



Clacton-on-Sea Sailing Club  
Bye-Laws

Amended, at the AGM 9<sup>th</sup> November 2021



# Clacton-on-Sea Sailing Club

## Bye-Laws

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<sup>1</sup> The Table of Contents and section numbers are presented for reference only.



# Clacton-on-Sea Sailing Club

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### 1 OBJECT

The objects of the Club shall be to encourage amateur boat sailing, racing, cruising and sea angling.

- 1.1 To provide and maintain a Club and enclosure for the use of Members of the Club.
- 1.2 To provide other facilities that may be considered necessary for or beneficial to the Club and its Members.
- 1.3 To promote social intercourse amongst those interested in sailing, racing, cruising & sea angling.

### 2 MEMBERSHIP YEAR

The Membership Year will be from 1<sup>st</sup>. March to the last day in February.

### 3 MEMBERSHIP

There shall be the following classes of membership.

#### 3.1 FULL MEMBERS:

Shall have the use of the Clubhouse and all its facilities and shall be able to introduce guests, subject to the rules governing guests. They shall have the right to attend, speak and vote at General Meetings and to hold office as an Officer of the Club. They also have the right to helm or crew in Club races and the right to apply for a boat space in the compound.

#### 3.2 CADET MEMBERS:

May be elected during the membership year in which the member reaches the age of 12 years. They shall have all the rights of a member plus the right to elect a Cadet Commodore to the Committee. Cadets, apart from the Cadet Commodore, shall not have the right to vote at a Committee Meeting, or to serve on the Committee. Cadet membership shall cease on the last day of the membership year in which the member reaches the age of 18.

#### 3.3 JUNIOR MEMBERS:

May be elected during the membership year in which they reach the age of 5 years. They must be proposed by an adult member who will be legally responsible for them while engaged in Club activities. The Junior Member shall have the use of the Clubhouse and all its facilities, shall be able to introduce guests, subject to the rules governing guests, the right to helm or crew in Club and Cadet races (except on Cadet day when racing will be exclusively for Cadets), the right to apply for a boat space in the Compound. Junior Membership shall cease on the last day of the membership year in which the member reaches the age of 12 years.

#### 3.4 FAMILY MEMBERS:

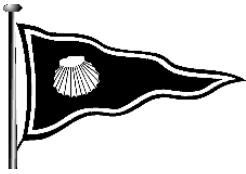
Shall consist of a Husband and Wife<sup>2</sup> and any of their children aged under 18 on the first day of the membership year. The husband and wife shall both have the rights of a member and the children the right of a Cadet member as long as membership year they are in the age category for Cadets. Children under the age of twelve shall have the rights of a Junior Member.

#### 3.5 SENIOR CITIZEN MEMBERSHIP:

During the membership year in which they reach the age of sixty years, and subsequently, a person may

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<sup>2</sup> At the discretion of the committee a man and woman living together as husband and wife and any of their children may be accepted for family membership



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apply for Senior Citizen Membership. A Senior Citizen Member shall have all the rights of a Member.

### 3.6 STUDENT MEMBERSHIP:

Any person over the age of 18 undergoing full time education may be elected to Student Membership. They shall have the same rights as a Member.



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### 3.7 LIFE MEMBERS:

At the discretion of the Committee, a Member whose subscription is paid by making a single payment of twenty (20) times the annual subscription at the date of application. A Life Member has all the rights and privileges of a Member.

### 3.8 HONORARY MEMBERS:

May be elected annually at an AGM at the discretion of the Committee to one of the aforementioned categories 3.1 (Member) or 3.2 (Cadet Member).

### 3.9 HONORARY LIFE MEMBERS:

Honorary life Membership of the Club shall be conferred at an Annual General Meeting of Members on the recommendation of the Committee as a distinction for services rendered to the Club. Such membership shall carry all the rights and privileges enjoyed by a Member.

## 4 RESIGNATIONS AND EXPULSIONS

4.1 Every Member joining the Club implicitly undertakes to comply with the Bye-Laws and Club Rules.

4.2 If the conduct of any Member either in or out of the Club House shall in the opinion of the Committee be injurious to the character of the Club, that Member shall be requested to explain their actions to a meeting of the Committee. This request shall be sent by recorded letter.

4.3 The said Member shall be asked to resign within 7 days if a minimum of two thirds of the whole Committee so agree. If the Member does not resign within 7 days, expulsion shall take place forthwith and the Member shall be informed by recorded letter.

