
# CONSTITUTION

## 1 NAME

 The Name of the club shall be **“Strathclyde Loch Sailing Club”**

## 2 OBJECTIVES

 The objectives of Strathclyde Loch Sailing Club shall be

**a -** To promote the sport of dinghy sailing and racing.

**b -** To organise social activities for persons interested in the sport.

**c -** To operate as a non-profit making voluntary organisation, affiliated to the Royal Yachting Association.

**d** – To provide a range of training courses to members as a Recognised Training Centre.

**e -** To encourage participation from all persons regardless of gender, race, ethnic origin, disability or religious belief.

## 3 MEMBERSHIP AND SUBSCRIPTIONS

**a -** Membership year will run from 1st of April to 31st of March. Any membership not renewed by 1st of April will be deemed to have lapsed.

**b -** No member is entitled to the rights and privileges of membership until his/her subscription for that year and all arrears have been paid in full.

**c -** Applications for membership shall be submitted to the Secretary using the online application form on Strathclyde Loch Sailing Club Website <https://www.strathclydelochsailing.com>. The new subscription can be made by BACS/electronic transfer using the details on the online application form. Applications can also be submitted in paper, using an application form available from the Secretary, or at the Clubhouse. Fees may be paid in cash or cheque. The applicant shall be notified of the Committee’s decision in writing or by electronic media, email, text message, WhatsApp or Facebook. All monies will be returned should an application be rejected.

**d -** Recurring Members are encouraged to pay annual subscriptions by BACS/electronic transfer direct to the Strathclyde Loch Sailing Club account. Fees may also be paid in in cash or cheque to the Treasurer.

**e –** Membership fees are charged according to the date of joining.

 **Full** – 1st April – 30th June, **Late** – 1st July – 30th September, **Winter** – 1st October – 31st March.

**f -** Membership categories shall consist of:

**Full membership** – a person aged 17 and over on the1st January

**Junior membership** – a person aged 16 and under on 1st January

**Student membership –** a person in full time education aged between17 on 1st January and 25 on 1st January

**Family** **membership** – Two adults and a maximum of two dependents aged 16 and under on 1st January

**Associate** – supporter of Strathclyde Loch Sailing Club not actively sailing, including parents of young members

**Winter** – a reduced membership scheme for those joining for the winter sailing between 1st October and 31st March

**Honorary Life** – Awarded to a member in recognition of valued service, requires endorsement at a General Meeting

**g** - Members wishing to keep their boat or boats in the club compound should request to do so when completing the membership application form.

Spaces will be allocated according to availability with boats being given a marked space. The member will be given a sticker to attach to the boat.

In the event of compound fees being more than two months in arrears, the club reserves the right to initiate their Abandoned Boats Policy, which follows the RYA guidance on Abandoned Boats, as detailed on the club website.

### 4 CONDUCT OF MEMBERS

**a –** Strathclyde Loch Sailing Club always expects the highest standard of sportsmanship and fair play from its members. The Committee reserves the right to investigate any inappropriate behaviour or complaints or when it appears the conduct of the member appears to them to endanger the good name, interests or objectives of Strathclyde Loch Sailing Club. The Committee can instigate disciplinary action as deemed necessary.

**b –** Such investigation will be conducted by an Investigation Sub Committee established for this purpose, which shall report its findings to the full Committee. The Investigation Sub Committee shall consist of no more than three members, including any co-optees. Investigating officers should be chosen for their impartiality and capacity for fairness and objectivity.

**c –** The sanctions for disciplining a member will be a written warning, suspension from Strathclyde Loch Sailing Club for a specified period, or expulsion. The decision by the full Committee to take disciplinary action will require a vote in favour by not less than two thirds of Committee members present at a specially convened hearing. The member(s) under investigation will be invited to present their case to the full Committee before the decision is made. The member is entitled to be represented at the hearing by a person of his/her choice. Any Committee members represented on the Investigation Sub Committee will not have voting rights or be counted for the purposes of establishing the quorum for such a meeting.

**d –** A written warning will be used by the Committee for less serious matters, to alert the member that his/her conduct is a cause for concern.

