

# **CIVIL SERVICE SAILING ASSOCIATION**

## **EAST COAST YACHT DIVISION**

**20<sup>th</sup> February 2014 CSSC Membership and Para 9c changes ratified by CSSA General Committee.**

**20 March 2016 Para 9d and 9e changes ratified by CSSA General Committee.**

### **Constitution**

1. There is hereby constituted a Division of the Civil Service Sailing Association (CSSA) to be known as the East Coast Yacht Division (ECYD).
2. In these Rules, unless the context otherwise requires: "Club" means the Division of CSSA constituted by Rule 1, "Council" means the Civil Service Sports Council, the "Club Yacht" means any yacht managed by the Club for the use of its members, "Related Activities" means activities and functions organised by the club other than in the Club yacht, "Additional Fee" means the membership fee paid by Day Members as defined in rule 5.

### **Objects**

3. (1) The Objects of the Club are:
  - (a) The provision and management of yachts (in these rules severally referred to as 'a Club yacht') for the purpose of cruising or racing, and the promotion of those activities among members of CSSA and the Club.
  - (b) The provision of training courses whereby such members of the Club may qualify for certificates of competence, including those issued by the Royal Yachting Association.
  - (c) The provision and management of a Crewing Bureau to advise members requiring berths on the Club yacht of the availability of such berths.
  - (d) Arranging sailing and other related activities for members of the Club.
- (2) The Objects shall be promoted subject to and in accordance with any directions of the General Committee of the CSSA, and in particular managed subject as aforesaid so far as reasonably practical to prevent financial loss and to secure and maintain efficiency.

### **Membership**

4. (1) Members of the "Club" shall be.
  - a) Ordinary Member, being a Full Member of CSSA and of the Council who has applied to sail in the Club yacht, or take part in a "related activity"; and has paid a charter, berth or entrance fee.
  - (b) Associate Member, being an Associate Member of CSSA who has applied to sail on the Club yacht or take part in a "related activity" and paid a charter or berth fee. The number of such members sponsored by the Committee shall not exceed 10% of the Ordinary membership of the Club.
  - (c) Junior Member, being the child (under 18 years of age) of a member or of the member's spouse or partner, on behalf of whom an application to sail on the Club yacht has been made and the fee paid, provided the Junior member when sailing is accompanied by the member who shall exercise parental responsibilities.
  - (d) Day Member, being a person who may not yet be a CSSC member, but whose application to sail on the Club yacht or take part in a "related activity" has been accepted, and has paid the appropriate fee.

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- (e) Extra Member, being a family member or friend of an Ordinary Member, who may participate in a "related activity" with an Ordinary or Associate Member, but does not sail on the Club yacht.
- (f) Honorary Member, being such person as the Committee may determine.
- (g) Honorary Life Member being such members as the Club may by a resolution of a General Meeting of which two thirds of the members present in person or by proxy are in favour elect to such membership.

(2) The duration of membership of the "Club" shall be determined as follows.

- (a) Ordinary and Associate Membership shall commence when an application to charter or sail on the Club yacht, or to take part in a "related activity" has been accepted; and the charter, berth or entrance fee has been paid and shall cease on resignation or 31<sup>st</sup> December in the second year after the year in which the member last sailed in the Club yacht or took part in a related activity.
- (b) Junior Membership shall commence when the application to sail on the Club yacht or take part in a "related activity" has been accepted and the requisite fee paid, and shall end on 31<sup>st</sup> December of the year in which the member attains the age of 18 years.
- (c) Day Membership shall commence on the day on which the Member first boards the Club's yacht for the agreed period, or starts to take part in a "related activity" and shall end on the completion of not more than 14 days membership. No person may have more than one period of Day Membership.
- (d) Extra Membership shall be for the period of the "related activity"
- (e) Honorary Membership shall commence and end on such dates as the Committee shall decide in the case of each such member.

### **Subscription**

5. (1). The charter, berth or entrance fee paid by an Ordinary, Associate or Junior member to make use of a Club yacht or to take part in a "related activity" shall be deemed to include the subscription for membership for the duration of membership specified in rule 4.
- (2). A Day Member shall pay, in addition to any charter, berth or entrance fee due, such additional fee as shall be set from time to time by the Committee of the ECYD, for each period of 24 hours, or part thereof that they spend on the Club's yacht, or taking part in a "related activity".
- (3) An Extra Member shall pay such fee as may be set by the Committee for the related activity by such member.
- (4) An application to use the Services of the Club Crewing Bureau shall be deemed to be an application for membership.
- (5) A member who does not renew their subscription shall be deemed to have resigned.
- (6) Honorary and Honorary Life members will not pay a membership fee to the Club.