## 5 OFFICERS

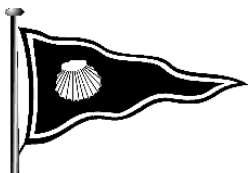
5.1 The Officers of the Club shall consist of three Flag Officers, Commodore, Vice-Commodore, and Rear-Commodore, together with the Secretary and Treasurer.

### 5.1.1 Commodore (Flag Officer):

- Responsible overall for the Club and its members
- Figure Head of the Club
- Ensure that Sub Committees run smoothly
- Chair Committee meetings
- New ideas for improving the Club
- Ensure that Officers have things under control
- Represent Club at functions
- Recommend Honorary Memberships

### 5.1.2 Vice Commodore (Flag Officer):

- Overall charge of all sailing matters
- Set up and run the Sailing Committee
- Organize sailing (race and family) for the Club Calendar
- Organize training events
- Organize other sailing and sailing oriented events
- Responsible for the safety boat and tractor maintenance



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- 5.1.3 Rear Commodore (Flag Officer):  
Overall responsibility for the social life of the Club  
To enlist and run the House and Wine committee  
Organize social events  
Responsible for the fabric of the building  
Overall responsibility for the bar  
Responsible for key distribution (make and maintain chart/list)
- 5.1.4 Secretary:  
Main Club contact  
Legal representative of the Club  
Communication with necessary parties unless delegated by the committee elsewhere  
Coordinate all information  
Taking and typing of minutes  
Notify members of the AGM  
Notify members of their committee  
Notify other organizations of events and contacts  
Notify T.D.C. and police of relevant matters  
Arrange bar extensions  
Issue invitations to events (e.g. T.D.C., other clubs and organizations, etc.)
- 5.1.5 Treasurer:  
Control of Club Funds  
Production of accounts  
Financial budgeting  
Payment of bills  
Banking of Club income

5.2 The Officers shall be ex-officio members of all committees.

5.3 Flag Officers initial term of service is one (1) year. After the initial term of one year the post will be open for nominations and election at the Annual General Meeting.

5.4 The Secretary and Treasurer's term of service is two (2) years. After the initial term of two years the post will be open for nominations and election at the Annual General Meeting.

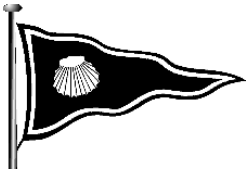
5.5 All Officers must be fully paid up Members of the Club.

## 6 PRESIDENT AND VICE PRESIDENTS

6.1 On retiring, the Commodore shall become the President of the Club. On the appointment of the next President under this rule, the previous one shall become a Vice President.

6.2 The President and Vice Presidents shall be entitled to attend Committee meetings and speak on invitation from the Committee but not to vote thereat.

6.3 Presidents and Vice Presidents continue in their appropriate office so long as they remain members of the Club. There shall be no Honorary Vice Presidents.



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### 7 BYE-LAWS AND RULES

- 7.1 The Club Bye-Laws are binding on all Club Members. They may only be altered by a resolution of an Annual General Meeting or Extraordinary General Meeting.
- 7.2 Rules are implemented by the Committee and may be altered by that Committee.

### 8 CLUB MANAGEMENT

#### 8.1 COMMITTEE

- 8.1.1 The management of the Club shall be vested in a Committee consisting of the five (5) Officers, Chairman of the Cadet Steering Committee, and not less than one (1) Member, but not more than ten (10) members. If at the AGM the stated Officers cannot be elected, the committee can continue with a minimum of three (3) Officers, Commodore, Secretary and Treasurer so elected.
- 8.1.2 The Committee shall fulfil the duties of the Officers, Sailing Secretary, Social Secretary, Membership Secretary, Fishing Representative, Purser, Bosun, Press & Publicity Officer, Compound Officer, Cadet Commodore and Chairman of the Cadet Steering Committee.
- 8.1.3 The Committee may make, alter or repeal Rules. Such Rules and any alteration thereto shall be posted on the Club Notice Board, and providing they are not inconsistent with the rules of the Club for the time being, be binding on all members and be considered as part of the rules of the Club until they are rescinded or varied by the Club at an Annual General Meeting. The Committee shall keep a minute book and record all its transactions therein.

#### 8.2 ELECTION OF COMMITTEE

- 8.2.1 Non-Officer members of the Committee shall be elected at the Annual General Meeting to serve a period of two consecutive years. There shall be no limit on the term of service provided the Committee member stands for election on completion of the prior term of service.
- 8.2.2 A Committee Member may be removed from office if two thirds of the Committee so agree.