**e –** A decision involving the suspension of a member for a specified period will be made by the Committee.

**f –** Any conduct which, in the opinion of the Committee, is either unworthy of a member or otherwise injurious to the interests of Strathclyde Loch Sailing Club, shall render a member liable to expulsion. A decision to expel a member will require the approval of the membership of Strathclyde Loch Sailing Club at a specially convened Extraordinary General Meeting (E.G.M.). Before such a meeting is called, the member shall be notified of the Committee’s decision by letter from the Secretary. The member shall be allowed one week from the date of this letter to be given an opportunity to resign from Strathclyde Loch Sailing Club. At such an E.G.M. Strathclyde Loch Sailing Club shall have the power, on a vote by ballot and a vote of two thirds of those voting, to expel such a member.

**g –** Appeals against disciplinary action will be heard by the Committee at a specially convened meeting. The member is entitled to be represented at the appeal by a person of his/her choice. Any Committee members represented on the Investigation Sub Committee will not have voting rights or be counted for the purposes of establishing the quorum for such an appeal hearing. To overturn the previous decision will require a vote in favour by not less than three fifths of the Committee members present. The outcome of the appeal hearing will be given in writing to the member concerned. There is no internal appeal mechanism against the decision of an E.G.M. to expel a member.

### 5 ANNUAL GENERAL MEETING

**a –** The Annual General Meeting of Strathclyde Loch Sailing Club shall be held during the last week of February each year. All members will be given 21 days notice in writing or by electronic media of the date of the A.G.M. by the secretary.

**b –** At the A.G.M. the following positions shall be filled by candidates proposed and seconded by members with voting rights.

Principal, Vice-Commodore, Treasurer, Secretary, Racing Secretary, and Bosun, plus as many other members as may be deemed necessary up to a maximum of 5 additional members of Strathclyde Loch Sailing Club. Nominations for the Committee shall be submitted to the Secretary 2 weeks before the A.G.M. and shall be proposed and seconded by 2 club members, who fulfil the voting requirements set out in Section 7a. If there are insufficient nominations received for the positions available, additional nominations can be taken from the floor of the A.G.M. Election of the Committee shall be by simple majority.

**C –** The new Commodore shall be the retiring Vice-Commodore. The retiring Commodore shall be the new Rear-Commodore and shall be eligible for election to another position on the Committee.

**D –** All resolutions for the A.G.M. to be submitted in writing to the Secretary no later than 2 weeks prior to the A.G.M.

1. **EXTRAORDINARY GENERAL MEETINGS (E.G.M.)**

An Extraordinary General Meeting may be called should five or more fully paid up members, (other than Winter, Associate or Young Members), submit a duly signed letter to the Secretary, stating the reason for the request. The Secretary must then inform all members in writing or by electronic media within 21 days of the place, time and date of the E.G.M. and why it is being held.

### VOTING

At an A.G.M. or E.G.M:

**a –** Fully paid up and Honorary members, other than Winter, Associate and Young Members, shall be entitled to one vote. In the case of Family Membership only one vote per family will apply. Voting on all club matters shall be restricted to Honorary and fully paid up members only.

**b –** All voting will be by simple majority, except in the case of a meeting called to consider the expulsion of a member, which will require a two-thirds majority of those voting to be carried.

**c –** In the event of a vote being inconclusive, the Commodore or, in that officer’s absence, the Vice-Commodore shall have the casting vote.

**d –** At the A.G.M. or E.G.M., 10% or at least six members (whichever is the greater) shall form a quorum.

###

### DUTIES OF THE COMMITTEE AND ELECTED OFFICERS

**a –** The governance of Strathclyde Loch Sailing Club will be wholly managed by the Committee according to the constitution. The Committee will apply the funds of Strathclyde Loch Sailing Club to the agreed objectives.

**b –** It shall be the responsibility of the Committee to carry out the proposals accepted at A.G..Ms, ensure the smooth running of Strathclyde Loch Sailing Club and to meet at least four times per annum.

**c –** The Committee shall make such rules and regulations as it sees fit to ensure that the objectives of the club are upheld. Such rules and regulations must not supersede those set out in this constitution and shall be concerned with developing good policy and procedures for the effective management of Strathclyde Loch Sailing Club’s affairs.

