



## 1. *NAME AND LOCATION*

The name of the Club shall be Hayling Island Sailing Club with premises situated at Sandy Point, Hayling Island.

## 2. *STATUS*

- 2.1 The Club shall maintain the status of a members' club. The Club is a non-profit making organisation and all surpluses shall be used to maintain or improve the Club's facilities.
- 2.2 In the event of a winding up or dissolution of the Club any surplus after the payment of all liabilities shall be distributed, at the discretion of the General Committee, to one or more of the following:
  - (a) To another club with similar sports purposes which is a charity, and/or
  - (b) To another club with similar sports purposes which is a registered Community Amateur Sports Club (CASC), and/or
  - (c) To the sport's national governing body for use by them for related community sports.

## 3. *OBJECTS*

- 3.1 The objects of the Club shall be to promote excellence in racing under sail and to encourage cruising under sail and/or power through:
  - (a) developing and nurturing a club culture based on social interaction, member engagement, team spirit and safety.
  - (b) facilitating and encouraging participation and enjoyment of all forms of sailing and water sports as approved by the General Committee.
  - (c) inspiring current and future generations in the pursuit of sailing excellence.
  - (d) offering world class events and championships.
  - (e) ensuring financial sustainability for the Club, its resources and facilities.
  - (f) protecting and sustaining our local natural environment.

## 4. *RULES AND BYE-LAWS*

- 4.1 All members shall accept and abide by these Rules and the Bye-laws. A copy of the Rules and Bye-laws currently in force shall be permanently posted on the Club notice board.
- 4.2 The General Committee shall have power to make such Bye-laws as it may think expedient for the management of the Club and it may, at any time, amend or repeal the same.
- 4.3 Such Bye-laws shall be binding upon members of the Club until they are repealed by the General Committee or set aside by a resolution carried by a simple majority at a General Meeting.

## 5. *BURGEE*

The Club burgee shall be the arms of Hayling in blue, yellow and white on a red field.

## 6. *ROYAL YACHTING ASSOCIATION*

The Club shall be fully affiliated to the Royal Yachting Association

### *TRUSTEES*

- 6.1 There shall be three Trustees of the Club who shall be voting members of the General Committee.
- 6.2 A Trustee shall hold office for a maximum term of 12 years from the date of election or unless he first resigns or is removed

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from office at a General Meeting of the Club by a resolution passed by at least two-thirds of the votes cast by members voting in person or by proxy. A Trustee shall be eligible to stand for immediate re-election on the expiry of the 12 year term, or subsequently. The 12 year term shall not apply to those Trustees holding office on 25 April 2010.

- 6.3 Election by the members at a General Meeting shall fill vacancies occurring among the Trustees. In the event of there being only one Trustee remaining, the Commodore shall automatically become a Trustee and hold such office until the immediately following General Meeting.
- 6.4 All the property of the Club (other than cash, which shall be under the control of the Rear Commodore Finance), including land and investments, shall be held by the Trustees for the time being, in their own names so far as is necessary and practicable, on trust for the use and benefit of the Club.
- 6.5 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the General Committee and shall have the power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the General Committee's directions (of which an entry in the approved Minutes of the meeting shall be conclusive evidence). Before acting the Trustees shall have the option of seeking the approval of the members at a General Meeting.
- 6.6 The Trustees shall be effectually indemnified by the General Committee out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or in relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club. The liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club.
- 6.7 A serving Trustee shall not be eligible for election as an Officer of the Club.

## 7. COMMITTEE STRUCTURE

- 7.1 The main committee, shall be the General Committee and there shall be **five** permanent Committees subordinate to the General Committee, namely Sailing, House, **Estates**, Strategy and Membership.
- 7.2 There shall be three permanent Committees subordinate to the Sailing Committee, namely Club Racing, Cruising and Youth. There shall be a Class Captains' Forum which shall provide a focus for the Class Captains to represent the views and wishes of their classes to the Sailing and House Committees regarding both on-water and shore-side activities.
- 7.3 The Club encourages members to form special interest groups to pursue sailing and non-sailing activities, but if these require the use of Club resources or facilities this must be approved by the appropriate committee.
- 7.4 Temporary Sub-Committees may be formed to manage specific projects as required, and shall be dissolved once the project is complete. Temporary Sub-Committees shall be agreed by the General Committee.
- 7.5 All Committees may co-opt (in addition to the authorised numbers) up to a maximum of four people per committee. Their co-option is to be agreed by the General Committee and co-optees may be voting members, if the General Committee deems it appropriate.
- 7.6 All Committees may invite persons to attend if they are able to provide a specific expertise. These invited attendees shall be non-voting members.
- 7.7 The General Committee shall meet not less than eight times per year and at least every two months. All other Committees shall meet as directed by the General Committee.

