

THE ROADFORD LAKE SAILING CLUB CONSTITUTION

2010-11 ongoing

Version 1.2

Document Control

15 February 2009	2008-09	Committee members, to review and update previous version agreed on 1 st April 2007	Amendments to all parts of the document. See minutes from 15 th Feb. '09 Committee Meeting.
1 March 2009	2009-10 Version 0.8	Members and General Public. Information and Notice of A.G.M.	None
7 March 2009	2009-10 Version 0.9	Members and General Public. Information and notice of A.G.M.	Revision of formatting structure of document and removal of duplication to make document more readable.
21 March 2009	2009-10 Version 0.91	Members and General Public. Information and Notice of A.G.M.	Addition of Clause 6.1 – re discrimination
29 March 2009	2009-10 Version 1.0	All Club Members, General Public and for review by Community Amateur Sports Association (CASA)	None
19 July 2009	2009-10 Version 1.1	Committee Members following HMRC Community Amateur Sports Club Scheme (CASCS) review of Version 1.0 of Constitution document.	Rule 6.7 amended to ensure that duties are undertaken voluntarily, as per HMRC CASCS recommendation dated 12 June '09 (ref CH06630/PMC)
26 March 2010	2010-11 Version 1.2	All Club Members, General Public and for review by HMRC CASCS	Removal of post of "President" in favour of "Commodore" post. Change to Committee structure. Some tidying up as a result of changes.

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1.0 The Purpose of this Document.

1.1 The purpose of this document is to set out the aims of the club, and its framework of operation.

1.2 The contents of this document may be amended at a general meeting by two thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event alter its purposes (unless the procedure set out in 11(b) has been followed) or winding up provisions.

2.0 Name of the Club.

2.1 The name of the organisation is Roadford Lake Sailing Club.

3.0 Club Purpose.

3.1 To promote the amateur sport of dinghy sailing and racing and community participation in the same including actively encouraging youth training and racing.

3.2 To support applications to funding agencies for the strategic development of watersports and recreation within the area.

3.3 To promote communication between members of the RLSC by providing a forum for information exchange.

3.4 To actively encourage racing and other social activities to club members.

3.5 The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of the votes cast.

4.0 Winding Up the Club

4.1 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

4.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.

4.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

4.3.1 to another Club with similar sports purposes which is a registered charity and/or

4.3.2 to another Club with similar sports purposes which is a registered CASC and/or

4.3.3 to the Royal Yachting Association for use by them for related community sports.

5.0 General Meetings.

5.1 At all General Meetings, the Commodore will take the chair, in their absence, by the Members attending the meeting.

- 5.2 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Commodore shall be entitled to an additional casting vote.
- 5.3 A quorum for a General Meeting shall be 30% of the total number of registered Members and 6 Officers of the RLSC including 2 from the Commodore, Secretary and Treasurer.
- 5.4 Each member shall be entitled to one vote at General Meetings.
- 5.5 Extraordinary General Meetings (EGM) may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 10 members of RLSC. Between a minimum of 14 to a maximum of 21 days notice of the meeting shall be given.
- 5.6 All General Meetings will be held at the Roadford Water Sports Centre, Lakeside or any other suitable venue located nearby, so as not to significantly limit the ability of members to attend.
- 5.7 The **Annual General Meeting** (AGM) of the RLSC shall be held not later than the end of March each year. 21 days notice of the AGM shall be given to current Members and the general public through the RLSC web site. Members must advise the secretary by email or in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 5.8 The purpose of the **Annual General Meeting** shall be to:
- 5.8.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
- 5.8.2 Receive the approved and independently inspected accounts for the year from the Treasurer.
- 5.8.3 Receive the annual report of the Committee on the Club's activities since the last AGM from the Secretary.
- 5.8.4 Elect an accountant to carry out an independent accounts inspection.
- 5.8.5 Elect the Officers of the RLSC Committee to serve until the next AGM. Nomination of candidates for election of Officers shall be made by email or in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Members and must be seconded by another Member.
- 5.8.6 Review racing and social fees and agree them for the forthcoming year by way of a majority vote. Discuss and vote on any resolution (whether about policy or change to rules) and deal with any other business put to the meeting received by email or in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

6.0 **Membership**

- 6.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 6.2 Each member (including appropriate Committee members) of RLSC is entitled to one vote on all proposals.
- 6.3 Members will receive services provided by the Club upon receipt of the full membership fee, as agreed at the previous Annual General Meeting. Services will not be backdated upon receipt of payment part way through a membership year. For example, collection and inclusion of race results towards a race series will not be back dated upon receipt of payment.
- 6.4 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 6.5 Members behaviour and conduct must reflect the spirit of this constitution and all other current guidelines and policies of the Club.
- 6.6 The Club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Committee.
- 6.7 Undertake, by volunteering to take a turn in duties to enable smooth running of the club, as stipulated by the elected Committee. An example duty is the Race Officer of the Day (OOD)

