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## Island Harbour Yacht Club

### Rules

#### 1. Name and Object

The name of the **Club** shall be **Island Harbour Yacht Club ('IHYC')** hereinafter referred to in these Rules as the **Club**.

#### The objects for which the Club is formed are to:

- Provide networking and communication channels to build social interaction within the Club
- Organise social events
- Provide opportunities to broaden knowledge and experience of our members
- Raise funds for local & national charities

#### 2. Officers and Election

The Officers of the **Club** shall be Full Members of the **Club** and shall consist of:

**Commodore**

**Treasurer**

**Secretary**

**Social Secretary**

**Social Liaison Officer**

**Membership Administrator**

**Club Services Officer**

**Bosun**

**Officers & Management Committee** members shall be elected annually at each **Annual General Meeting ('AGM')**. All the **Officers & Management Committee** members are eligible for re-election.

#### 3. Duties of Commodore

- Maintain an overview of all Club activities and engagements
- Attend regular Management Committee meetings and Club meetings
- Review and authorise Minutes of the Management Committee and AGM
- Lead the Management Committee in pursuance of Club objectives
- Ensure all the obligations in the Club Rules are met.

#### **4. Duties of Secretary**

- Organise Committee Meetings and the AGM
- Keep a register of Club Members' names, correspondence and contact details requested on the Club Membership Application Form, whilst
- complying with Club GDPR Policy and ensuring all Committee members do so.
- Conduct the correspondence of the Club
- Keep custody of all Club documents
- Set the Agenda for the Committee Meetings to be agreed with the Chair
- Set the Agenda for the AGM to be agreed with the Commodore/Chair minimum fourteen days prior to the meeting.
- Keep minutes of the Meetings of the Club and of the Management Committee and shall distribute them to Members, in a timely manner after the Minutes have been approved by the Committee.
- Maintain any such certificates or registrations, and complete any such non-financial returns as may be required by law
- Administer such insurance policy or policies as may be needed fully to protect the interests of the Club, its Officers and its Members
- Liaise with the Treasurer
- Report to the Management Committee any Club Member whose behaviour has caused concern/brought the Club into disrepute
- Liaise with the Treasurer & Membership Secretary to administer Membership Fees

#### **5. Duties of Treasurer**

- Monitor the collection of fees from Members and notify the Committee of the progress or debtors at regular Management Committee meetings
- Keep accounts 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
- Make such payments on behalf of the Club as the Management Committee shall direct
- Prepare an annual financial statement each year and cause such financial statements to be independently reviewed at least annually, by a Member, appointed Auditor at the AGM, and shall thereafter cause the same to be made available to all Members of the Club at least fourteen days before the date of the AGM
- Present the annual financial statement to the Club at its AGM.

#### **6. Duties of Social Secretary**

- Organise Club meetings, regularity and time of which to be agreed with the Management Committee
- Arrange social events throughout the year, and regular events at such times as Christmas.

### **7. Duties of the Social Liaison Officer**

Liaise with the Social Secretary & assist with any aspect of their duties as requested by them, and with tasks such as liaising with The Tower about visiting Yacht Clubs if requested to.

### **8. Duties of the Membership Administrator.**

- Assist Club Secretary in:
- Processing applications for Membership as set out in these Rules.
- Send out renewal invitations to all members by 1<sup>st</sup> April each year.
- Endeavour to complete Membership renewals within one month of expiry.
- Report membership levels at Management Committee meetings.
- Liaise with Club Treasurer regarding payments and Club Secretary on all matters.

### **9. Club Services Officer**

To help the Committee and Members by providing services such as 'drop off and pick facilities', Regalia display, discount, etc. All subject to agreement amendment at the discretion of Richardsons Yacht Services.

### **10. Bosun**

To oversee the Dinghy Sailing Section, compound and Club Dinghies, liaising with Commodore and Club Secretary.

### **11. Membership**

There shall be the following categories of Membership:

- Full Member (18 years)
- Associate Member – Partner of Full Member who must reside at the same address as the Full Member. If the Full Member withdraws from Membership, the Associate Member must upgrade their Membership to full Member, or their Membership will be withdrawn. Associate Members will not be permitted to submit resolutions or vote at AGM, and may or may not, from time to time, receive any benefit offered by the Club or its partners, at the discretion of the Club Management Committee, or its Partners. They are subject to all Club Rules as set out in this document.

Any additional categories shall be agreed annually by the Management Committee by 28<sup>th</sup> February and proposed by the Management Committee to the Members at the AGM for adoption.

A Joining Fee, and the Annual Membership Fee sought, will be agreed by Management committee by 28<sup>th</sup> February annually and proposed by the Management Committee, to the Members at AGM for adoption.