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## 8. OFFICERS

The Flag Officers of the Club shall comprise a Commodore, Vice Commodore Sailing, Vice Commodore House, Rear Commodore (Racing), Rear Commodore (Cruising), Rear Commodore (Youth). The Rear Commodore Finance, the Chair of the Membership Committee **and the Chair of the Estates Committee** shall also be Officers.

## 9. RESPONSIBILITIES OF ELECTED OFFICERS

- 9.1 The Commodore shall lead the Club and chair the General Committee and the Strategy Committee.
- 9.2 The Vice Commodore Sailing shall chair the Sailing Committee and be responsible for co-ordination between the Rear Commodore (Racing), Rear Commodore (Cruising) and Rear Commodore (Youth).
- 9.3 Other committees shall be chaired as follows:
  - (a) The Vice Commodore House shall chair the House Committee;
  - (b) The Rear Commodore (Racing) shall chair the Club Racing Committee;
  - (c) The Rear Commodore (Cruising) shall chair the Cruising Committee;
  - (d) The Rear Commodore (Youth) shall chair the Youth Committee;
  - (e) **The Chair of the Membership Committee shall chair the Membership Committee;**
  - (f) **The Chair of the Estates Committee shall chair the Estates Committee.**
- 9.4 A Vice Chairman shall be appointed by each Committee from among their number to chair the Committee in the absence of

the Chairman.

- 9.5 The Rear Commodore Finance shall oversee the financial administration of the Club including the preparation and presentation of audited accounts to the Spring General Meeting annually; shall liaise with the Club's auditors; and shall direct the General Manager on accounting, management of the cash-flow and the necessary book keeping requirements.

## 10. *EMPLOYEES*

- 10.1 The General Committee shall appoint full time staff as necessary to ensure the smooth functioning of the Club. The "senior employees" (also known as "Senior Club Managers") shall be:
- (a) A General Manager accountable to the General Committee and responsible for the management of the Club. The General Manager shall be the line manager of the Marine and House Managers, central services staff and employees;
  - (b) A Marine Manager accountable to the General Manager and responsible for the management of marine activities and marine employees;
  - (c) A House Manager accountable to the General Manager and responsible for the Club hotel services and the catering, bar, cleaning and security employees. The Marine and House Managers shall be of equal standing.
- 10.2 The General Manager shall have power to recruit, and discharge, employees (both permanent and temporary) within the allocated budget to run the Club. The General Manager shall be responsible for implementing the Club's health and safety and child protection policies.
- 10.3 All employees shall work across disciplines as a 'whole' team when deemed necessary by the General Manager.
- 10.4 The General Manager shall be responsible for the management of the in-year budgets and may delegate to the Marine and House Managers as appropriate.
- 10.5 The Commodore shall be responsible for the line management, performance management and appraisal of the General Manager.
- 10.6 The responsibility for employment and discharge of the senior employees and the remuneration thereof which shall be set within the overall budgeting process is vested in the Commodore and Vice Commodores, who shall consult the General Committee as appropriate.

## 11. *OFFICIALS*

The General Committee shall have power to appoint members of the Club to act as officials to carry out such duties (not inconsistent with these Rules) as it may determine.

