



# Weybridge Sailing Club

Walton Lane Club House, Dorney Gardens, Walton Lane, Weybridge, Surrey, KT13 8LU.

[www.weybridgesailingclub.co.uk](http://www.weybridgesailingclub.co.uk)

## RULES, REGULATIONS & BYE-LAWS

### 1.0 Name and Objects

#### 1.1 Name of the Club

The name of the club shall be 'The Weybridge Sailing Club' (hereinafter referred to in these rules as 'the club').

#### 1.2 Objects of the Club

The object for which the club is formed is to promote and facilitate the sport of yachting and recreational boating and to provide social and other facilities for members as may from time to time be decided.

### 2.0 Officers and their Duties

#### 2.1 Officers of the Club

The officers of the club shall be full members of the club and shall consist of a Commodore, a Deputy Commodore, one or more Vice-Commodores, an Honorary Secretary, an Honorary Treasurer, a Membership Secretary, a Racing Secretary, a Harbour Master, an Auditor and an Events Coordinator & Webmaster. Officers shall be elected at the Annual General Meeting in each year and shall hold office for one year. All officers of the club shall be eligible for re-election.

#### 2.2 Commodore (Flag Officer)

The Commodore's Duties are:

- To chair committee meetings and the Annual General Meeting.
- To co-ordinate the Club's Public Relations
- To monitor the operations of the committee posts.
- To outline the goals and strategy for the promotion and development of the Club.
- To co-ordinate social events, the Annual General Meeting, the Annual Dinner, the special race events, etc.



### 2.3 Deputy Commodore (Flag Officer)

The Deputy Commodore's duties are:

- To deputise for the Commodore when necessary
- To take on the special projects with the sub-committees when necessary
- In general terms to support the Commodore and take on special duties when necessary.

### 2.4 Vice-Commodore(s) (Flag Officer)

The Vice-Commodore's duties are:

- To deputise for the Commodore when necessary.
- To take on the special projects with the sub-committees when necessary
- In general terms to promote and support the Club and those members within it.

### 2.5 Honorary Secretary (Flag Officer)

The Honorary Secretary's duties are:

- Keep a register of club members' names and addresses.
- Conduct the correspondence of the club;
- Keep custody of all club documents;
- Keep full minutes of all meetings of the club, the committee and subcommittee that shall be confirmed and signed by the appropriate chairman upon the agreement of the club, the committee or the subcommittee at the next following meeting of the club, the committee or subcommittee;
- Maintain contact with the club's legal advisor to ensure that the club's affairs are managed according to current law.

### 2.6 Honorary Treasurer (Flag Officer)

The Honorary Treasurer's duties are:

- Cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the club.
- Cause all returns as may be required by law in relation to such accounts to be rendered at the due time.
- Prepare an Annual Balance Sheet as at the 31st. of December in each year and cause such Balance Sheet (and accounts as necessary) to be audited at least once annually and shall thereafter cause the same to be exhibited in the club premises at least fourteen days before the date of the Annual General Meeting.
- Administer such insurance policy or policies as may be needed fully to protect the interests of the club, its officers and its members;



## 2.7 Membership Secretary

The Membership Secretary's duties are:

- To maintain up-to-date lists of paid up members' names and addresses.
- To inform the Secretary, the Racing Secretary, and the Newsletter Editor with this list at regular intervals.
- To maintain up-to-date information for prospective members.
- To encourage prospective members.
- To issue membership cards and security numbers to paid up members.
- To encourage members to reapply.
- To chase non-renewing members, whose boats are still in occupied berths, at an agreed date, the Harbour Master to provide the details of berthing.
- To pass over the monies collected to the Honorary Treasurer.
- To provide the Harbour Master of the details of the new members who require berthing places.

## 2.8 Racing Secretary.

The Racing Secretary's duties are:

- To formulate and publish the racing calendar and provide to all of the officers of the Club.
- To devise and maintain a duty roster for the race days to cover the lap scoring and rescue boat manning.
- To ensure that appropriate cover is available on those days by reminders to the duty team.
- To devise emergency cover system by making fair use of the people attending the events.
- To inform the duty teams of their responsibilities.
- To ensure that all racing equipment is available and operational.
- To collate and publish the racing results, and to provide the Newsletter Editor with information in time for publication in the Newsletter, noting that a report of each race should be obtained wherever possible.
- To organise training days for rescue duties, lap scoring duties and rescue duties.
- To maintain a class handicap list. Alterations to the existing handicaps are to be agreed at a committee meeting.
- To organise inter-club events.