#### 4.

From 2019/20 Membership, 25% of Membership Fees for Full Members should be allocated to the Donations Account and distributed to the 3 main charities supported by the Club in the current year. This can be halted, re started, or amended annually, by agreement of the Management Committee by 28<sup>th</sup> February.

### 12. Application for Membership and Renewal

**Application** for Membership shall be made to the Membership Administrator or Club Secretary should an Administrator not be available. When making application you agree to provide your name, telephone number, correspondence and email address. Application means you have read and agree to the Club Rules. Payment of your subscription fee (and joining fee if applicable) will be made with your application. Membership shall not be considered without the relevant fees having been paid.

**Application** for Membership to the Club must be made to the Membership Administrator, or Club Secretary, with an Application Form providing signatures of 2 Full Club Members in support. The Membership Administrator or Club Secretary shall email all Committee Members and Members, giving details of applicants, a minimum of 7 days prior to accepting any applicant. If any Committee Member, or Member raises any reasonable objection, which must be sent to the Secretary by email before the end of the 7 days, the Club Secretary will call a meeting of the Management Committee. Applications may be rejected by a majority vote of the Committee. If the Club Secretary receives no objections to an application, within the time allowed, then that application will be accepted. This section of Club Rules should be reviewed annually by Management Committee by 28<sup>th</sup> February.

**Renewal** of membership, and the fee required shall be advised by email, a minimum of one month prior to the due date. If membership is not renewed within one month of the renewal date, a new application for membership may be required with the accompanying relevant payment.

### 13. Conduct of Members

The Club expects all members and their guests to show respect and understanding to each other, treat everyone equally and conduct themselves in a way that reflects the principles of the Club.

Abusive, aggressive or discriminatory language or behaviour, or a lack of respect for other people and their property, will not be tolerated. Misconduct should be reported to the Secretary and may lead to disciplinary action.

Members are expected to:

- Abide by the Club's Rules.
- Treat members and visitors with respect and understanding, regardless of age, disability, gender identity, race, religion or belief, sex or sexual orientation.
- Avoid the use of language that others may find offensive, whether on Club premises, at a Club event, or when using the club's social media channels.
- Prioritise the safety and wellbeing of others.
- Promote courtesy to other water users.

## 5.

Members can expect to:

- Feel welcome and valued.
- Be respected and treated fairly.
- Be listened to and kept informed.
- Be involved and contribute towards decisions within the Club.

Every Member, is deemed to have notice of, and impliedly undertakes to comply with, the Club Rules. Any refusal or neglect to do so, or any conduct which, in the opinion of the Management 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 Management Committee. The Management Committee shall call upon such Member, by email, for a written explanation, by email, within seven days of the request, of the Member's conduct and shall give the Member full opportunity of making explanation to the Management Committee or of resigning. A Resolution to expel a Member shall be carried by a simple majority vote by those Members of the Management Committee present and voting on the Resolution.

### **14. Communications Policy**

Communication to Club Members shall be by email. Members are responsible for ensuring their contact details are up to date. The Committee may amend the Communications Policy at any time.

### **15. General Data Protection Policy**

We are a Club, whose activities are restricted to the pursuance of a hobby, and social events. We do not share Members' information. It is kept for the sole purpose of communicating with them.

The information we hold comprises all or part of the following:

Postal address/es, telephone number/s, e-mail address/es, and boat names and locations. All given to the Club by the Member, at the time they joined IHYC, the information being a requirement of Membership. If we did not hold the information, they would not be able to be a Member of IHYC.

The information is stored manually in the form of the original application form, and electronically on the Club Secretary's computer. The information is circulated by email, by the Membership Secretary, to the current members of the Management Committee when an application to join the Club is received, but it is not stored by them.

Only the name and email address of the Member are stored on the data base of Mail Chimp, the system we use for Club emails. We use this to comply with SPAM laws. It is an automation platform that enables us to share important emails and club events with Members. They have a rigorous GDPR policy. A Member can unsubscribe from Mail Chimp at any time. However, this will mean that they would no longer receive information from the Club, and this is our method of communication to Members. If they do unsubscribe, we would continue to hold their information in Club records, and the only information they would receive from the Club, is a personal email to inform them when their Membership is due for renewal.

### **16. Management Committee**

The Management Committee has the power to enforce Club Rules. The affairs of the Club shall be managed by the Management Committee. The Management Committee shall consist as many officers and Committee members deemed necessary by the Management Committee, elected at the AGM each year to hold office. A quorum shall consist of four Members (three or which must be Officers). Voting shall be by a show of hands. In the case of an equal vote the Commodore or elected Chair shall have a second and casting vote. The Committee shall manage the affairs of the Club according to Club Rules and shall cause the funds of the Club to be applied solely to the objectives of the Club or for a benevolent or charitable purpose nominated by the Club in General Meeting. Management Committee Meetings shall endeavour to be at least every three months.