## 12. *THE GENERAL COMMITTEE*

- 12.1 The General Committee shall normally be chaired by the Commodore and be accountable to the membership for the affairs of the Club. In the absence of the Commodore the Vice Commodore Sailing or Vice Commodore House shall chair the General Committee. The General Manager may attend by invitation as a non-voting member.
- 12.2 The General Committee shall comprise the Commodore, the three Trustees, the Vice Commodore Sailing, the Vice Commodore House, the Rear Commodore Finance, the Chair of the Membership Committee, the Chair of the Estates Committee and three non-officer elected members, all of whom are voting members, making a total of 12.
- 12.3 The General Committee shall have power to fill any vacancy occurring amongst the Officers or amongst its members during its year of office. Any member chosen to fill a casual vacancy shall retire at the following Annual General Meeting.
- 12.4 On taking office the General Committee shall agree the non-elected members of all other committees and appoint officials.
- 12.5 The General Committee shall have the power to remove an Officer of the Club, a member of the General Committee, a member of any other committee or sub-committee by a vote of 'no confidence' in which two thirds of those eligible to vote assent.
- 12.6 The General Committee shall:
- (a) establish the operating policies for the running of the Club, monitor the outcomes of such policies and revise as necessary;
  - (b) set policies for health and safety, equality and child protection, and monitor their implementation;
  - (c) manage all affairs and property of the Club except as otherwise provided for in these Rules;
  - (d) develop and maintain a five year Forward Plan for the Club setting the strategic direction of the Club on recommendations from the Strategy Committee. The five year Forward Plan shall be reviewed and up-dated annually;
  - (e) set policies for the recruitment and retention of members based upon recommendations from the Membership Committee;
  - (f) approve the annual sailing programme of Club racing, open meetings and championships up to five years ahead based upon advice from the Sailing Committee;
  - (g) be responsible for:
    - receiving reports from the Commodore and Vice Commodores concerning the employment and discharge of senior Club staff when appropriate; establishing the level of all charges made to members on account of services, facilities, joining fees, subscriptions, moorings, winter lay-up and boat registration fees; oversight of the Club Rules; making and repealing Bye-laws in accordance with Rule 4.2; coordinating sponsorship, publicity, marketing and sales; appointing Club Officials (other than race

- officials); agreeing the co-option of members to committees; maintaining the integrity of the Club's sea defences; oversight of the Thursday Club and the 500 Club; nominating two members to represent the Club on the Chichester Harbour Federation following recommendations from the Sailing Committee; nominating a representative to sit on the station committee of the Hayling Branch of the RNLI;
- (h) discharge the following financial responsibilities:
    - the administration and investment of Club funds; setting the Club budgets; managing the overall in-year finances of the Club; monitoring income and expenditure against all budgets on a monthly basis; setting the requirement for capital expenditure on maintenance of Club property and on replacement and renewals; preparing the general account budget;
  - (i) co-ordinate the activities of, and manage priorities between, the House, **the Estates**, and Sailing Committees;
  - (j) manage the interface between elected officers, committees, sub-committees and the General Manager;
  - (k) oversee the Club administration;
  - (l) allocate the various areas of the Club site for management by the Sailing, **Estates** and House Committees;
  - (m) make provision for an on-site chandlery.
- 12.7 One elected non-officer member of the General Committee shall undertake the task of being 'Guardian of the Rules' during the elected term, the responsibilities of such role to be agreed by the General Committee.
- 12.8 The General Committee may initiate the formation of temporary sub-committees to manage any major project. Such sub-committees shall dissolve on completion of its project.
- 12.9 In the event that one or more of the senior staff roles is not filled, the General Committee shall make temporary arrangements to ensure that the tasks normally undertaken by that staff member are covered.
- 12.10 The General Committee shall present a written report to members at the Annual and Spring General Meetings.

### 13. *SAILING COMMITTEE*

- 13.1 The Sailing Committee shall comprise the Vice Commodore Sailing, Rear Commodores (Racing), (Cruising) and (Youth) and two non-officer elected members, who shall be voting members. The Marine Manager may attend as a non-voting member, making a total of seven.
- 13.2 The Sailing Committee is responsible for ensuring that all on-water activities of the Club are coordinated and that there is appropriate liaison between the Club Racing, Cruising and Youth Committees to ensure an effective use of available resources to enable each Committee to carry out its functions.
- 13.3 The Sailing Committee shall be responsible for advising the General Committee on the formulation of policy concerning on-water activities and related on-shore services and facilities of the Club, including safety, championships, open meetings and winter lay-up.
- 13.4 The Sailing Committee is responsible for:
- (a) development and generation of the annual sailing programme of Club racing, open meetings and championships up to five years ahead, in consultation with the House Committee, for approval by the General Committee, including marketing the Club to Class Associations and National Authorities as a location for their major sailing events;
  - (b) co-ordinate and have conduct of the in-year championship and open meeting programme including the provision of adequate on water safety resources during club organised events;
  - (c) providing and maintaining permanent racing marks inside and outside the harbour;
  - (d) identification of those classes currently most active in racing and cruising for the purposes of organising Club racing and allocating dinghy parking priorities in accordance with the Bye-laws;
  - (e) setting priorities for boat space allocation ashore;
  - (f) receiving feedback from the Class Captains' Forum, and liaison with them on sailing matters;
  - (g) advising the General Committee on boat registration fees;
  - (h) co-ordination with the RYA and to oversee the RYA recognised 'Training Centre Principal';
  - (i) provision and maintenance of Club boats, boat hoists, winches and the pontoon jetty;
  - (j) provision and maintenance of the equipment necessary for racing, including marks, radios, flags, sound signals and the race box;
  - (k) maintaining the Club slipways and launching runways and sand clearance to ensure their accessibility for the launching and recovery of boats.
- 13.5 The Sailing Committee shall ensure that open meetings and championships are properly resourced with race officers, race officials, committee, safety and mark boat crews, and an onshore beachmaster as appropriate, coordinating duty allocations with the Club Racing Committee;
- 13.6 The Sailing Committee shall:
- (a) in consultation with the Rear Commodore Finance and General Manager prepare and submit to the General Committee the proposed annual budgets for the Racing, Cruising, and Youth Committees which shall include its recommendations on boat registration fees and those of the Cruising Committee on mooring and lay-up fees;
  - (b) receive monthly trading accounts for all matters within its area of responsibility. It shall examine variations from agreed budgets and make recommendations to the General Committee for improvement or remedial action;
  - (c) be responsible for advising the General Committee of the requirement for capital expenditure on replacement and renewals of

