

# COOKHAM REACH SAILING CLUB RULES

## 1. **Name of Club**

The name of the Club shall be "The Cookham Reach Sailing Club".

## 2. **Object**

To encourage Dinghy Sailing, Racing and Cruising.

## 3. **Burgee**

The Burgee of the Club shall be a white triangular pennant, divided horizontally by a red stripe, with a foul anchor in the top hoist.

## 4. **Honorary Officers**

The Honorary Officers of the Club shall be:

Commodore, Vice-Commodore, Rear-Commodore, Secretary, Treasurer, Sailing Secretary, Social Secretary, Membership Secretary, Development Officer and Publicity Secretary. All shall retire at each Annual General Meeting and shall be eligible for re-election provided that the office of Commodore shall not be held for more than three years consecutively. The Bar Chairman, Class Measurers and a Handicapper shall be appointed by the Executive Committee.

## 5. **Management**

The affairs of the Club shall be managed by an Executive Committee which shall consist of all the Officers; three to form a quorum. The Committee shall meet a minimum of six times between Annual General Meetings and will have the power to co-opt, and to appoint sub-committees. Minutes of the meetings shall be taken by the Hon. Secretary and circulated to all committee members and the Trustees.

All sailing activities shall be organized and managed by a Sailing Committee which shall consist of the Vice Commodore, Sailing Secretary, Bo'sun, Class Captains and two co-opted members (or more if required). Class Captains shall be nominated and elected only by their respective Class owners, and members and associate members of the Class Association. The Committee shall meet as and when required by the Vice Commodore. Minutes of the meetings shall be taken by the Sailing Secretary and circulated to all members of the committee and the Commodore Management of the Club boats shall be the responsibility of the Sailing Committee. Before committing the club to any spending over £100.00 approval shall be sought from the Executive Committee.

Club property shall be vested in at least two Trustees appointed by the Executive Committee and approved by an Annual General Meeting. The Trustees shall manage the property as directed by the Executive Committee and shall be indemnified against risk and expense incurred on behalf of the Club out of Club property or by members of the Club for the time being.

## 6. **Examiners**

An Examiner or two Examiners suitably qualified or experienced, who may or may not be members, but who shall not be Members of the Executive Committee, shall be appointed at each Annual General Meeting to examine and certify the Club accounts. A financial statement shall be made available to all members each year at or before the Annual General Meeting.

## 7. **Election of Members**

- 7.1 New Members shall be proposed and seconded by two existing Members. Election shall be subject to approval by the Executive Committee. The names of persons nominated for membership shall be displayed in the Clubhouse for at least two days before submission to the Executive Committee. A list of the names and addresses of all members shall be kept in the Club's premises.

- 7.2 An entrance fee at a rate to be determined by the Annual General Meeting for the year ahead shall be charged per Application for Membership, (Applicants under the age of 23 and temporary members are exempt).
- 7.3 Membership of CRSC shall be open to anyone interested in the sport of Dinghy Sailing on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may be limited by the availability of facilities.
- 7.4 No persons may be admitted to membership, or be admitted as candidates for membership or to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission; and persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming Members and their admission.
- 7.5 The Executive Committee shall be empowered to elect temporary members of the Club on such terms and at such subscription as they shall by resolution decide but no such member shall be elected or re-elected for a period that shall exceed in all two months, and no such temporary member shall be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

