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1 CONSTITUTION

1.1 Title

The Club shall be called South Shields Sailing Club, hereafter to be referred to as “The Club” and shall be affiliated to the Royal Yachting Association.

1.2 Objects

To promote community participation in healthy recreation by providing facilities for sailing.

1.3 Powers

1.3.1 In furtherance of the objects but not otherwise, the General Committee may exercise the following powers:

- i. Power to raise funds and to invite and receive contributions provided that in raising funds the General Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- ii. Power to buy, take on lease or in exchange, any property necessary for the achievement of the object and to maintain and equip it for use, subject to ratification at an AGM, Special General Meeting or Pre-Season meeting.
- iii. Power, subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the charity, subject to ratification at an AGM, Special General Meeting or Pre-Season Meeting.
- iv. Power, subject to any consents required by law, to borrow money and to charge all or any part of the property of the charity with repayment of the money so borrowed, subject to ratification at an AGM, Special General Meeting or Pre-Season Meeting.
- v. Power to employ such staff (who shall not be Members of the General Committee) as necessary for the proper pursuit of the objects and to make all reasonable and necessary provisions for the payment of pensions and superannuation for staff and their dependants.
- vi. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purpose and to exchange information and advice with them.
- vii. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- viii. Power to appoint and constitute such advisory committees as the General Committee may think fit.
- ix. Power to do all such lawful things as necessary for the achievements of the objects.

The Club is a non-profit making organisation. All surpluses will be used to promote its objects as given in this constitution and maintain or improve the Club's facilities. No surplus will be distributed.



1.4 General Meetings

- 1.4.1 The **Annual General Meeting** of the Club shall be held in November each year. Twenty-eight days' notice of the Annual General meeting shall be given to Members by circulating a copy of the notice and agenda to every Member at their preferred email address (or home address where such preference has been previously notified at membership application or renewal) and posting a copy of the notice on the Club notice board. Club Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting by the end of September.
- 1.4.2 The business of the Annual General Meeting shall be to:
- i. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - ii. Receive the audited accounts from the Treasurer. Receive the Annual reports from the Committee.
 - iii. Elect an Auditor.
 - iv. Elect the Flag Officers of the Club and General Committee Members.
 - v. Review Club subscription rates and agree them for the forthcoming year.
 - vi. Transact such other business received in writing by the Secretary from the Members before the end of September and included on the agenda.
- 1.4.3 A **(Pre-season) General Meeting** shall be held, normally in March, each year, at which a summary interim financial statement, for the year ending the previous December, will be made. Twenty-eight days' notice of the (Pre-season) General meeting shall be given to Members by circulating a copy of the notice and agenda to every Member at their preferred email address (or home address where such preference has been previously notified at membership application or renewal) and posting a copy of the notice on the Club notice board. The programme for the new season will be announced and any other business which may arise shall be dealt with.



- 1.4.4 **Special General Meetings** may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 20 Full Members of the Club. At least 7 days notice of the meeting shall be given to Members by circulating a copy of the notice and agenda to every Member at their preferred email address (or home address where such preference has been previously notified at membership application or renewal) and posting a copy of the notice on the Club notice board.
- 1.4.5 At all **General Meetings** the chair will be taken by the Commodore / Vice-Commodore, or in their absence, by a deputy appointed by the Voting Members attending the meeting.
- 1.4.6 Decisions made at a General Meeting shall be by means of a simple majority of the votes from those Voting Members attending the meeting. In the event of equal vote the Chairperson shall be entitled to an additional casting vote.
- 1.4.7 A quorum for a General Meeting shall be 15 Voting Members including two Flag Officers.

1.5 General Meeting Procedures

- 1.5.1 Principal Motions - Written proposals of motions from Members shall be in the Secretary's hand, duly signed by the proposer and seconder who shall both be voting Members of the Club, not later than 21 days prior to the meeting, or in the case of the Annual General Meeting, before the end of September. Such motions should be displayed on the Club notice board for at least 14 days prior to the meeting
- 1.5.2 Conduct of the Debate
 - a. The Proposer is expected to repeat the proposal verbatim, after which they have three minutes to explain and give the case for the proposal. The three minutes may be extended at the discretion of the Chairperson.
 - b. The Seconder then has a maximum of three minutes to state his or her case.
 - c. Debate is then thrown open to the meeting. Each speaker is allowed to speak once only (except on procedural motions) for a maximum of three minutes.
 - d. Discussion continues if possible until it is stopped for lack of speakers with fresh points of view.
 - e. The Proposer (only) is allowed a right of reply. Proposers may not introduce new matter.
 - f. A vote is taken.