7.0 **The Club Committee**

- 7.1 The roles of the Club's Committee, subject to the rules set out below, manage the Club, its funds, property and affairs.
- 7.2 Club's rules on handling of **property** by the Club's Committee:
- 7.2.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.
- 7.2.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- 7.2.3 The Club may also in connection with the sports purposes of the Club:
- 7.2.3.1 sell and supply food, drink and related sports clothing and equipment;

- 7.2.3.2 employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- 7.2.3.3 pay for reasonable hospitality for visiting teams and guests;
- 7.2.3.4 indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- 7.2.3.5 have due regard to the law on disability discrimination and child protection.
- 7.3 **Delegation.** The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.
- 7.4 **Disclosure.** Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.
- 7.5 **Conflict of Interest.** Any member of the RLSC Committee who has a direct or indirect pecuniary interest in any matter and who is present at any meeting of the RLSC Committee at which the matter is the subject of consideration shall, as soon as it is practicable, disclose the fact. They shall not take part in the consideration or discussion of or vote on any question with respect to the matter and shall be excluded from the proceeding whilst any such consideration, discussion or voting takes place.
- 7.6 **General powers and authority.** The Committee has the authority to:
 - 7.6.1 acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities;
 - 7.6.2 provide coaching, training, medical treatment and related social and other facilities;
 - 7.6.3 take out any insurance for club, employees, contractors, players, guests and third parties;
 - 7.6.4 raise funds by appeals, subscriptions, loans and charges;
 - 7.6.5 borrow money and give security for the same, and open bank accounts;
 - 7.6.6 buy, lease or licence property and sell, let or otherwise dispose of the same;
 - 7.6.7 make grants and loans and give guarantees and provide other benefits;
 - 7.6.8 set aside funds for special purposes or as reserves;
 - 7.6.9 invest funds in any lawful manner;
 - 7.6.10 employ and engage staff and others and provide services;

- 7.6.11 co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any club or body involved with it and thirdly with government and related agencies;
- 7.6.12 Do all other things reasonably necessary to advance the purposes;
- 7.6.13 None of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.
- 7.7 Composition and operation of the Club's Committee:
 - 7.7.1 The Committee shall consist of at least seven and not more than ten Executive Officers who are paid-up members of the Club.
 - 7.7.2 All officers are elected for a period of one year but may be re-elected to do the same office or another office the following year.
 - 7.7.3 Members present at the AGM shall elect all Officers.
 - 7.7.4 The Committee members may co-opt club members (up to a maximum of ten to serve until the end of the next AGM, noting the following:
 - 7.7.4.1 Any Committee member may be re-elected or re-co-opted without limit.
 - 7.7.4.2 A Committee member ceases to be a such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.
 - 7.7.4.3 All Committee members must attend at least half of the meetings scheduled. The remaining Committee members have the right to cease membership of any Committee member(s) that fails to attend this minimum number of meetings through a majority vote.
- 7.8 **Current Executive Officers of the Club's Committee**
 - 7.8.1 Commodore
 - 7.8.2 Secretary
 - 7.8.3 Treasurer
 - 7.8.4 Race Secretary
 - 7.8.5 Social Secretary
 - 7.8.6 Communications Officer
 - 7.8.7 Publicity Officer
 - 7.8.8 Finn Fleet Captain
 - 7.8.9 Laser Fleet Captain

- 7.8.10 Youth Fleet Captain
- 7.9 **Conduct of Committee Meetings**
- 7.9.1 The Committee member chairing the meeting does not have a casting vote.
- 7.9.2 Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
- 7.9.3 The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
 - 7.9.3.1 At least three Executive Officers must be present for the meeting to be valid;
 - 7.9.3.2 Committee meetings shall be held face to face;
 - 7.9.3.3 At least 6 Committee meetings (including the Annual General Meeting) will be scheduled each year.
 - 7.9.3.4 The Chair or whoever else those present choose, shall chair meetings;
 - 7.9.3.5 Decisions shall be by simple majority of those voting;
 - 7.9.3.6 A resolution in writing signed by every Committee member shall be valid without a meeting;
 - 7.9.3.7 The Chair of the meeting shall not have a casting vote.
- 8.0 **Adoption of this constitution at a meeting held**

At Trethorne Leisure Park, Kennards House, Launceston, Cornwall PL15 8QE

On 26th March 2010

Signed

Name

Signature.....

Commodore of Roadford Lake Sailing Club for 2010-11

Witnessed

Name.....

Address.....

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Occupation.....