### **Management Committee**

6. (1) The Objects of the Club shall be promoted by a Committee consisting of the Officers, who shall be Captain, Secretary, Treasurer, Yacht Secretary, Crewing Bureau Secretary and Yacht Husband, and 3 members (jointly referred to as its membership).
- (2) The Committee shall take office immediately after the general meeting at which it is elected, shall unless previously voted out of office and subject to rule 7 hold office until the end of the next Annual General Meeting and shall meet as required for the purpose of promoting the Objects.
- (3) The Committee may appoint such sub-committees, as it requires.
- (4) (a) The Committee may co-opt members for special purposes, and may fill from among its members any vacancy among the Officers, and from such of the members as are eligible to

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be elected to the Committee, any vacancy which occurs among its members.

(b) Where the Committee does not include a Skipper approved as such by CSSA, it shall co-opt from such members, at least one skipper to secure such representation on it.

(5) The Committee shall make such arrangements for promoting the Objects as it thinks fit, may charge such fees for participation in such activities as it may arrange and may incur such liabilities as seem proper:

Provided that the Committee may not without the prior approval of the General Committee of CSSA incur liabilities in excess of the reasonably expected income from the then current activities of the Club.

(6) The quorum for the Committee shall be 5, of whom 2 shall be Officers.

(7) (a) Subject to sub-paragraphs (b) and (c) below, the Committee may, by a resolution of which two thirds of its membership are in favour, require the resignation from the Committee of any of its membership or from the Club of any member.

(b) Where the Committee proposes so to require, it shall so notify such person who may within seven days of such notification require the Committee to give him or her within a further twenty one days, an opportunity to make representations whether in writing or in person as he or she may specify, to show cause why he or she should not be so required to resign.

(c) Where in default of or after taking into account any such representations, the Committee requires the resignation of such person, but such person fails to comply with such requirement within seven days of its date, he or she shall be deemed to have resigned.

(d) The Committee may suspend any member from the duties of his or her office or the privileges of membership while a proposal to require his or her resignation is being considered.

(8) The Committee may by a resolution of which two thirds of its membership are in favour, sponsor as an associate member of CSSA any person who applies to the Committee for such membership:

Provided that the Committee may not so sponsor persons to a total in number which exceeds 10% of the membership of the Club.

(9) The Committee may make, amend or revoke all such rules, regulations and bye-laws not being inconsistent with this Constitution, as it shall think fit for the management and wellbeing of the Club and for the conduct of sub-committees; and shall do so in respect to the admittance, behaviour and expulsion of guests, visitors or other licensees.

(10) The Committee shall effect such insurance of the Club and its assets against loss, damage, third party liability and such other risks in such sum as may be requisite to indemnify the Club, CSSA and the Council against any claim arising out of any activities of the Club in the promotion of its Objects.

(11) The proceedings of the Committee shall not be invalidated by any vacancy in, or by any defect in the election of any of, its membership.

## **Chairman**

7. (1) The Captain shall be the chairman and shall, subject to paragraph 7. (2), preside at all Committee meetings.

(2) In the absence of the chairman, the Committee shall elect one of its membership present to preside.

(3) The chairman shall be elected for a period of two years, so however that no person may continuously hold the office of chairman for more than four years.

## **Secretary**

8. The Secretary shall:

(a) Be responsible for the correspondence and the records necessary for the promotion of the Objects.

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- (b) Give to the members notice in accordance with rule 10 of all duly arranged general meetings.
- (c) Give to the Committee membership notice of all duly arranged Committee meetings.
- (d) Record and publish as appropriate the minutes of such meetings.
- (e) Forward copies of such minutes to the Secretary of CSSA.

## **Financial**

9. The Treasurer shall:
  1.
    - (a) Keep proper books of account of all monies received and paid on behalf of the Club.
    - (b) Arrange for all such receipts to be deposited with such branch of such bank as the Committee may determine to the credit of an account in the name of the Club.
    - (c) Instruct such bank that it shall not honour cheques or other orders on such account for amounts exceeding £2,000 which are signed by fewer than two of such persons as the Committee shall authorise for the purpose and notify to it.
    - (d) Prepare an income and expenditure account and a balance sheet as at 31st December in each year.
    - (e) Cause such accounts and balance sheet to be audited or subject to an independent examination and a copy sent to the treasurer of CSSA not less than 14 days before the general meeting of the Club at which they are to be presented.
  2. The Treasurer, officers and members of the Committee shall be indemnified out of the funds of the Division for all losses by them and all claims against them in connection with the business of the Division not caused by their own misbehavior or lack of reasonable care.