1.5.3 Amendments

- a. During the debate an amendment to the motion may be proposed. It requires a seconder.
- b. The Proposer and Secunder of the original motion are to be asked if they accept the change. If they do not object, the Chair asks the meeting if they will accept the amendment without debate. If not accepted, the original motion is temporarily set aside. The Chair asks if the amendment is to be immediately voted on or debated first.
- c. No amendment is in order which:
 - i. Is not germane to the motion under consideration. That is, it must relate to the purpose of the principal motion. No independent new question can be introduced by an amendment.
 - ii. Merely makes an affirmative of the negative of the original proposal.
 - iii. Is frivolous or absurd.
- d. An amendment to an amendment must be germane to, or relate to, the subject of the amendment as well as to the principal motion. No independent new question can be introduced. If accepted, the amendment to the amendment shall be debated and voted on first. Then the amendment to the proposal shall be debated and voted on. The proposal shall then be debated and voted on in the form as proposed or as amended as the case may be.

1.5.4 Procedural Motions - The Chairman may limit the number of procedural motions or not accept them if he feels they are being used to delay or prevent the business of the meeting. The options open to the Chairperson are as follows:

- i. To adjourn
- ii. To Recess
- iii. Point of order: to call attention to a breach of the procedural rules
- iv. Point of information
- v. To close the debate

1.5.5 Voting - Normally by a show of hands



1.6 Election of Flag Officers and General Committee

1.6.1 The Flag Officers of the Club are as follows:-

- Commodore
- Vice-Commodore
- Secretary
- Treasurer
- Sailing Secretary

1.6.2 All Flag Officers and General Committee Members shall be elected at the Annual General Meeting of the Club, from and by the Members.

1.6.3 Nominations of candidates for election of Flag Officers and Committee members shall be made in writing to the secretary by the end of September.

1.6.4 Nominations can only be made by Voting members and must be seconded by other Voting members. Where there are no nominations for a position nominations will be accepted at the meeting.

1.6.5 All Flag Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

1.6.6 No Flag Officer (with the exception of the Treasurer) can serve in the same office for a continuous period greater than three years. After completing such a period of service, the Member is eligible to stand for any other office, and may stand again for their original office after a break of one year.

1.6.7 Elections of all Flag Officers and Committee Members at the Annual General Meeting of the Club shall be effective as of the first day of January

1.7 General Committee

1.7.1 The affairs of the Club shall be controlled by a General Committee comprising the elected Flag Officers of the Club and up to eight other Members elected from and by the Voting Members of the Club. The General Committee shall meet at agreed intervals and not less than six times a year. Committee Members shall serve as trustees of the registered charity during their term of office. Each trustee will make a declaration prior to taking up office that they are eligible to hold such an office in accordance with the Charity Commission's guidelines.

1.7.2 No Member of the General Committee shall acquire any interest in property belonging to the charity (otherwise than as a trustee for the charity) or receive remuneration or be interested (otherwise than as a member of the General Committee) in any contract entered into by the General Committee.



- 1.7.3 Any Member of the General Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the Members of the General Committee to act in a professional capacity on behalf of the charity provided that at no time shall a majority of the Members of the General Committee benefit under this provision and that a Member of the General Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.
- 1.7.4 The Commodore or a designated representative shall convene meetings of the Committee Members as seems necessary for the management of the Club or any matters of discipline. The required number to constitute a quorum is five, after notification of all Committee Members.
- 1.7.5 The Committee shall have the power to elect Members to fill vacancies on the Committee arising from any cause during the year.
- 1.7.6 A copy of the minutes of all Committee meetings shall be displayed in the Clubhouse for a minimum period of one month.
- 1.7.7 The duties of the General Committee shall be:
- i. To control the affairs of the Club on behalf of the Members.
 - ii. To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Pre-season General Meeting. The Club shall maintain a bank current account and any two Flag Officers and other duly authorised Committee Members shall be authorised to sign Club cheques.
 - iii. To co-opt additional Members of the Committee as the Committee feels necessary. Co-opted Members shall not be entitled to a vote on the committee.
 - iv. To make decisions based on a simple majority vote. In the case of equal votes the Chairperson shall be entitled to an additional casting vote.
 - v. To take out liability insurance for charity trustees if required.



