

HICKLING BROAD SAILING CLUB CIO RULES

These rules are to be read in conjunction with the Constitution of the Charitable Incorporated Organisation (CIO) and the Terms of Delegation.

1. The burgee of the Club shall be a white swan on a blue background edged with red.

Membership

2. Membership is open to anyone interested in furthering the objects of the CIO, on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
3. The Club, on the recommendation of the Management Committee, may in a general meeting elect Honorary Members.

Subscription

4. The annual subscription is payable on joining and on the first of January in each year. The subscription for the ensuing year shall be decided at the annual general meeting (AGM).

The following categories of membership shall be recognised:

- (a) Basic Member - Every person who wishes to join Hickling Broad Sailing Club CIO shall join as a Basic Member. Each member will be eligible to receive newsletter updates of the charitable activities and to view those activities, and, for every member 16 years of age and over, to attend and vote at a general meeting of the Club.

No other benefits shall accrue to a Basic Member except where they additionally pay a further subscription in one of the following categories:

- (b) Honorary Sailing Member - is an individual awarded lifetime membership to the Club by a vote in general meeting.
- (c) Adult Sailing Member - shall be a person aged over 25 and entitled to use the full amenities of the Club. Any child under 12 shall be covered by the Adult Sailing membership of their parent, carer or guardian subject to being listed on their membership application or renewal form.
- (d) Family Sailing Member - shall comprise two adults aged over 25 living as partners at the same address, both of whom shall be entitled to use the full amenities of the Club. Any child under 12 shall be covered by the Family Sailing membership of their parent, carer or guardian subject to being listed on their membership application or renewal form.
- (e) Junior Sailing Member - aged 12 to 15 years that has a nominated Basic Member (category (a)) supporting their membership.

- (f) Child Sailing Member - aged 8 to 11 years when not covered by membership categories (c) or (d) and that has a nominated Basic Member (category (a)) supporting their membership.
- (g) Young Adult Sailing Member - aged 16 to 25 years and entitled to use the full amenities of the Club.
- (h) Corporate/School Member - who may be a corporate body, an individual or corporate body representing an organisation which is not incorporated or a Local Authority or Academy School, School Trust or other educational body directly concerned with the education of children aged between 8 and 18 and who may be admitted to the Club subject to the payment of a fee and to such terms and conditions that the committee of the Club may determine.
- (i) Members who have not paid their subscriptions and any berthing fees due in full by the 1st March shall receive a reminder and failure to respond shall result in membership being terminated on 30th June.
- (j) New members joining after 1st September shall only be liable for 50% of that year's annual subscription until the 1st January the following year.
- (k) The ages quoted above shall be as on 1st January in the year of membership.
- (l) Temporary and day membership is available – see House Rules.

Officers

5.

- (a) The officers of the Club shall consist of a Commodore, Vice-Commodore, Rear Commodore, Honorary Secretary, Honorary Sailing Secretary and an Honorary Treasurer. The officers shall be elected at the AGM in each year to hold office until the conclusion of the next AGM.
- (b) At the discretion of the Committee a Minutes Secretary may be co-opted as a non-voting member.
- (c) No candidate for election to any office (other than retiring officers) shall be proposed unless the name of such candidate and his or her proposer together with the candidate's signed agreement to stand for election shall be given in writing to the Honorary Secretary before the commencement of the meeting.
- (d) Notice of the resignation of any officer shall be inserted in the notice of the AGM sent to members.

Management Committee

6.

- (a) The Management Committee shall consist of the officers, ex-officio, the retiring Commodore unless he or she indicates otherwise, and not more than 12 members of the Club elected by the Club at the AGM to hold office until elections have taken place at the next AGM.
- (b) At management committee meetings a quorum of 8 members is required, one of which shall be the Commodore, Vice-Commodore or Rear Commodore.
- (c) The Commodore will chair the management committee. In the absence of the Commodore the Vice-Commodore shall do so, and in the absence of both the Rear-Commodore shall take the chair.
- (d) Those officers and members of the management committee who are also charity trustees are not eligible to chair the trustees committee.
- (e) No one may be appointed as a management committee member if under the age of 16 years.
- (f) Candidates for election to the management committee shall be those members of the retiring management committee who shall offer themselves for re-election and such other eligible members whose nomination, along with the members' signed agreement to stand, shall be given in writing to the Honorary Secretary before the commencement of the meeting.
- (g) Any members proposing a candidate for the management committee shall be allowed to speak in support.
- (h) Members of the management committee wishing to resign shall notify the Honorary Secretary in writing of their intention.
- (i) If a casual vacancy occurs by death or resignation the management committee may co-opt a member to fill the vacancy.
- (j) If the number of candidates duly proposed and seconded exceeds the number of vacancies to be filled, the election shall be by ballot.
- (k) At the first committee meeting after the AGM each committee member shall confirm in writing the following: that they have not been convicted of an offence involving deception or dishonesty (or that any such conviction is legally regarded as spent), have not been involved in tax fraud, are not an undischarged bankrupt, have not made compositions or arrangements with their creditors which have not been discharged, are not disqualified as serving as a company director or as a charity trustee, or stopped from acting in a management position within a charity. In addition, the member shall advise of organisations with which they have a potential conflict of interest. This shall include any organisation that they or a close