- boats, moorings, winches and the pontoonjetty and facilities required in conjunction with such matters;
- (d) recommend two members to the General Committee to represent the Club on theChichester Harbour Federation;
- (e) present a written report that incorporates reports from the Racing, Cruising and YouthCommittees to members at the Annual General Meeting.
- (f) be responsible for the co-ordination of all training activities relating to competencyafloat and in race management;
- (g) be responsible for ensuring that the Club maintains its status as an RYA Recognised Training Centre and all training activities organised by the Club including the ThursdayClub accord with the RYA's requirements for Recognised Training Centres.

## 14. **HOUSE COMMITTEE** *Note that previous 15.3 (e) has been deleted as now covered by Estates Committee*

15.1 The House Committee shall comprise the Vice Commodore House, two non-officer elected and two non-elected members, who shall be voting members. The House Manager may attend as a non-voting member, making a total of 6.

15.2 The House Committee shall oversee the onshore hotel services (food, accommodation, bars, car parking), and the coordination of internal and externally sponsored social events and their security.

15.3 The House Committee shall:

- (a) in consultation with the Rear Commodore Finance and General Manager prepare and submit to the General Committee the proposed annual budgets for accommodation, bar and catering budgets, corporate sailing and non-sailing events;
- (b) receive monthly trading accounts for bars, catering services and accommodation. It shall examine variations from agreed budgets and make recommendations to the General Committee for improvement or remedial action;
- (c) be responsible for advising the General Committee on the formulation of policy concerning domestic facilities in the Club including public rooms, accommodation, bars, catering and car parking;
- (d) liaise with the Sailing Committee, Estates Committee and Class Captains' Forum on House-related matters;
- (e) be responsible for marketing the Club as an attractive location for corporate sailing and non-sailing events, including dinners, meetings, away days and wedding receptions;
- (f) present a written report to members at the Annual General Meeting.

## 15. **ESTATES COMMITTEE**

16.1 The Estates Committee shall comprise an elected officer Chair, a Trustee and up to four appropriately experienced non-elected members who shall be voting members. The General Manager may attend as a non-voting member, making a total of 7.

16.2 The Estates Committee shall oversee the management of the Club land and buildings and the security facilities of the Club premises.

16.3 The Estates Committee shall:

- (a) be responsible for advising the General Committee, by way of an Asset Management Plan, on the facilities management and maintenance of the club premises, and on the requirement for capital expenditure on replacement and renewals for maintenance of club onshore property (excluding boats, moorings, winches and the pontoon jetty);
- (b) in consultation with the Rear Commodore Finance and General Manager, prepare and submit to the General Committee the proposed annual budgets for maintenance of the Club land and buildings. It shall examine variations from agreed budgets and make recommendations to the General Committee for improvement or remedial action;
- (c) be responsible for advising the General Committee on the formulation of policy concerning Club land and buildings;
- (d) be responsible for advising the General Committee on actions required to ensure compliance with legal obligations relevant to Club land and buildings;
- (e) present a written report to members at the Annual General Meeting.

## 16. **STRATEGY COMMITTEE**

16.1 The Strategy Committee shall consist of the Commodore, the Rear Commodore Finance and up to two other members, who shall be voting members.

16.2 The Strategy Committee shall:

- (a) annually review the five year Forward Plan and make recommendations to the General Committee on the strategic direction of the Club;
- (b) Liaise with the other committees on the delivery of the Forward Plan.