1.8 Membership

1.8.1 Membership of the Club shall be open to any person completing a Membership application form and paying the relevant subscription fee as determined by the Annual General Meeting of the Club Members, subject to acceptance by the Committee.

1.8.2 There shall be nine classes of Membership available. The classes and voting rights are listed below:

	Category	Qualification	Voting Rights
1.	Full Member	Over 21	Full Vote
2.	Family Member	Partner of full member	Full Vote
3.	Student Member	18-20 Years	Full Vote
4.	Life Member	May be offered to members who have retired from sailing and have given exceptional service to the club	Full Vote
5.	Outport Member	Seafaring or resident residing over 70 miles from the club	Full Vote
6.	Junior Member	14-17 years	No Vote
7.	Associate Member	Member of group affiliated to the club	No Vote
8.	Volunteer Supporter	Not allowed sailing privileges	No Vote
9.	Temporary Member	Visitor attending the club for an event	No Vote

(N.B. Children under the age of 14 whose parents are Members are eligible to take part in Club activities.)



1.9 Alterations to the Constitution

- 1.9.1 Any proposed alterations to the Club's Constitution may only be considered at an Annual, Pre-season or Special General Meeting, convened with the required notice of the proposal. Any alteration or amendment must be proposed by a Voting Member of the Club and seconded by another Voting Member. Such alterations shall be passed if supported by not less than two thirds of the Voting Members attending the meeting assuming that a quorum has been achieved.

1.10 Powers To Make, Repeal, Alter Bylaws And Rules

- 1.10.1 The Committee shall have the power to make, repeal or alter bylaws and rules as required for the better management of the Club, subject to them being ratified at the next General Meeting.

1.11 Dissolution

- 1.11.1 If at any General Meeting of the Club a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 1.11.2 If at that Special General Meeting the resolution be carried by two thirds of the Voting Members present at the meeting, the General Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 1.11.3 After discharging all debts and liabilities of the Club the remaining assets shall not be paid or distributed amongst the Members of the Club but shall be given or transferred to some other Charity having objects similar to those of the Club.



2 BYLAWS

- 2.1 The Club burgee shall be dark blue with a light blue chevron in the centre.
- 2.2 The Club year shall begin on the first day of January.
- 2.3 Annual subscriptions shall become due, in advance, on the first day of January.
- 2.4 Subscriptions may be paid in two instalments, the first being due on or before the 1st January and the second instalment on or before 30th June. If the first instalment is not made by the 1st January then full subscriptions will be due by 31st January. At the discretion of the Committee, alternative methods of payment may be permitted in cases of financial hardship.
- 2.5 No Member who is in arrears after 31st January (annual subscriptions) or 30th June (half-yearly subscriptions) will be entitled to use the Club premises, vote, or compete for any Club prizes, and is liable to expulsion from the Club by the committee at any time.
- 2.6 Any Member who has not paid their full fees by 31st January (annual subscription) or 30th June (half-yearly subscription) will be subject to a 10% late payment fee.
- 2.7 A Member elected to the Club after the 1st August shall pay half the appropriate subscription for that year and, where applicable, half the appropriate boat park rent. A member elected after November and who pays the full appropriate annual subscriptions, and where appropriate boat park rent, shall not be required to pay any subscriptions for the following year.
- 2.8 Any Member who is expelled from the Club, or whose subscription is in arrears at 1st June, or who shall resign from the Club, shall forthwith remove their boat and/or equipment from the boat park. If any Member fails to remove their boat or equipment within one calendar month from the date of such expulsion or being in arrears at 1st June, or after one calendar month after resignation, then the Club may remove and sell the boat or equipment and use any monies so acquired to defray the expenses of so doing and to set off against any expense or debt due from such Member of the Club, and shall hold available the net balance after sale for a period of one year and if the said Member shall fail to claim the said balance in that period, such monies shall belong to the Club, free of any claim by such member.