member of that person's family may reasonably be believed to control or influence, including where they own at least 20% of the shares of a company or sit on the board or are a trustee, governor or otherwise able to influence decision making. At the commencement of each meeting a member shall update the management committee of any changes since the last meeting. A member shall be excluded from the committee room (after presenting their view, if they so wish) and may not participate in discussion or vote on any matter in which they have a conflict of interest.

- (l) The management committee is governed by the Terms of Delegation issued by the charity trustees. These Terms of Delegation shall include the regulation of committee members' expenditure on behalf of the club.
- (m) A member of the committee, and the Honorary Secretary or Honorary Treasurer in transacting business for the Club shall disclose to third parties that they are so acting.
- (n) The management committee shall make such bye-laws, rules and regulations as they think fit as to the management of any club premises.

Accounts

- 7. At the AGM a suitably qualified or experienced accountant, as required by the charities legislation, shall be appointed, whose duty it shall be to review the accounts of the Club for the then current year. The management committee shall ensure that the annual accounts are prepared and submitted to the accountant for review prior to presentation at each AGM. The appointed accountant shall be independent as defined by Charity Commission document CC31. The accountant may be a club member but not simultaneously a management committee member. In the event that the accountant is unable to act, the management committee shall appoint a substitute.

New Rules, Amendments and Alterations

8.

- (a) Alterations, amendments or additions to the club rules may only be made at the AGM or other general meeting of the members. Full particulars shall be set out in the notice convening the meeting.
- (b) All such alterations, amendments or additions, duly proposed and seconded, shall be put to the vote of the meeting and, provided that on a show of hands or, if demanded, on a poll, a majority of the votes of those members present and voting shall be in favour, then the proposed alterations, additions or amendments shall be deemed to be carried.

General

9. The club premises shall be opened for use at such times as the management committee shall direct.

Safety

10. Members of the Club, their guests and visitors use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept that:
 - (a) The Club shall not accept any liability for damage to or loss of property belonging to members, their guests or visitors to the Club.
 - (b) The Club shall not accept any liability for personal injury arising out of the use of Club premises, and any other facilities of the Club, whether sustained by members, their guests or visitors, whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of the officers, committee or servants of the Club
 - (c) Members, parents, carers and guardians are warned that the Club is only able to provide safety facilities during the hours of Club organised sailing events. Outside these hours, parents, carers and guardians have sole responsibility for their children and wards and must appreciate that the Club cannot be expected to exercise supervision or control. Even during Club organised sailing events the Club cannot accept responsibility for children, or any other persons, not engaged in organised sailing events. Children under the age of 12 years shall at all times wear a personal flotation device as advised by the Royal Yachting Association (RYA)* whilst on the Club site.
 - (d) The safety of a boat and its entire management including insurance shall be the sole responsibility of the owner, or the parent, carer or guardian of a junior where that junior is the owner, who shall ensure that the condition of the boat and equipment, and competence of the crew are adequate to face the conditions that may arise while they are on the water. Neither the establishment of this Club rule nor the inspection of the boat by an officer or member of the Club in any way limits the absolute responsibility of the owner for their crew, boat and the management thereof. The Club shall not be responsible for any loss, damage, death or personal injury howsoever caused to the owner, their skipper or their crew, as a result of their taking part in any sailing activity at the Club whether organised by the Club or not. Moreover, every owner warrants the suitability of their boat for the planned sailing activity.
 - (e) All members should wear a personal flotation device as advised by the RYA* at all times when afloat whatever type of craft they are onboard. A wet suit or dry suit does not constitute an adequate personal flotation device.

Supervision of Children

- 11.** Children under 16 years of age shall at all times be under the control of an adult member, either a parent, carer or guardian or another adult member delegated by the parent, carer or guardian, who is present on the club site. If the child is a visitor or temporary member the adult in charge does not need to be a member.

Safeguarding Policy

- 12.** The Club shall at all times work within the guidelines and policies set out in the published RYA documents regarding 'Safeguarding and Child Protection'. All Charity Trustees shall have an enhanced Disclosure and Barring Service check. All Management Committee members are encouraged to undertake a course in safeguarding.

*See RYA guidance –

<https://www.rya.org.uk/knowledge-advice/safe-boating/look-after-yourself/Pages/buoyancy-aids-lifejackets.aspx>