#### 8.3 COMMITTEE DUTIES (Non-Officers)

- 8.3.1 Sailing Secretary:
  - Responsible to Vice Commodore for sailing
  - Help organize Sailing committee
  - Organize rotas for Officer of the day, Race Officer and support boat cover
  - Check that above are aware of their duties
- 8.3.2 Social Secretary:
  - Responsible to the Rear Commodore
  - Assist with House and Wines committee
  - Organize and run galley rotas
  - Check the cleanliness of the galley
  - Check galley stocks
  - Check condition of galley equipment



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- 8.3.3 Membership Secretary:  
Responsible for all matters relating to membership subscriptions.  
Maintain and update the membership database.  
Send new members receipts for social and sailing calendars for payment.  
Send reminder letters for non-payment of subscription and boat compound fees  
Report membership for new and ceased or changed details to Committee.
- 8.3.4 Fishing Representative:  
Responsible for fishing members  
To encourage fishing members
- 8.3.5 Purser:  
Responsible to the Rear Commodore  
Bar rota for calendar  
Responsible for stocking the bar  
Ensuring the bar is clean  
Check float levels are adequate  
Keep records of bar receipts and provide revenue to the Treasurer  
Ensure the maximum amount of cash we are insured for is not exceeded
- 8.3.6 Bosun:  
Maintenance of the fabric of the Clubhouse and Compound as required
- 8.3.7 Press and Publicity:  
Issue press releases and reports to media  
Publicise Club events  
Issue periodic editions of the sailing scene  
Encourage local businesses to advertise in Sailing scene/websites  
Encourage Club members to participate in forthcoming races and social events
- 8.3.8 Compound Officer:  
Responsible for Compound Maintenance and upkeep  
Responsible for ensuring members keep their boats and boat spaces in a condition that will not be dangerous to other boats or members (i.e. tied down and rigging OK)  
Allocation of boat spaces
- 8.3.9 Chair of the Cadet Steering Committee:  
Guidance of the Cadet committee  
Enable Cadet projects  
Adult (if necessary) representative on main committee
- 8.3.10 Cadet Commodore  
To organise and lead cadet social and sailing events.  
To develop the cadet section and harness talent.  
To work alongside the Cadet Steering Committee in the best interest of the sailing club's cadet section.  
To represent the cadets opinions at main committee meeting





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### 8.4 SUB COMMITTEES

The Committee may annually appoint the following Sub-Committees.

- 8.4.1 SAILING COMMITTEE comprising not more than six members who shall be responsible for all sailing matters and shall settle all disputes appertaining to sailing. The Vice Commodore will head the Sailing Committee.
- 8.4.2 HOUSE COMMITTEE comprising not more than five members who shall be responsible to the Committee for all Club House, Bar and Social matters. The Rear Commodore will head the House Committee.
- 8.4.3 FISHING COMMITTEE comprising not more than three members who shall be responsible to the Committee for all matters concerned with fishing. The Fishing Representative will head the Fishing Committee.
- 8.4.4 SUB COMMITTEE for special purposes.

### 8.5 CONDUCT OF COMMITTEE MEETINGS

- 8.5.1 A quorum shall be not less than 50% of the members of the Committee, including a minimum of one (1) Officer.
- 8.5.2 The Committee shall meet not less than six times a year and shall have the power to fill any vacancies that may occur in any Committee or Sub-Committee.
- 8.5.3 The Senior Flag Officer present shall take the chair at all meetings. In the absence of a Flag Officer, the Committee Members shall elect a meeting Chairman.
- 8.5.4 With the exception of Expulsions and Removals from Office, resolutions shall be passed on a simple majority. The Chairman shall in all cases have a vote in his own right and an additional deciding vote in the event of equality of votes on a resolution.
- 8.5.5 At any Committee Meeting, absent Member may not vote by post or deputise any other Member to vote for him or her by proxy.