### **17. Candidates for Election to Management Committee**

Candidates for election to the Management Committee shall be those Members of the retiring Management Committee eligible to offer themselves for re-election and such other Full Members whose nominations (duly proposed and seconded in writing by Full Members of the Club) with their consent shall have been received by the Secretary at least twenty one days before the date of the AGM in each year. Such nominations, together with the names of the Proposer and Secunder shall be sent to the Members of the Club at least fourteen days prior to the date of the AGM.

### **18. Election of Management Committee by Ballot**

If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot under which a majority vote carries.

### **19. Vacancy on Management Committee**

The Management Committee can co-opt a Full Member to fill such vacancy until the next AGM.

### **20. Appointment of Sub-committees**

The Management Committee may appoint such sub-committees 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 the law.

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Such sub-committees shall consist of Management Committee Members and may include other Club Members. Officers of the Club shall be ex officio Members of all such sub-committees.

### **21. Disclosure of Interest to and in Third Parties**

A Member of any Committee or any Officer of the Club, in transacting business for the Club, shall disclose to third parties that he is so acting. Similarly, any Officer or Member acting for the Club must disclose, to the Management Committee, any interest in any third party with whom they may transact business for the Club.

**22. Limitation of Members Liability**

The Management Committee, or any person or sub-committee delegated by the Management Committee to act as agent for the Club or its Members, shall enter into contract only as far as expressly 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.

**23. Liability of the Club**

The Island Harbour Yacht Club, its Officers and Committees, shall not be liable to any member of the Club, or to any person using the Club premises or property under or by virtue of the Rules thereof, for any reason of any act, neglect, default or negligence of any officer, servant, or agent of the Club. All such persons as aforesaid using the Club premises or any property of the Club or making use of the conveniences or facilities provided by the Club, or for the Club, shall be deemed to do so at their own risk.

**24. Members Indemnification of Committee**

In pursuance of the authority vested in the Management Committee by Members of the Club, Members of the Management Committee are entitled to be indemnified by the Members of the Club against any liabilities properly incurred by them or any one 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 any individual Member's indemnity in this respect shall be the sum equal to one year's subscription at the then current rate of that category of Membership unless the Membership Committee has been authorised to exceed such limit by a General Meeting of the Club.

**25. Annual General Meeting**

An AGM of the Club shall be held each year, on a date to be fixed by the Management Committee. The Secretary shall, at least 6 weeks before the date of such Meeting, deliver to each Member, notice of such Meeting by email. The Secretary will make available the Agenda and supporting papers fourteen days before the date of the AGM. No business, except the passing of the Accounts, the election of the Officers, and any business that the Management 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 Secretary at least one month before the date of the AGM. A quorum shall consist of 20% of the Clubs Full Members personally present at the AGM. Any Member wishing to propose any alteration or addition to the Rules of the Club must state the nature of such alteration or addition, in writing to the Secretary and the name of the seconder one month before the AGM to allow its inclusion in the Agenda, and if seconded, a vote will take place at the AGM.

**26. Extraordinary General Meeting**

The Committee may at any time, upon giving seven days' notice via email, call an Extraordinary General Meeting ('EGM') of the Club for any special business, the nature of which shall be stated in the summons convening the Meeting, and the discussions at such Meeting shall be confined to the business stated in the Notice to Members.

### **27. Extraordinary General Meeting upon Request of a Member**

The Management Committee shall call an EGM in response to a request, by email, addressed to the Secretary by at least 20% of the Club's Full Members. The Management Committee shall give between 7 and 21 days' notice, by email of any such EGM. The discussion at such Meeting shall be confined to the business stated in the Notice sent to Members.

### **28. Chair at Meetings**

At every Meeting of the Club the Commodore or, a Chair elected by those present shall preside.

### **29. Entitlement to Vote at Meetings**

Only Full Members shall speak and vote at any Meeting of the Club. Voting, except upon the election of Members of the Committee, shall be a simple majority vote by show of hands. In the case of an equality of votes, the Commodore or nominated Chair shall have a second or casting vote, on any matter other than the election of the Management Committee.

### **30. Suggestions and complaints**

These are to be made in writing to the Secretary who will submit them to the next Management Committee meeting.

### **31. Dissolution of the Club**

If, upon winding up or dissolution of the Club, there remains after satisfaction of all debts & liabilities, net assets, the Management Committee shall dispose of the net assets remaining to either or both:

- i) Another Club with similar purposes which is unincorporated
- ii) A charity or charities

**ISLAND HARBOUR YACHT CLUB**

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**15 Redshank Way, Island Harbour, PO30 2QQ.**

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