## **8. Conduct of Members**

- 8.1 Each applicant seeking membership of CRSC shall be provided with access to, or a copy of, the Rules and By-Laws of the Club (collectively, the "Regulations") and, unless the application is subsequently withdrawn, shall be deemed to have agreed to abide by the Regulations on acceptance as a member.
- 8.2 Any member whose conduct is allegedly unworthy of a member or is prejudicial to the interests of the club renders that member liable to expulsion by a resolution at a meeting of the Executive Committee. The member shall be given one week's written notice of such meeting and the intended resolution of their expulsion. The member will be given the opportunity to explain or defend their position either orally or in writing.
- 8.3 The Executive Committee may cancel the membership of any member whose annual subscription is more than three months in arrears providing that the Committee may at its discretion re-instate such member on payment of arrears. No member whose annual subscription is in arrears may enter any club event or vote at any meeting. Where there are mitigating circumstances, the Committee may at its discretion temporarily waive this requirement.
- 8.4 **Guests**  
Any Full/Joint, Associate, Student/Apprentice, Life or Corporate Member is entitled to introduce up to three guests to the Club provided that no person shall be introduced as a guest who has been expelled from the Club or whose application for membership has been declined. The names of all guests and the name of the member signing them in shall be entered in a book maintained for that purpose. Such register shall be kept on the premises. No guest may be introduced on more than two weekends during the season.
- 8.5 **Members of other clubs**  
The following sailing clubs: - Thames, Tamesis, Upper Thames, Minima and Cookham Reach, agreed in January 1972 that the full members of all the clubs are invited to use the social facilities of any of the clubs as honorary members; subject to their making themselves known to the senior Flag officer (or official of the Club) present, signing the Club Visitors' Book and complying with the house rules on each occasion.
- 8.6 **Associate Members**

Past full members of long standing who are no longer active in Club sailing, or close relatives of present active members, may apply for election to this category of membership. This will entitle the member to use the social facilities of the Club and to receive newsletters and other Club information but will exclude Club sailing and voting rights. Such members will not be included on the list of duties but will be welcome to volunteer. If an Associate Member is elected to a committee they are accorded voting rights on that committee. Non-voting members shall not exceed 20% of the total membership.

8.7 Corporate Membership

Members belonging to Sailing Clubs of locally based companies may apply as a group for election to this category of membership. Each member must be individually named, and one member will act as representative for all the group members. Corporate membership will entitle the group members to sail at the Club, including Club racing, and to use the social facilities of the Club. They will also receive newsletters and other Club information, but will be excluded voting rights. Such members will not be included on the lists of duties, but will be welcome to volunteer.

**9. Subscription**

The annual subscription shall be at the rate determined by the Annual General Meeting for the year ahead in the following categories:

Full Member; Joint Member; Full-time Students/Apprentices (18 - 23); Cadet (10 - 18); Associate; Corporate.

**10. Storage of Boats and Trailers**

The Rear Commodore (Harbour) may arrange for the storage of members' boats at the owner's risk, under the terms and conditions and rates determined by the Executive Committee.

10.1 Boats may be stored only within the area allotted by the Rear Commodore (Harbour) and must be secured to avoid the possibility of damage or obstruction to other craft. Additionally, each berth holder shall be responsible for keeping the allotted berth area tidy, including regular cutting of the grass. Persistent neglect of this duty will provide grounds for the Rear Commodore (Harbour) to carry out the appropriate action, which may ultimately involve the expulsion of the member's boat from the boat park.

10.2 Trailers may be left at the club provided they are kept either under the boat at the allocated berth and do not impede other boat owners, or in the trailer park, after paying the storage rate determined by the Executive Committee. Such trailers must be marked with the owner's name, class sail number and berth number.

**11. General Meetings**

11.1 An Annual General Meeting shall be held before 31st March of each year, not less than seven days' notice being given to all members. No business except the passing of the accounts and the election of Officers, Trustees, Honorary Auditors, and any business that the committee may order to be inserted in the Notice of Meeting may be discussed unless notice is received in writing, at least thirty days prior to the meeting from a member entitled to vote.

11.2 Special General Meetings shall be called by the Hon. Secretary at the request of the Executive Committee, or on receipt of a written request by the Hon. Secretary which shall state the subject to be discussed and be signed by not less than seven members who are entitled to vote. Notice of such meetings shall be issued within fourteen days, and not less than fourteen days notice given to all members.