## 17. **MEMBERSHIP COMMITTEE**

The Membership Committee shall be the focal point for membership matters and shall consist of an elected officer Chair and up to five experienced non-elected members, who shall be voting members. The Membership Secretary may attend as a non-voting member, making a total of seven. The Committee shall be responsible for:

- (a) making recommendations to the General Committee on policies to support the recruitment and retention of members, including advice on entrance fees and subscriptions;
- (b) undertaking the briefing of new applicants for membership of the Club, assessing their suitability and ensuring that their induction to and familiarisation with the Club are completed satisfactorily until elected as Full Members on completion of their probation.

## 18. *CLUB RACING COMMITTEE*

18.1 The Club Racing Committee shall comprise the Rear Commodore (Racing) and up to six other non-elected members representing in so far as possible the classes currently active in Club racing, one of whom shall be the Chair of the Class Captains' Forum, who shall be voting members. The Sailing Secretary may attend as a non-voting member, making a total of eight.

18.2 The Club Racing Committee shall:

- (a) have control of and be responsible to the Sailing Committee for all matters relating to Club racing;
- (b) conduct the in-year Club racing programme, ensuring that it is properly resourced with race officers, committee, safety and mark boat crews as appropriate and co-ordinate duty allocations with the Sailing Committee;
- (c) receive feedback from the Class Captains' Forum and take their views into account in developing and running the Club racing programme;
- (d) provide adequate on water safety resources during Club racing;
- (e) co-ordinate the allocation of on-shore boat parking space on behalf of the Sailing Committee.

## 19. *CRUISING COMMITTEE*

19.1 The Cruising Committee shall comprise the Rear Commodore (Cruising) and up to four other non-elected members who shall be voting members, making a total of five.

19.2 The Cruising Committee shall have control of and be responsible to the Sailing Committee for all matters relating to Club organised and arranged cruising and dinghy social sailing activity under sail and/or power.

19.3 The Cruising Committee shall:

- (a) prepare and submit to the Sailing Committee the proposed annual cruising budget which will include recommendations to the Sailing Committee on mooring and winter lay-up fees;
- (b) receive a monthly trading account for cruising. It shall examine variations from the agreed budget and make adjustments to remain within budget keeping the Sailing Committee informed;
- (c) conduct the in-year cruising and dinghy social sailing programme;
- (d) co-ordinate the winter lay-up of cruising boats and the allocation of moorings on behalf of the Sailing Committee;
- (e) liaise with the Marine Manager over the construction, siting, laying and maintaining of moorings within the area under the Club's jurisdiction;
- (f) co-ordinate safety awareness amongst those cruising in cruising boats and dinghies;
- (g) represent the views of cruising boat owners to the Sailing Committee.

## 20. *YOUTH COMMITTEE*

20.1 The Youth Committee shall comprise the Rear Commodore (Youth) and up to six other non-elected members of which two should be youth representatives, who shall be voting members making a total of seven.

20.2 The Youth Committee shall be responsible to the Sailing Committee for the general well-being of all Club members under 18 years of age, including the conduct of their sailing and seamanship training.

20.3 The Youth Committee shall:

- (a) prepare and submit to the Sailing Committee the proposed annual youth budget;
- (b) receive a monthly trading account for youth activities. It shall examine variations from the agreed budget and make adjustments to remain within budget keeping the Sailing Committee informed;
- (c) have control of and be responsible to the Sailing Committee for all matters relating to the racing of youth classes;
- (d) conduct the in-year Club racing programme for youth classes, ensuring that it is properly resourced with race officers, committee, safety and mark boat crews as appropriate and co-ordinate duty allocations with the Sailing Committee.

## 21. *CLASS CAPTAINS' FORUM*

All members owning registered boats of a class or group of classes approved by the Sailing Committee may elect one of their number to represent their class, or group of classes, as Class Captain. The Class Captains' Forum is a focus for the views of the membership in these classes or groups of classes regarding both on-water and shore-side support to on-water activities, and is charged to bring such opinions to the attention of the Sailing Committee and Club Racing

Committee, as appropriate. The Class Captains shall elect a chairperson from among their number who shall represent the Forum on the Club Racing Committee. In the absence of a candidate the Vice Commodore Sailing shall nominate.

## 22. COMMITTEE MEETINGS

22.1 A meeting of any committee or sub-committee shall be summoned at the request of its chairman, the Commodore, or the number of members of that committee, as laid down in Rule 23 as a quorum for that committee.

22.2 The Commodore and Vice Commodores shall have the right to attend the meeting of any committee or sub-committee.

22.3 The General Manager may attend meetings of the Sailing, House and Estates Committees as an non-voting member.

22.4 To support good governance of the Club, committees and sub-committees shall be responsible for making a written record of decisions, actions and recommendations, and making these available to other committees and to members.