## 2.9 Harbour master

The Harbour Master's duties are:

- To allocate and maintain records of both winter and summer berthing.



- To display a list of the numbered berths in the club house.
- To provide details of the boats on site to the Membership Secretary at regular intervals to allow for the non-renewing members to be chased for the appropriate fees.
- To inspect and list the work required to the site, the buildings, the Club boats, the jetty and the Club grounds and to report these findings to the committee.
- To ensure the appropriate security and safety on site.
- To organise working parties whenever required.
- To ensure general cleanliness and tidiness of the site and buildings.
- To co-ordinate long term site projects.

## 2.10 Auditor

The Auditor's duty is:

- To audit the accounts of the club when called upon to do so and
- To give such certificate of assurance as to the accuracy of the said accounts as shall be required by law or by the committee.

The auditor shall be appointed at the Annual General Meeting in each year. If he/she is unwilling or unable to act, then he/she should inform the committee who shall appoint a substitute to hold office until the end of the next Annual General Meeting.

## 2.11 Events Coordinator and Webmaster.

The Events Coordinator and Webmasters duties are:

- To assemble a programme of annual events for submission to the Secretary in good time for publication in the Club Members Handbook.
- To coordinate with event organisers and obtain information for publicising to members, to forward events flyers to the Secretary for distribution to members.
- To manage and update the Club Website
- To prepare as necessary a newsletter to members at an agreed frequency, in particular to notify the membership of events and results in good time.
- To obtain an up-to-date set of racing results from the Race Secretary.
- To obtain an' up-to-date membership list from the Honorary Secretary.



### **3.0 Membership**

#### **3.1 Categories of Membership**

There shall be the following categories of membership with power to vote at all meetings of the club as indicated hereunder. The rights and privileges of each category of members are as defined in the latest edition of the bye-laws of the club.

1. A Full Member, either Family or Single, being a person who, at the date of election, is over the age of eighteen shall have one vote.
2. An Associate Member being the spouse of a Family Full Member. An Associate Member shall have one vote and shall not be a boat owner.
3. A Junior Associate Member which expression shall include all children under the age of eighteen of a Family Full Member. A junior associate member shall have no vote and shall not be a boat owner.
4. A Cadet Member, being a person who is under the age of eighteen, or in full time education, shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the Club other than as a full member.
5. An Honorary Member who shall be nominated and elected in the manner described in rule 6.7 shall have one vote.
6. A Social Member who shall have no vote.
7. A Temporary Member who shall have no vote

#### **3.2 Membership, Entrance, and Subscription Fees**

The rate of Entrance and Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a simple majority of those present and entitled to vote and shall become operative on the fourteenth of February in that year. The current rate of Entrance and Subscription Fee shall be prominently displayed in the Club's premises.

#### **3.3 Annual Payments**

Members shall also make the following annual payments:-

An annual boat permit fee of such a sum as the committee shall from time to time prescribe which shall entitle a member to space in the club's dinghy park.

Such an annual sum as shall from time to time be demanded to defray the club's subscription to the RYA as a fully affiliated club.

All members shall pay the Entrance Fee (if any) and their first Annual Subscription upon election to the club and thereafter on the first day of January in each year. A member elected after the first day of June in any year shall pay half the annual



subscription applicable for that year, and that a member elected after the first day of November in any year shall not be required to pay any subscription in respect of the year of election, but shall pay, on election, the Entrance Fee and the Annual Subscription in respect of the year following election.

#### 3.4 Member's Name and Address

Every member shall furnish the Honorary Secretary with an up to date address which shall be recorded in the Register of Members and any notice sent to such address shall be deemed to have been duly delivered.

#### 3.5 Election of Members

Every candidate for membership, except candidates for Honorary Membership, shall be proposed and seconded for election by two Full members of the club; both of whom must be personally acquainted with the candidate.

#### 3.6 Application Details

An application for membership shall be in the form from time to time prescribed by the committee and shall include the name, address, and occupation of the candidate, the name and contact details of a suitable referee and the signatures of the Proposer and Secunder.