11.3 The Honorary Secretary shall produce minutes reflecting the proceedings and undertakings at AGM's and SGM's which shall be available to all members.

11.4 Full/Joint, Student/ Apprentices and Hon Life members are entitled to vote at General and Special General Meetings.

11.5 Where there are references in this Rule 11 to notice being given to members, this notice may be sent by post or e-mail or a combination of both.

## **12. Excisable Goods**

12.1 Permitted Hours

The supply of intoxicating liquor on the Club's premises shall be permitted between the following hours:-

Weekdays (not Christmas Day and Good Friday).....11.00 - 23.00

Sundays (other than Christmas Day).....12.00 - 22.30

Christmas Day.....12.00 - 15.00 & 17.00 - 20.30

Good Friday.....12.00 - 22.30

12.2 The Executive Committee in their sole discretion shall have the power to close the bar at any time for such periods as they may deem appropriate provided that to do so is for health or safety reasons and in the best interests of the Club. The Executive Committee shall have the power to extend the above permitted hours on any particular occasion provided the necessary extension of hours has been applied for and granted by the Licensing Authority.

12.3 Intoxicating Liquor will only be sold or supplied to:-

- i. Full and Joint Members
- ii. Student and Apprentice Members
- iii. Associate Members
- iv. Hon. Life Members
- v. Corporate Members
- vi. Temporary Members
- vii. The bona fide guests of Full/Joint, Student/Apprentice, Associate, Hon Life and Corporate Members
- viii. Persons to whom a sale is permitted by Part 4 - Sections 62, 64 and 67 of the Licensing Act 2003.
- ix. Members of Thames, Tamesis, Upper Thames, Minima Sailing Clubs
- x. Members of other clubs visiting the Club's premises for the purpose of sporting or social events attended by or organised by the Club for the benefit of Cookham Reach Sailing Club.
- xi. Persons attending the Club premises for social or other functions organised or authorised by the Club for private functions or bodies, provided that the number of such functions shall not exceed eighteen in any one year
- xii. No drinks, intoxicating or otherwise, may be brought onto the Club premises without prior approval of the Executive Committee or its nominated representative

12.4 Intoxicating liquor will not be supplied:-

- i. For consumption off the premises except to a member in person.
- ii. To any person under the age of 18 years. Any person who appears to be under the age of 18 years will be asked for identification. The form of identification required must carry a photograph of the person. Student cards will not be accepted.

## **13. Personal Buoyancy**

All boats sailing from the Club shall always carry personal buoyancy for each person sailing. The Executive Committee strongly recommends that personal buoyancy be worn at all times by persons when afloat, and requires that all persons under the age of 16 years must at all times wear personal buoyancy when afloat. A wet or dry suit does not constitute personal buoyancy.

#### **14. Safety Boat**

The Safety Boat is primarily to be used for rescuing persons in distress. When possible the salvage of boats and equipment may also be attempted, at the discretion of the Safety Boat crew. The Safety Boat must always be crewed by two members or more and should only be driven by a competent club member.

Buoyancy aids must be worn in the Safety Boat and the engine kill cord must be used. Passengers not engaged in Safety duties may not be carried in the Safety Boat at any time.

#### **15. Data Protection Act**

The Club shall comply with the Data protection Act 1998 as amended. It shall collect and retain only that personal data which is necessary for it to fulfil its functions. Contact details (telephone and/or email address) of each member shall be shared with all other members each of whom is required to retain this information in confidence. No member or officer of the Club shall use personal data for any commercial purpose.

#### **16. Register of Grant Funded Boats, Machinery, and Equipment**

16.1 The Executive Committee has authority to place on the Register discrete and portable assets which have been purchased by the Club with grants from public funds.

16.2 So long as the Club continues to exist, placement on the Register has no effect on the ownership of these assets which is vested in the Trustees, or on their treatment for accounting purposes, however items on the Register are to be identified in the Annual Accounts and are subject to restrictions in a wind-up situation.