22.5 Where a vote is taken in a committee and there is an equality of votes, the chairman shall have a second or casting vote.

## 23. QUORUMS

Quorums for meetings shall be as follows:

General Meetings	Forty members
General Committee	Six members
Sailing Committee	Four members
House Committee	Three members
Club Racing Committee	Four members
Cruising Committee	Three members
Youth Committee	Four members
Other Committees and Sub-Committees	50% of those entitled to attend as voting members of the relevant committee, but not less than two

## 24. *ELECTION OF FLAG AND OTHER OFFICERS, TRUSTEES & COMMITTEE MEMBERS*

- 24.1 All Officers of the Club and one non-officer elected member of each of the General, Sailing and House Committees, shall retire at each Annual General Meeting such that there is one vacancy for non-officer elected membership on each Committee. They shall be eligible for re-election, except that no member may hold the office of Commodore or as one of the Vice Commodores for more than three consecutive years.
- 24.2 The non-officer elected members of the General, Sailing and House Committees shall retire in order of seniority calculated from the date of their most recent election to that Committee. In the case of equal seniority, the order of retirement shall be determined by lot, if agreement between those concerned cannot be obtained.
- 24.3 If a member of the General, Sailing or House Committees is elected as an Officer at the Annual General Meeting, and there has been a ballot, the resulting vacancy shall be filled by the nominee for election who received the highest number of votes and was not elected. Any member so filling such a vacancy shall retire at the following Annual General Meeting. If a ballot has not taken place the vacancy shall be filled in accordance with rule 13.3.
- 24.4 No member shall be eligible for election unless they will have reached the age of eighteen years at the date of the General Meeting at which the election results are announced and in the case of election as:-
- (a) an Officer, unless they have been a Full Member for at least two years. Nominations for an Officer must be supported by at least eight voting members including a proposer and seconder;
  - (b) a Trustee, unless they have been a Full Member for at least five years. Nominations for Trustees must be supported by at least eight voting members (of whom at least three must be members of the General Committee) including a proposer and seconder;
  - (c) a member of the General, Sailing or House Committees, unless they have been a Full Member for at least two years. A proposer and seconder, both of whom must be voting members, must support nominations.
- 24.5 No member may seek nomination or be proposed for more than one office, or for an office and as a member of the General, Sailing and House Committees, unless specifically provided otherwise in these Rules.
- 24.6 The General Manager shall send to all voting members, at their registered postal or e-mail address, requests for nominations not less than 65 days and not more than 70 days before the Annual General Meeting. All nominations must be made on an official nomination form available from the Club office. Nominations shall not be valid unless received by the General Manager, or the nominated representative, at the Club office on a properly completed nomination form by 1700 hours on a day specified on the form at least 38 days before the Annual

General Meeting.

- 24.7 In the event of a vacancy occurring for a Trustee, the replacement shall be elected at the next Annual or Spring General Meeting. In the event that the next meeting is the Spring General Meeting then the procedure at 24.6 above shall be followed.
- 24.8 There shall be separate elections for the non-officer elected member representatives on the General, Sailing and House Committees. Members may put their names forward for no more than one of these committees each year and if elected shall serve on that committee. However, the General Committee may following an election for one committee invite an unsuccessful candidate to serve on another committee if there is a vacancy.
- 24.9 If the number of members nominated for any office or the positions on the committees equals the number of vacancies for that office or committee positions, the member or members shall be deemed to be elected. If the number of members nominated for any office or for the positions on the committees exceeds the number of vacancies for that office or the committee positions, a ballot shall be held. If no nomination is received for any office or membership of the committees then the General Committee may make the necessary appointment, subject to the proviso that no member may hold more than one office unless specifically provided otherwise in these Rules.
- 24.10 The General Manager shall notify every candidate for election of the details required by the General Committee to be circulated prior to the ballot taking place. Candidates must return the information requested to the General Manager at least 30 days before the Annual General Meeting. The General Manager shall, not later than 23 days before the Annual General Meeting, send to all voting members, at their registered postal or e-mail addresses, notice of the nominations received, the details provided by each



candidate, instructions on the conduct of the ballot and the closing date of the ballot. The ballot procedure will be decided by the General Committee and may be an electronic ballot using an on-line facility. In this case, any Member may choose to use an alternative paperballot by notifying the General Manager at least 10 days before the declared date for the closing of the ballot. These ballot papers are to be marked and returned, as directed by the General Manager, by the declared date for the closing of the ballot. If a ballot is not required, the General Manager shall, within the same period, post on the Club noticeboard a list of those deemed to be elected.