- 2.9 Any impropriety of conduct or any infringement of the Bylaws by a Member can be dealt with by an Officer of the Club. Such alleged conduct must be reviewed by the Committee within 28 days provided that any members affected shall have at least three weeks' notice and the right of attendance before that Committee and be entitled to hear all statements affecting them that have been made. Such Member shall have the right to produce evidence and witnesses on their behalf and also, by way of appeal, the right to demand by requisition signed by such Member and three full Members, a Special General Meeting to review the Committee's decision. The Committee's decision shall not be rescinded except by the vote of a majority of the full Members present.
- 2.10 Boat gear may not be left in the Clubhouse.
- 2.11 Personal or sailing gear left on the Club premises will be collected and disposed of at the discretion of the Committee.
- 2.12 With the exception of guide dogs, animals are not allowed in the Club building.
- 2.13 Oil, petrol and similar inflammable materials and engines or parts thereof may not be brought into the Clubhouse and may only be stored in the Engine Store with the permission of the Committee.
- 2.14 No smoking is allowed in the Club building.
- 2.15 Any difference of opinion as to the interpretation of these rules shall be referred to all the Committee Members present, whose decision shall be accepted until the Committee has given a ruling.
- 2.16 Any Member wishing to withdraw from the Club shall give notice, in writing, to the Secretary of their wish. If all monies due from the Member at the date of notice are paid, then the resignation shall be accepted.
- 2.17 Application for Membership gives no entitlement to use of Club privileges by a candidate prior to election and payment of subscription. If these have not been paid by one month after election, such election is void.
- 2.18 A list of all paid up Members and, where appropriate, their craft shall be kept in the safe in the Clubhouse.
- 2.19 As a condition of Membership, Members will be expected to do the appropriate number of duties as Officer of the Day (OD), rescue and kitchen as required.
- 2.20 The Club will not accept responsibility for any loss or damage incurred by a Member which should be covered by the Member's own insurance.



- 2.21 The Club does not accept responsibility for private property, including boats, stored or left on the Club property. Members are responsible for securing their own boats against movement by the wind. All boats shall be insured for third party liability at all times to the sum recommended in the Club Safety Rules.
- 2.22 A Club Member sailing at any time is responsible for the safety of their boat and its entire management, including insurance. The owner or person in charge must ensure that the boat and crew are adequate to face conditions that may arise. Nothing shall limit or reduce the responsibility of the owner or person in charge of the boat for the crew, the boat and its management. South Shields Sailing Club shall not be responsible for any damage, death or personal injury howsoever caused to the owner, or person in charge who warrants the suitability of their boat for such use as to which it may be put.
- 2.23 The hire of club boats is only available to members of the club. No boat may be taken without prior agreement from one of the committee members. No club boat may be launched unless a fully manned rescue boat is afloat. Proof of ability may be required prior to the permission being granted. The use of a club boat will result in a charge being due in advance (as identified on the club notice board / website) except if used as part of organised club events (eg: training / open days). Club boats can only be used for sailing on, and in the vicinity of the Tyne harbour.



3 HOUSE RULES

- 3.1 The permitted hours for the supply of intoxicants shall be 11.00hrs. until 00.00hrs. Mon- Sun. Closed Christmas Day and Good Friday,
- 3.2 All Members are entitled to introduce visitors, subject to Club House Rules and Bylaws. All visitors shall be considered to be the guest of and must be accompanied by the Member introducing them. No persons may be introduced as visitors to the Club more than six times in any one year.
- 3.3 The names and addresses of all visitors introduced and the name of the Members introducing them must be entered in a book which is kept in the Clubroom for this purpose.
- 3.4 The General Committee has the power to prohibit the playing of any games considered to be injurious to the interests of the Club.
- 3.5 Intoxicating liquors or articles for the sale of which a licence is required shall not be supplied other than to Members or bona-fide guests in the Clubhouse.
- 3.6 Only authorised personnel are allowed behind the bar or in the cellar.
- 3.7 The Clubhouse and dinghy compounds will be closed at 23.00.hrs. or such time as prescribed by a Club official.
- 3.8 It is the individual responsibility of all Club Members to leave the Club buildings and compounds tidy and secure.
- 3.9 Members shall pay their bills for every expense incurred in the Club as and when the expense is incurred.
- 3.10 Children under 14 years of age are allowed in the Clubhouse only when under the control of an adult.
- 3.11 Meals are not to be consumed in the upstairs lounge and Clubroom unless specifically sanctioned by the Committee.
- 3.12 Wet and sandy clothing and sailing gear must be removed before entering the Clubroom.
- 3.13 See also Rules 2.10 - 2.14 in the Byelaws Section