#### 3.7 Membership Considerations

Upon receipt of an application for membership, the Honorary Secretary shall enter such application in a Register of Candidates and shall cause the application form to be prominently displayed in the club's premises for at least fourteen days before the meeting of the committee at which such application for membership shall be considered. The election of all classes of members is vested in the committee and shall be by a simple majority vote of those members present and voting at the relevant meeting of the committee. The Honorary Secretary shall inform each candidate in writing of the candidate's election or non-election. He/she shall furnish an elected candidate with a copy of the Rules and Bye-laws of the club and make requests for such payments as are necessary.

#### 3.8 Election Requirements

Upon election, a candidate shall pay, within one calendar month, such entrance and other fees as shall be requested. In default of such payments the election shall be void unless sufficient cause for delay is shown.

#### 3.9 Inability to use the Club

A member who, for any reason, anticipates inability to use the club or its facilities for the whole of any one year shall be excused payment of the annual fees if notice in writing is given to the Honorary Secretary before the last day of November in the previous year. A member wishing to be reinstated during the year in question shall pay



such proportion of the annual subscriptions as the committee shall require.

### 3.10 Retirement from Membership

A member desirous of retiring from membership shall give notice in writing to the Honorary Secretary before the last day in November and shall not then be liable to pay the subscription for the following year. Upon re-application by a past member the committee may, at its discretion, excuse the payment of the Entrance Fee.

### 3.11 Cancellation of Membership

The committee may cancel, without notice being given, the membership of any members whose annual subscription and other annual fees are more than three months in arrears if the committee may, at its discretion, reinstate such members upon payment of arrears. No-member whose annual payments are in arrears may enter any club event or regatta nor vote at any meeting.

## 4.0 Conduct of Members

### 4.1 Compliance with Rules and Bye-laws

Every member, upon election and thereafter, is deemed to have notice of, and implied undertakes to comply with, the club rules and the current Bye-laws and Regulations of the club. Any refusal or neglect to do so, or any conduct which, in the opinion of the committee, is either unworthy of a member or otherwise injurious to the interests of the club, shall render a member liable to expulsion by the committee.

Before expelling a member, the committee shall call upon such members for a written explanation of the member's conduct and shall give the member full opportunity of making explanation to the committee, or of resigning. A resolution to expel a member shall be carried out by a simple majority vote by those members of the committee present and voting on the resolution.

### 4.2 Guests

Members shall enter the names of guests in the Visitors' Book. Not more than three guests may be introduced in anyone day and the same guest may not be introduced more than six times in anyone calendar year.

### 4.3 Damage to Club property

A member shall not knowingly remove, injure, destroy or damage any property of the club and shall make restitution for the same if called upon to do so by the committee or by the Honorary Secretary upon the instructions of the committee.

### 4.4 Unofficial Communications

A member shall not cause any communication, in whatever form, to be exhibited on club notice boards or premises without the permission of the Honorary Secretary.



#### 4.5 Settlement of Club Accounts

A member shall settle any indebtedness for refreshment, or otherwise, before leaving the club premises, or according to any bye-law relating to the settlement of such indebtedness.

#### 4.6 Suggestions

All suggestions shall be passed to a member of the committee.

#### 4.7 Complaints Concerning the Management

Complaints of any nature relating to the management of the club premises shall be addressed in writing to the Honorary Secretary. Under no circumstances shall a servant of the club be personally reprimanded by a member.

#### 4.8 R.Y.A. Affiliated Members

A member of any club affiliated to the Royal Yachting Association, a list whereof is published by the said Association, may be authorised to use the premises of the club by any member of the committee of the club. Such authorisation shall specify between which dates, not being more than fourteen days apart, the said person may so use the premises.

#### 4.9 Competitor's, or Crew Member's Entitlement

Any person who is a competitor, or crew member, in any race sponsored by, or on behalf of the club 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

#### 4.10 Expulsion of R.Y.A. Affiliate and Non-Club Competitors

The Honorary Secretary, or any other person, who has received the authority of two members of the committee, may expel, temporarily or permanently, any person who has the right to the use of the club premises only under rules 4.8 and 4.9.

#### 4.11 Liability of the Club

Members of the club, their guests or visitors, may use the club premises, and any other facilities of the club, entirely at their own risk and implied except that:

- a) 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.
- b) The club will not accept any liability for personal injury arising out of the use of the club premises and 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 the officers, committee or servants of the club.





## **5.0 The Committee**

### **5.1 The Composition of the Committee**

The committee shall consist of the officers and not less than four Full or Associate members of the club that are elected at the Annual General Meeting each year to hold office until the end of the next following Annual General Meeting.