24.11 A brief statement, including biographical details of the candidates, in a format approved by the General Committee, together with their attendance record at any committee on which they have served during the previous 12 months and their photograph, shall be circulated following nomination or proposal and in accordance with 24.10 prior to the ballot taking place. No other written documentation shall be circulated by or on behalf of any candidate for election.

24.12 Where an electronic on-line ballot is held, the votes shall be counted by an

24.13 independent company who will be contracted by the General Committee. Where a paper ballot is held, the votes shall be counted by the immediate past Commodore, in the presence of at least one of the Trustees or, in the absence of the immediate past Commodore, by two of the Trustees. They will calculate the ballot results by counting all votes received by any method approved for that ballot by the General Committee. Those counting or in any way involved with conducting the ballot shall not nominate or sign in support of any of the candidates for election. The result of the ballot shall be announced by the Commodore, once all candidates have been informed of the results. This may be by email or on the HISC website. The newly elected Officers and committee members shall take office immediately after the Annual General Meeting irrespective of any adjournment thereof.

24.14 In the event of a tie in any election, the chairman of the Annual General Meeting shall have a casting vote.

24.15 In the event of a candidate breaking any of the Rules relating to elections, his or her candidature shall be invalid.

## 25. *MEMBERSHIP*

Categories of membership and the rules and conditions appertaining thereto are set out in the Schedule to these Rules of which they form part.

## 26. *ELECTION OF MEMBERS*

26.1 Probationary Membership:

- (a) Any candidate seeking membership shall, in the first place, be subject to a period of Probationary Membership.
- (b) Probationary Membership shall not come into force until a period of at least 48 hours has elapsed since the receipt of membership application by the Club. Probationary Members shall pay the same subscriptions as elected members of the same category. Probationary Membership carries with it the full benefits and privileges of the Club, except that Probationary Members:
  - shall not qualify for election as Officers of the Club or the Committees and shall not be eligible as members of any committee;
  - may attend, but may not vote at, a General Meeting of the Club.
- (c) Probationary Members shall not transfer to Full Membership until they have served a probationary period of at least six months by 1 November.

26.2 Full Membership:

- (a) On or about the 1 October before the Annual General Meeting, a list of Probationary Members eligible for election to Full Membership shall be posted on the Club notice board for a period of not less than thirty days. If the General Manager or any member considers that a Probationary Member is an unsuitable candidate for Full Membership, then he/she should submit their concerns in writing to the General Committee before 1 December.
- (b) Should such a concern be raised, the General Committee will investigate the grounds for the concern, and may hold a ballot of the Committee in respect of the candidate. If a ballot takes place, a simple majority on a show of hands of those voting shall exclude. The Trustees shall not take part in any such proceedings of the General Committee and shall abstain from voting in any such ballot.
- (c) Before the exclusion of any such Probationary Member shall become effective, the General Committee shall give the Probationary Member 28 days' notice to attend a meeting with the Trustees, which notice shall contain particulars of the intended resolution of exclusion and reasons therefore. No

Probationary Member shall be

excluded without first having an opportunity of meeting with the Trustees. The meeting with the Trustees may take place in the presence of at least two of the three Trustees.

Upon hearing the representations of the Probationary Member as to why they should not be excluded the Trustees, acting by majority shall determine whether or not such Probationary Member shall be excluded. The decision of the Trustees shall be final and binding and shall be communicated promptly in writing to the Probationary Member, the General Committee and any member who raised the concerns.

- (d) The election of Probationary Members to Full Membership is vested in the General Committee and should be actioned by 15 December in each year. Those listed shall be deemed elected to full membership unless excluded under the procedure set out in paragraphs 26 a, b and c above.
- (e) Immediately on election, notice thereof shall be given to the new member by the Commodore.

## 27. *LIFE HONORARY MEMBERSHIP*

The General Committee shall have the power to invite any person to become a Life Honorary Member of the Club. Life Honorary Members shall not be required to pay any entrance fee or subscription. They shall be entitled to all the benefits and privileges of the Club.

## 28. *HONORARY MEMBERSHIP*

- 28.1 The General Committee shall have the power to invite any person to become an Honorary Member of the Club for such a period as the General Committee shall think fit. Honorary Members shall not be required to pay any entrance fee or subscription. They shall be entitled to such benefits and privileges of the Club as shall be determined, from time to time, by the General Committee and set out in the Bye-laws.
- 28.2 The Flag Officers of sailing clubs designated as Category "A" member clubs of the Chichester Harbour Federation, together with the Officers of the Federation, shall be Honorary Members of the Club.