16.3 In event of the winding-up of or Dissolution of the Club items remaining on the Register shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club. Such institution(s) to be determined by the Members of the Club by resolution, passed at a General Meeting at or before the time of the dissolution and if and so far as effect cannot be given to such provision, then to some charitable object."

#### **17. Alteration to Rules**

These Rules shall not be altered except at an Annual General Meeting or at a Special General Meeting convened for the purpose and supported by a two thirds majority of those attendees entitled to vote. Fifteen Members, personally present and entitled to vote and shall form a quorum.

#### **18. Dissolution of the Club**

18.1 Special General Meeting for Dissolution:

The Resolution for Dissolution of the Club must be made at a Special General Meeting of the Club, having been called in accordance with Rule 11(b). For such a Special general meeting to be quorate at least one half of the Club's membership must be present at the meeting and be eligible to vote.

18.2 Resolution for Dissolution

The Resolution for Dissolution shall be passed if two-thirds of those present at the Special general meeting and entitled to vote, vote in favour of such a resolution. Voting shall be by way of a show of hands. In exceptional circumstances and with the prior approval of the Executive Committee only, whose decision will be final, a member may apply to vote by proxy. The proxy application

procedure would be announced at the time that notice is given of the relevant Special General Meeting.

18.3 **Dissolution of the Club**

18.3.i.1 In the event of the Dissolution, any Club boats partly or fully funded by the Sport England Award in 2012 and any subsequent grants or awards of a similar nature, are to be passed to another Club recommended by the Royal Yachting Association without charge or consideration.

18.3.i.2 If, upon the winding up or Dissolution of the Club, there remains after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members. The executive Committee shall after resolution of the Club members passed at a Special General Meeting dispose of the net assets remaining to one or more of the following:-

- i) to another club with similar sports purposes which is a charity and/or
- ii) to another club with similar sports purposes which is a registered Community Amateur Sports Club (CASC) and/or
- iii) to the sport's national governing body for use by them for related community sports.

18.4 **Termination of Club**

After the distribution of all residual proceeds, the Club shall be officially dissolved.

# COOKHAM REACH SAILING CLUB BY-LAWS

1. The Clubhouse shall be managed by the Executive Committee.
2. Smoking is not permitted in any of the club buildings, including the garage and starter's box
3. The Clubhouse shall be available to Members on any day but overnight accommodation is not permitted in any circumstances.
4. A Club key shall be made available to Members on payment of a subscription.
5. The last Member to leave shall see that the Clubhouse Garage and Gates are properly secured.
6. Persons using the Club do so at their own risk and the Officers of the Club take no responsibility for any eventuality arising from any cause whatsoever.
7. Members shall observe the By -Laws of the Environment Agency and of the Local Council.
8. Members shall not attach to any fence, or leave on or about the Club, anything not previously approved by the Rear Commodore (Harbour). No modification or alteration shall be made to the land, fences, buildings or gates, tow-path or river bank without the approval of the Rear Commodore (Harbour).
9. Children under 14 must always be under the immediate control of an adult. Children under 14 shall not remain in the Bar area. Parents are responsible for ensuring that their children do not play in the car park.
10. No dogs or other domestic pets except guide dogs are permitted in the Clubhouse under any circumstances. In the Club grounds dogs must always be under the strict control of their owners.
11. Members must not bring their cars into the boat park, except under special circumstances. Cycling is not permitted in the boat park.
12. Members shall take care to avoid passers-by when taking boats across the tow path. The slipway must be kept clear.
13. Members must ensure that their boats carry a current Environment Agency Registration Plate, and they are insured to a minimum of £2,000,000 Third Party Cover.

The Rear Commodore (Harbour) or other persons directed by the Executive Committee are empowered to enforce these Bye-Laws. Such directions as may be given must be observed, but Members shall have the right of appeal to the Executive Committee whose decision shall be final.