### **5.2 Retirement from the Committee**

At the Annual General Meeting each year all the committee members shall retire.

### **5.3 Candidates for the Committee**

Candidates for election to the committee, not being Officers of the club, shall be those members of the retiring committee and such other Full or Associate members whose nominations, duly proposed and seconded in writing by Full or Associate members of the club, with their consent shall have been duly received by the Honorary Secretary before the date of the Annual General Meeting in each year.

### **5.4 Election of the Committee Members: Excess Candidates**

If the number of candidates for election is greater than the number of vacancies to be filled, then there shall be a ballot.

### **5.5 Election of the Committee Members: Insufficient Candidates**

If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if two thirds of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.

### **5.6 Election of the Committee Members: Equality of Votes**

In the event of the ballot failing to decide the members of the committee because of an equality of votes, the candidate or candidates to be elected from those having an equal number of votes shall be decided by lot.

### **5.7 Co-opted Committee Members**

If, for any reason, a casual vacancy shall occur, the committee may co-opt a Full or Associate member to fill such a vacancy until the next following Annual General Meeting.

### **5.8 Ex Officio Committee Members**

A retiring Commodore shall serve as an ex officio member of the committee in the year immediately following his retirement.



#### 5.9 The Committee Meetings

The committee shall meet at least every two months making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. The Commodore or, in his absence, the Deputy Commodore shall preside.

#### 5.10 Method of Voting in Committee

Voting, except in a resolution relating to the expulsion of a member, shall be by a show of hands. In the case of equality of votes the Commodore, or Deputy Commodore, as may be, shall have a second and casting vote.

#### 5.11 Quorum for a Committee Meeting

Five members personally present shall form a quorum at a meeting of the committee.

### **6.0 Powers of the Committee**

#### 6.1 The Committee's Management of the Club

The committee shall manage the affairs of the club according to the rules, and shall cause the funds of the club to be applied solely to the objects of the club, or for the benevolent, or charitable purpose nominated by a General Meeting.

#### 6.2 Bye-laws and Regulations

The committee shall make such bye-laws and Regulations as it shall from time to time think fit and shall cause the same to be exhibited in the club premises for fourteen days before the date of implementation. Such bye-laws and Regulations shall remain in force until approved or set aside by a vote at a General Meeting of the club.

#### 6.3 Subcommittees

The committee may appoint such subcommittees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by law. Such subcommittees shall consist of such members of the committee or of the club as the committee may think fit. Officers of the club shall be ex officio members of all such subcommittees.

#### 6.4 Club Business Disclosures

A member of the committee, of a subcommittee or any officer of the club, in transacting business for the club, shall show to third parties that he is so acting.

#### 6.5 Power of Committee, Subcommittee members

The committee, or any person, or subcommittee delegated by the committee to act as agent for the club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the members. No-one shall, without the express authority of the membership in General Meeting, pledge the credit of the



membership.

**6.6 Indemnity because of Transaction of Club business**

In pursuance of the authority vested in the committee by members of the club, members of the committee are entitled to be indemnified by the members of the club against any liabilities properly incurred by them or anyone of them on behalf of the club wherever the contract is of a duly authorised nature, or could be assumed to be of a duly authorised nature and entered into on behalf of the club. The limit of an individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate for that category of membership unless the committee has been authorised to exceed such limits by a General Meeting of the club.

**6.7 Honorary Members**

The committee may nominate for election at an Annual General Meeting such Honorary Members as the committee may think fit. The total of such Honorary Members shall not, at any time, exceed 5 percent of the total number of members, nor shall the number exceed, at anyone time six in number.

The election of Honorary Members shall be put to the vote at the Annual General Meeting each year and such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.

**7.0 Meetings of the Club**

**7.1 Notices for the Annual General Meeting**

An Annual General Meeting of the club shall be held each year in January on a date to be fixed by the committee. The Honorary Secretary shall, at least fourteen days before the date of such meeting, or of any General Meeting, as hereinafter mentioned, post or deliver, to each member notice thereof and of the business to be brought forward thereat.

**7.2 Annual General Meeting: Business to be transacted**

No Business, except the passing of the accounts and the election of officers, Committee, Trustees and Honorary Auditors, and any business that the committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Honorary Secretary at least two days before the date of the Annual General Meeting.