**d –** The Committee may co-opt a maximum of two non-club members to provide specialist advice. Such co-optees shall have no voting rights or be considered to be part of any quorum. The Committee may also co-opt club members to fill any vacant positions within the Committee that remain vacant after the A.G.M. or that occur because of a resignation.

 **e –** The quorum for decision-making at Committee meetings shall be five or more members.

**f – The Commodore shall**:

1. Chair Strathclyde Loch Sailing Club general meetings and maintain control over the proceedings.
2. Promote the interests of Strathclyde Loch Sailing Club in every respect
3. Support other Committee members in the execution of their duties.

**g -** The Principal

The Principal as signatory of the annual inspection report is responsible for ensuring the Recognised Training Centre fulfils all statutory obligations to RYA in respect of the appropriate Recognition Guidance Notes (RGN).

1. The Principal shall liaise with the Commodore to ensure the Recognised Training Centre provides a safe environment for all members and trainees. SLSC must hold adequate insurance cover for public liability.
2. The Principal shall oversee the agreed training plan developed and presented by the Senior Instructor. All instructors must be fully qualified in their respective discipline.
3. Training bookings must be made to the Principal, or the Senior Instructor.
4. The Principal is the ultimate arbiter on all training matters.

**h – The Vice-Commodore shall:**

1. Assist the Commodore in the performance of that officer’s duties.
2. Assume the office of Acting Commodore should the Commodore leave office, for whatever reason, before the A.G.M.

**i – The Secretary shall**:

1. Keep a record of all meetings, ensuring that the minute book is kept up to date.
2. Deal with general club correspondence.
3. Arrange general meetings, including the A.G.M
4. Maintain an up to date record of all club members and their details, consistent with GDPR
5. Be responsible for issuing renewal notices
6. Be responsible for issuing of membership cards.
7. Actively pursue all enquiries and requests for membership.

 **j – The Treasurer shall:**

1. Keep such books of account as are necessary to give a true and fair view of the state of the finances of Strathclyde Loch Sailing Club
2. Provide a statement of account as and when required by the Committee.
3. In the event of giving up office, for whatever reason, immediately return all bankbooks, documents and monies in hand.
4. Ensure an independent scrutineer examines the accounts prior to the A.G.M
5. Present the annual accounts to the A.G.M.

**k – The Racing Secretary shall:**

1. Arrange a programme of regular racing governed by International Rules of Racing.
2. Record all race results and enter all points scored by each competitor in the race logbook.
3. Ensure that there is a register of Officers of the Day (OOD) and Assistant Officers of the Day (AOOD)
4. Ensure that all race dates are adequately covered by an O.O.D and A.O.O.D
5. Ensure all racing equipment is serviceable and that all O.O.D.s are fully conversant with the racing instructions.

**l) – The Bosun shall**

1) Be responsible for the maintenance of Strathclyde Loch Sailing Club Cabin, Boat -storage area and Club boats

2) Keep an up-to-date asset maintenance log

3) Manage and allocate boat storage space

4) Keep a boat storage waiting list (where applicable)

5) Notify Treasurer of changes to boat storage arrangements

6) Ensure all boats stored in the compound are adequately insured.

**m) –** **Signatories:**

1. Any two of the following four officers may act as signatories

Commodore, Vice-Commodore, Secretary or Treasurer

### 9 CONSTITUTION

Changes to the constitution can only be made at the A.G.M. or an E.G.M. called specifically for this purpose.

### 10 WINDING UP STRATHCLYDE LOCH SAILING CLUB

1. Any resolution to dissolve Strathclyde Loch Sailing Club may be passed at any General meeting provided that:
	1. the terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward, and that
	2. at least twenty-eight days of the proposed resolution shall be given in writing by the Secretary to all members, and that
	3. such a resolution shall receive the assent of two thirds of those present and entitled to vote.
2. If, upon the winding up or dissolution of Strathclyde Loch Sailing Club there remains after the satisfaction of all Strathclyde Loch Sailing Club’s debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of Strathclyde Loch Sailing Club by Resolution passed at a General meeting at or before the time of the resolution, and in so far as effect cannot be given to such provision then to some charitable objects.