## **General Meetings**

10. (1)
  - (a) The Committee shall cause a general meeting to be held annually (the Annual General Meeting) as soon as practicable after 31st October in each year.
  - (b) The quorum for such Meeting shall be 20 Ordinary members. If the meeting remains inquorate after 30 minutes the meeting shall be adjourned for a specified number of days and then the numbers present shall be the quorum unless the GM is one called by the members in which case the meeting will be dissolved and the motion lost.
  - (c) The Captain shall preside, failing whom such person shall preside as accepts such invitation as the Committee shall make.
  - (d) The secretary shall give to members not less than six weeks notice of the date for the Meeting and invite members to nominate, subject to rule 11, members for election as Officers or members of the committee.
  - (e) Ordinary and Honorary Members shall give to the secretary as least 1 month's notice of the text of the motions or nominations which they wish to be considered by the Meeting.
  - (f) The secretary shall give to members at least 14 days notice of such motions and nominations.
  - (g) Ordinary and Honorary Members shall give to the secretary not less than 7 days notice of the full text of the amendments which they wish to propose to such motions.
  - (h) The secretary shall include on the agenda of the Meeting all such motions, amendments and nominations.
- (2) The business of an Annual General Meeting shall be:
  - (a) To receive and, if it considers appropriate, approve the Captain's Report on the previous year.
  - (b) To receive and, if it considers appropriate, approve the Treasurer's Report and the audited accounts for the previous year.

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- (c) To elect the Committee for the ensuing year.
  - (d) To elect the auditor for the ensuing year.
  - (e) To consider motions on the agenda.
- (3) (a) A special general meeting shall be convened on receipt of a request signed by not less than 10 Ordinary and Honorary Life Members giving the text of any motion within 28 days of the receipt of such request; or at any time by the Committee.
- The Committee shall give to members at least 14 days notice of such meeting and of the business to be transacted.
- (b) The business of such special general meeting shall be that for which it is called and no other.
  - (c) Subject thereto, the procedure of an annual general meeting shall apply to a special general meeting.

## **Nominations**

11. (1) Nominations for election to posts of Captain, Secretary and Treasurer shall be of Ordinary Members who are members also of the Council, by at least two such members.
- (2) Nominations for the remaining Committee posts not specified in 11. (1) shall be of Ordinary, Associate, or Honorary Life Members, by two such members provided not less than 50% of the Committee shall be CSSC/CSSA members.
- (2) Where election is required between nominees, it shall be effected by a majority vote.

## **Voting**

12. (1)- Only Ordinary and Honorary Life Members of the Club shall be entitled to vote at General Meetings. The Chairman of the meeting will have no vote except in the case of an equality of votes. Day, Extra and Honorary Members will not be entitled to vote.
- (2) Any person entitled to vote at such meetings may give to any other such person a proxy paper which he shall obtain from and return duly completed to the secretary before the meeting begins, stating the name of that other person and authorising him to vote on behalf of the donor on any motion on the agenda of that meeting.
- (3) A proxy paper shall be valid only for the meeting in respect of which it is given and for any adjournment of it.
- (4) The method of voting shall, unless the meeting by resolution determines otherwise, be by a show of hands with a verbal declaration by each holder of a proxy paper of the additional votes and the sense in which they are cast by him or her.

Provided that, if an election is required, it shall be effected by ballot.

## **Assets**

- (1) The club yacht shall be owned by the CSSC and held for the benefit of the club.
- (2) All other assets of the Club shall be held on behalf of the Club in the name of, and by the member in whose control they are required to be for the discharge of functions for and the pursuit of the Objects of the Club.

## **Amendments**

14. This Constitution shall not be amended except by a resolution of a general meeting of which two thirds of the Ordinary, and Honorary Life Members present in person or by proxy are in favour and which has been approved by the General Committee of CSSA.

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## **Administration**

15. Each Ordinary, Associate and Honorary Life Member shall on being accepted for membership be entitled to be provided without charge with a copy of this Constitution; but any member who requests a further copy may be provided with one only on payment of such charge as the Committee may from time to time determine to cover the cost of printing and postage.

Family and Other Members shall not be entitled to a free copy of this constitution, but may request to be provided with a copy on payment of such charge as the Committee may from time to time determine to cover the cost of printing and postage.

## **Dissolution**

16. (1) The Club shall not be dissolved except by a resolution of a general meeting of which two thirds of the members present in person or by proxy are in favour.  
(2) Upon the passing of such a resolution, the net assets of the Club after the discharge of all liabilities shall become the property of CSSA for the promotion of its Objects.

March 2016

CSSC Membership changes Approved by ECYD SGM 28<sup>th</sup> January 2012  
Ratified by CSSA General Committee February 2012

Para 9d and 9e changes ratified by CSSA General Committee 20 March 2016