4 SAFETY RULES

- 4.1 All persons afloat must wear adequate buoyancy and suitable clothing. Wet suits or dry suits are not considered adequate or acceptable personal buoyancy. During the months of October to April a wetsuit must be worn as a minimum requirement.
- 4.2 If a race is to be held in very windy weather, novices or inexperienced sailors should consult the OD for advice as to whether it is wise to go afloat.
- 4.3 In the event of multiple capsizes, persons in the worst distress must be rescued first. If a helm who requires help fails to right their boat after approximately five minutes (this can be extended if the Rescue Boat is not required elsewhere), they will be told by the Rescue Officer to leave their boat and get into the Rescue Craft. If they refuse to leave their boat, then the Rescue Officer must make it clear to them that they will be left without assistance until all other persons who require help have been attended to and are safe. If an individual belonging to a capsized boat is obviously exhausted they will automatically be lifted into the Rescue Craft and if practicable their boat will be anchored and retrieved later. If this is not practicable, or elsewhere any other person or persons are at risk then the boat must be left to drift until all individuals are safe. If racing is taking place outside the harbour no boat will be towed ashore until after the racing has finished.
- 4.4 If due to severe weather conditions a race has to be abandoned, all participating boats that are able to do so must return to the beach where a roll call will be made.
- 4.5 Helms who have not carried out an annual buoyancy test on their boat in accordance with their Class Rules may not be allowed to participate in Club organised sailing and all racing results prior to the buoyancy test will be void.
- 4.6 All boats must have insurance to cover third party claims to a minimum of £3,000,000. Any helm without suitable insurance will not be allowed to participate in Club organised sailing, nor will they be allowed to store their boat on Club premises. The importance of having adequate insurance cannot be emphasised too strongly.



- 4.7 It is recommended that all boats carry an approved type of anchor, preferably a plough type with minimum warp length of 25 metres secured to the boat all times when afloat. Experience has shown that the small folding type of grapnel anchor is definitely unsuitable. Members should note that the failure to carry an anchor is entirely at their own risk. In the event of another person's safety being put at risk due to no anchor being carried boats will be left to drift until all individuals are safe
- 4.8 All boats must have a towing painter of minimum length 3 metres attached to the boat such that the direction of effort is well forward of the mast.
- 4.9 When sailing in or around the main shipping channel an instruction from a Rescue Craft or Committee Boat not to enter or to get out of the channel must be obeyed. All commercial river traffic has right of way at all times and must not be obstructed. Strict adherence must be observed at all times in respect of relevant [Port of Tyne Bylaws](#) navigation and safety advice/guidance as published (particularly 11, 14 & 15).
- 4.10 The conveyance of the instruction need not be verbal. A Rescue Craft or Committee Boat displaying International Code flag 'F' is designated as an instruction to keep the shipping channel clear.
- 4.11 When racing is in progress, a Rescue Craft or Committee Boat displaying IC flag 'F' will proceed at the same speed, at a safe distance in front and to one side of a commercial vessel. Any boat that is not able pass in front of the Craft displaying IC flag 'F' must cross the channel by going behind the commercial vessel. A Rescue Craft or Committee Boat travelling in a similar manner and repeatedly making sound signals is also designated as a 'Clear the Channel' instruction.
- 4.12 If there is no Rescue Craft or Committee Boat in attendance, all helms must be very aware when sailing in or near the channel and give all commercial shipping a wide berth - 1/2 mile is considered minimum. If during a race a helm considers it unsafe to cross the channel and goes behind an on-coming ship, all boats behind that helm must do likewise. Failure to observe this rule will incur instant disqualification and the General Committee may require an explanation.
- 4.13 When using all Club safety boats Members must wear a kill cord at all times.



- 4.13.1 When competing in Club-organised racing, Members must adhere to Club Safety Rules and also to Sailing Instructions (Club Points Racing) as amended by the General Committee from time to time, posted on the Club notice board and published as a separate document.

5 WELFARE AND SAFEGUARDING POLICY

- 5.1 South Shields Sailing Club has a comprehensive policy in place to protect all children and vulnerable adults both on and off the water. The Club will take all reasonable steps to ensure that through appropriate procedures and training, children and vulnerable adults participating in Club activities will do so in a safe environment.
- 5.2 The purpose of this policy is:
- 5.2.1 To assure parents that their children are as safe at our organisation as they are when taking part in any other sport or leisure activity
 - 5.2.2 To raise awareness among members, volunteers and employees of the policy and guidelines of the Royal Yachting Association (RYA) with regard to safeguarding, so that they do not place themselves in situations where the safeguarding of children or vulnerable adults may be called into question.
 - 5.2.3 To ensure those working closely with children at the Club are aware of the guidance on recognising abuse and importantly, how to raise any concerns they may have
- 5.3 A copy of the Child Protection Policy document is held at the Club and is available for reference and guidance. The Club has a designated Child Protection Co-ordinator whose contact details are displayed in the Clubhouse.