## 9 CLUB MONEYS

- 9.1 The Club shall keep its accounts at such financial institutions, as the Committee shall decide. All moneys of the Club shall be paid into such accounts and all payments made on account of the Club (except petty disbursements) shall be made by cheque on the Club's Bankers.
- 9.2 There shall be three authorised signatories appointed by the Committee from members of that Committee.
- 9.3 All cheques must be signed by any two of the authorised signatories.
- 9.4 Expenses incurred on Club business, authorised by the Committee, shall be paid by the Treasurer on proof of expenditure.
- 9.5 The Committee and all Sub-Committees shall keep accurate and detailed accounts of all moneys received and expended by them.
- 9.6 Any Club asset to be disposed of shall be advertised on the Club Notice board for a period of not less than 28 days. At the discretion of the Committee, advertisements may also be placed elsewhere.



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- 9.7 Un-budgeted expenditure by Committee Members where payment is made to another Member must be brought before and approved at a Committee Meeting.
- 9.8 No Committee Member shall spend more than the sum of £30 on any project without prior authorisation of the Committee at a meeting.

### 10 GENERAL MEETINGS

#### 10.1 RULES FOR ALL GENERAL MEETINGS

- 10.1.1 A quorum at any General Meeting shall be 20% of voting Members.
- 10.1.2 With the exception of amendment and alterations to Bye-Laws, resolutions shall be passed on a simple majority. The Chairman shall in all cases have a vote in his own right and an additional deciding vote in the event of equality of votes on a resolution.

#### 10.2 ANNUAL GENERAL MEETINGS

- 10.2.1 The Annual General Meeting shall be held within six weeks after September 30th.
- 10.2.2 The Secretary shall send all voting members six weeks' clear notice of the date of the meeting.
- 10.2.3 Notice of any motion a member wishes to bring forward shall be given to the Secretary in writing at least 28 days before the Annual General Meeting.
- 10.2.4 Nominations for Flag Officers must be submitted to the Secretary in writing at least 14 days prior to the Annual General Meeting, and must be countersigned by the nominee. Nominations for any individual Flag Officer will be accepted 'From the Floor' of the AGM only if the Secretary has no previous nominations for that position.
- 10.2.5 Fourteen days prior to the Annual General Meeting, the Secretary will circularise details of the business to be transacted and notice of any motion that a member may wish to bring forward including alterations to the Bye-Laws.
- 10.2.6 The Annual General Meeting shall be held for the following purposes.
- a) To adopt Standing Orders for the conduct of that meeting.
  - b) To adopt minutes of the previous AGM and any Extraordinary General Meetings
  - c) To adopt the Officers reports.
  - d) To adopt the assessed accounts.
  - e) To consider and if thought fit vote on any proposed amendments or additions to Rules or Bye-Laws.
  - f) To elect Officers and Members to serve on the Committee
  - g) To consider motions submitted by Members.
  - h) To elect Assessors, Honorary or otherwise for the ensuing year.

#### 10.3 EXTRAORDINARY GENERAL MEETING



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- 10.3.1 The Committee may at any time and shall on the resolution of 20 Members stating in writing the business for which it is required, convene an Extraordinary General Meeting for that specific purpose.
- 10.3.2 The meeting shall be held within a period of not less than 4 weeks nor more than 8 weeks from receipt of such notice.
- 10.3.3 The Secretary shall give Fourteen days' clear notice to the Members of such a meeting giving details of the business to be transacted.

### 11 ALTERATION OF BYE-LAWS

- 11.1 The Bye-Laws may only be altered or amended at a General Meeting
- 11.2 Any Member desiring an alteration shall be given to the Secretary in writing notice of the exact alteration as in 10.2.3. No alteration or amendment to the Bye-Laws shall be declared carried unless two thirds of those voting members present so agree.

### 12 TRUSTEES

- 12.1 Trustees shall be elected by the Committee, and shall hold office for the lesser of a maximum period of 10 years or on resignation. They may be re-elected for further periods of 10 years unless removed from office as in Bye-Law 4.
- 12.2 The number of Trustees shall be not more than four or less than three and the property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in them, but maintained and kept secure on a day to-day basis by the Committee.
- 12.3 They shall deal with the property of the Club as directed by resolution of the Committee (of which an entry in the minute book shall be conclusive evidence) and they shall be indemnified against risk and expenses out of the Club property.
- 12.4 They shall have the right to attend and speak at Committee meetings, but not to vote thereat.

### 13 WINDING UP

- 13.1 In the event of it being necessary to wind up the Club, the Trustees shall assume that responsibility.
- 13.2 In the event of there being no duly elected committee, the Trustees may form the Committee.
- 13.3 If, after discharging the Club's Debts, there remains any assets, the Trustees shall distribute them to approved sporting or charitable organisations, to comply with the legislation.