Meeting).