**7.3 General Committee Meetings: Notice**

The committee may at any time, upon giving twenty-one days notice in writing, call a General Meeting of the club for any special business; the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting



shall be confined to the business stated in the notice sent to the members.

**7.4 General Committee Meetings: Call by Members**

The committee shall similarly call a General Meeting upon the written request addressed to the Honorary Secretary by at least three members. The discussion at such a meeting shall be confined to the business stated in the notice sent to members.

**7.5 Presiding Officer at Club Meetings**

At every meeting of the club the Commodore or in his absence the Deputy Commodore (in the absence of both a Vice Commodore) shall preside.

**7.6 Quorum for Club Meetings**

One third of the total number of members entitled to vote and personally present shall form a quorum at any meeting of the club.

**7.7 Voting at Meetings: Eligibility**

Only "Full, Associate and Honorary Members" shall vote at any meeting of the club. Other members may attend but are not entitled to vote.

**7.8 Voting at Meetings: Method**

Voting, except upon the election of the members of the committee shall be by show of hands.

**7.9 Voting at Meetings: Equality of Votes**

In an equality of votes the chairman shall have a second or casting vote on any matter other than the election of members of the committee.

**7.10 Voting at Meetings: Two Thirds Majority**

On any resolution properly put to a meeting of the club relating to the creation, repeal or amendment of any rule, Bye-law or regulation of the club, such rule, bye-law or regulation shall not be created, repealed or amended except by a majority vote of at least two thirds of those present and entitled to vote.

**8.0 Dissolution of the Club**

**8.1 Dissolution of the Club**

If, upon winding up or dissolution of the club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the club but shall be given or transferred to another institution or institutions having objects similar to the objects of the club. Such institution or institutions to be determined by the members of the club by resolution passed at a General Meeting at or before the time of the dissolution, and if and so far as effect cannot be given to such provision then to some charitable object.



## Bye-laws

### 1 Rights and Privileges of Membership

The present rights and privileges of each category of membership shall be as follows:

A Full Member shall have the full uses of all the club facilities.

An Associate Member shall have the full uses of all the club facilities.

A Junior Associate Member shall have the full uses of all the club facilities.

A Cadet Member shall have the full uses of all the club facilities.

An Honorary Member shall have the full uses of all the club facilities.

A Social Member shall have the full uses of all the club facilities.

A Temporary Member, which expression may include members of another RYA affiliated club or organisation, shall have the full uses of the club facilities but :-

- a) Shall have no right to enter club races, or regattas unless specifically authorised by the Honorary Secretary or Committee.
- b) Shall have no right to introduce visitors to the club or the facilities thereof.
- c) Shall have no right to take any part in the management of the club.
- d) Is deemed to have notice of, and impliedly undertakes to comply with the club rules, current bye-laws and regulations as if he or she were a member of the club and so far as the said rules, bye-laws and regulations may be deemed to apply to such Temporary Member.
- e) Shall be liable to expulsion from the club premises or prohibited from using the club's facilities if, in the opinion of the Honorary Secretary, he, or she shall not have reasonably complied with the above conditions.

### 2 Sequestration of Member's Assets

In addition to the powers given to the committee under the club rules, if, at any time, any fees payable to the club by any member, or former member shall be three months or more in arrears and a vessel or the property of the member or former member remains upon the club premises, the committee may:

1. Move the vessel to another part of the club premises without being liable for any loss or damage to the vessel, howsoever caused.
2. Give one months notice in writing to the member or former member at his or her last known address as shown in the club register and thereafter sell the vessel and deduct any monies due to the club, whether by way of arrears of subscription or annual payments, moorings, dinghy park fees or otherwise, from the net proceeds of sale before accounting for the balance, if any, to the member or former member.

Provided always that proper evidence is available to show that all reasonable steps have been taken to trace the member, or former member and that, when and if the



vessel is sold the proceeds of the sale; less any indebtedness by the member or former member of the club; shall be placed in a bank deposit account and retained against eventuality of a claim by the owner whether he or she be the said member or former member or otherwise for a period of six years or the dissolution of the club, whichever is the sooner.

### 3 Data Protection Act

Members' names and addresses are stored on a computer system. This is solely to facilitate correspondence and such information will not be passed to any outside body or person.

Membership of the club and acceptance of these rules will be deemed to constitute consent to the holding of such relevant personal data.