## 29. *SUBSCRIPTIONS AND ENTRANCE FEES*

- 29.1 The General Committee shall set the entrance fee (if any) for new members and the members' annual subscription.
- 29.2 The General Committee can sub-divide any of the main categories of membership into age bands and vary the annual subscription applicable to each age band.
- 29.3 The General Committee can vary the ages at which children and grandchildren are included in family, or qualify for individual, membership.
- 29.4 All annual subscriptions shall become due on 1 January each year.  
The General Committee may vary the schedule of payment by a Bye-law.
- 29.5 The General Committee may, at its discretion, reduce the entrance fee and/or annual subscription for any individual member or membership.

## 30. *SUBSCRIPTIONS IN ARREARS*

- 30.1 Any member whose subscription is two months in arrears on or after 1 March shall cease to be a member of the Club.
- 30.2 No points or prizes for any Club race shall be awarded to any member whose subscription is in arrears.

## 31. *RESIGNATION OF MEMBERS*

Any member who wishes to resign from the Club shall give the Club 3 months' notice in writing of their intention and shall be liable for the subscription payments until this notice has expired.

## 32. *DISCIPLINE OF MEMBERS*

- 32.1 A member may be subject to disciplinary action if such a member has:
  - (a) Acted in breach of the Club Rules, or Bye-laws;
  - (b) Engaged in conduct whether inside or outside the Club that renders him unfit for membership of the Club or

- brings his suitability for membership of the Club into question.
- 32.2 The process of such disciplinary action is called a "Rule 32 Reference". A Rule 32 Reference shall, so far as is practicable, be made in accordance with the "Rule 32 Policy and Procedure" as approved and amended from time to time by the General Committee. The Rule 32 Policy and Procedure shall set out guidelines for the procedure generally to be adopted in respect of Rule 32 References, but departures therefrom shall not invalidate any Rule 32 Reference or any decision made pursuant to it.
- 32.3 Generally, in conformance with detailed guidance in the Rule 32 Policy and Procedure, a Rule 32 Reference shall initially be investigated by an uninvolved member of the General Committee to determine the facts; then considered by a disciplinary panel consisting of three further independent and uninvolved members of the General Committee. The right of appeal shall exist to an appeal panel consisting of three uninvolved Trustees or past Commodores. The outcome of an appeal is final.
- 32.4 A Rule 32 Reference may result in one or more of the following sanctions:
- (a) Advice as to the member's future conduct;
  - (b) The member being formally reprimanded in respect of the conduct in question;
  - (c) The member being required to provide a written apology in terms as specified;
  - (d) Where appropriate, the imposition of a financial payment consistent with the Rule 32 Policy and Procedure;
  - (e) The suspension or expulsion of the member from the Club;
  - (f) In the case of a Probationary Member, the deferment of the period before which the Probationary Member is eligible for admission as a member.
- 32.5 The member who is the subject of a Rule 32 Reference may be suspended from the Club pending the determination of that Rule 32 Reference.
- 32.6 A member may be suspended from membership with immediate effect where the persons effecting the suspension consider that the action is necessary and appropriate considering all the circumstances and the best interests of the Club. These persons shall make a Rule 32 Reference at the earliest reasonable opportunity afterwards.
- 32.7 Such an immediate suspension may be effected by or in consultation with:-
- (a) two Elected Officers as defined in Rule 10;
  - (b) or an Elected Officer and a Senior Club Manager as defined in Rule 11.1;
  - (c) or, if and only if it is impracticable to contact an Elected Officer immediately, a Senior Manager alone. That Senior Manager shall inform an Elected Officer of the action taken at the earliest reasonable opportunity.

### 33. CESSATION OF MEMBERSHIP

Any person, on ceasing to be a member of the Club, shall forfeit all right to have any claim upon the Club, its property and funds (except for any claim to the repayment of any loan made to the Club).

### 34. ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held in the autumn of each year for the following purposes:

- (a) To receive reports from the General, Sailing, House and Estates Committees;
- (b) To receive reports from such other Committees and Sub-Committees the General Committee deems appropriate;
- (c) To receive the result of the election of any Trustee, Officers and members of the General, Sailing and House Committees;
- (d) To appoint auditors for the ensuing year;
- (e) To discuss and decide upon any resolution, which may be duly submitted to the meeting, as provided for in Rule 39.

***NO FURTHER CHANGES PROPOSED***