

COVE SAILING CLUB CONSTITUTION

I. Name and Headquarters

The name of the Club is "THE COVE SAILING CLUB" and its headquarters are at the Clubhouse, Baron's Point Cove.

2. Flag

The Flag of the Club will be a red burgee with a blue diagonal cross and a gold anchor superimposed on the intersection of the cross.

3. Objects

The objects for which the Club is formed are:-

- (a) To encourage the sport of yacht sailing and racing.
- (b) The maintenance of a Clubhouse or Houses with a view to the promotion of the sport, and of social activities among persons interested in the sport.
- (c) The Club is a non-profit making organization. All profits and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed.

4. Membership

- (a) Membership of the Club is open to all persons regardless of gender, race, colour, creed, physical or mental disability, religious belief or any other form of differentiation and whether the owners of a yacht or not.
- (b) Membership will consist of FULL, FAMILY, STUDENT, CADET, DISTANT, HONORARY LIFE, HONORARY TEMPORARY and NON-RESIDENT MEMBERS.
- (c) A family comprising parents/partners and their children under the age of 18 years all staying at the same address, will be eligible for FAMILY Membership. Members who are eligible and opt to pay the Family Subscription Rate will have the status of FULL members if over 18 and CADET members if under 18.
- (d) FULL MEMBERSHIP of the Club is open to all persons of 18 years of age and over. Such Members will be entitled to the full amenities of the Club.
- (e) STUDENT MEMBERSHIP of the Club is open to all persons of 18 years of age and over who are in receipt of Full Time Education and not in gainful employment. Such members will be entitled to the full amenities of the Club.
- (f) CADET MEMBERSHIP of the club is available to persons under the age of 18 years as part of a family membership or attached to a parent/carer's full membership. Persons under the age of 18 years cannot be a member of the club without adult member sponsorship. Cadet members will be eligible to attend General Meetings but they shall have no voting rights, nor will they acquire any interest in the club's property or funds, take part in the management of the club, in the nomination of members, or be allowed to introduce visitors. They may not purchase or attempt to purchase or consume intoxicating liquor within the club premises. Subject to the aforesaid, a Cadet Member will be entitled to the full amenities of the club.
- (g) All applications for admission to Membership of the Club must be made to the Committee on the Prescribed Form, stating name, address and any other particulars which the Committee will require. The Form, which must bear the signatures of two full Members as Proposer and Seconder, will be displayed prominently on the Club premises for at least 14 days before consideration is given to the application by the Committee. Admission to the Club, other than Honorary Membership will be by ballot of the Committee at any meeting convened for that purpose. No ballot will be valid unless at least four of the Members of the Committee have voted. Admission or rejection shall be by majority vote.
- (h) The admission of a new member or a group of new members opting for Family Membership (as defined in para. 4(b) above) will be subject to the payment of the appropriate entry fee and subscription as may from time to time be fixed at any General Meeting and no person who is still a candidate for Membership or who has not paid the prescribed fees will have any privileges whatsoever regarding the Club, its property or its premises. Similarly, non-member spouses who subsequently apply for membership and opt to pay at the Family Subscription Rate will also be required to pay a reduced entrance fee equal to the transitional entry fee and such members will become Full Members of the Club.
- (i) A Cadet Member, on attaining the age of 18 years, may become a Full Member of the Club by paying a Full Member's Subscription, and without payment of any further entrance fee.
- (j) No persons will be allowed to become Honorary Members of the Club, or be relieved of the payment of the regular entrance fee or subscription, except those possessing the qualifications defined in Paragraph 5.

5. Honorary Membership

- (a) Honorary Life Membership and/or the rank of Honorary Flag Officer may be conferred as special distinctions to Members at a General Meeting of the Club. Notification of any such proposal shall be included with the notice calling the General Meeting and the person or persons whom it is proposed to honour shall be named in that notice.
- (b) Honorary Temporary Membership for a specified limited period may be conferred on visiting yachtsmen or

yachtswomen of a recognized Yacht or Sailing Club, at the discretion of the Committee.

(c) Honorary Life Members may attend General Meetings and will be entitled to vote, and to take part in the Management of the Club, and in the nomination of Members. Honorary Temporary Members will have the privilege of using the facilities of the Club only.

(d) The number of Honorary Life Members and or Flag Officers of the Club will not at any one time exceed six.

6. Non-Resident Membership

Members absent from the United Kingdom for a year or longer may, on notification to the Honorary Secretary, retain their Membership of the Club without being liable for their Annual Subscription, until their return.

7. Resignation of Members

Any Member desirous of retiring from the Club will give notice in writing to the Honorary Secretary on or before the date of the Annual General Meeting in any year. otherwise he or she will be liable for that year's subscription.

8. Expulsion of Members

(a) Every Member on joining the Club implicitly undertakes to comply with the Constitution. and any refusal or neglect to do so, or any conduct which in the opinion of the Committee. is either unworthy of a Member, or otherwise injurious to the interests of the Club, will render a Member liable to expulsion from the Club by the Committee provided that, before expelling a member, the Committee will call upon him or her for an explanation of his conduct, and will give him or her an opportunity of defending him or herself or of resigning his or her membership.

(b) The vote on a resolution for expulsion will be by ballot, and the resolution will only be carried if not less than three-quarters of Members of the Committee present vote in favour of the resolution.

9. Entrance Fee and Subscription

(a) The Entrance Fee and Subscription payable by each category of Membership stated in 4(b) will be such amounts as may from time to time be fixed at any General Meeting.

(b) No Member will in any year be entitled to any of the rights or privileges of Membership until his or her appropriate Entrance Fee and Subscription for that year, and all arrears, if any, have been paid.

(c) Any Member who has not paid his or her Subscription by the 15th day of March will be requested in the name of the Committee to pay the same by the 15th day of April and if his or her Subscription is not paid by the 30th day of April, his or her name may be removed from the list of Members by the Committee, and he or she will thereupon cease to be a Member of the Club and shall forfeit all rights in the Club, and its property and funds. A Member's name may be restored at the discretion of the Committee.

(d) A Member elected after the 31st day of October in any year who will have paid his or her Subscription for that year, shall not be required to pay any Subscription for the following year.

10. Officers

(a) The Officers of the Club shall consist of a Commodore, a Vice-Commodore, a Rear Commodore, an Honorary Secretary and an Honorary Treasurer, the offices of Honorary Secretary and Honorary Treasurer may be combined.

(b) The Flag Officers - The Commodore and Vice-Commodore - shall be elected annually at the Annual General Meeting and shall hold their respective offices for not more than two consecutive years. Thereafter, they shall not be eligible for re-election to their respective offices for a period of one year, but shall be eligible for election to any other office or to the Committee. The Rear Commodore shall be elected at the Annual General Meeting. The Rear Commodore shall retire annually but shall be eligible for re-election.

(c) The Honorary Secretary and the Honorary Treasurer shall be elected at the Annual General Meeting. They shall retire annually, but shall be eligible for re-election.

II. Committee

(a) The Committee will consist of the Officers, the Bar Convener and the House Committee Convener, ex-officio, and not more than nine Members of the Club, elected by the Club in General Meeting to hold office until the next Annual General Meeting.

(b) At the Annual General Meeting, three of the elected Members of the Committee will retire in order of seniority of election, and in the case of equal seniority, the order of retirement will be determined by the drawing of lots. Retiring Members will be eligible for re-election.

(c) If the number of candidates duly proposed and seconded exceeds the number of vacancies to be filled, the election will be by ballot.

(d) If a casual vacancy occurs, by death or resignation or expulsion, the Committee may co-opt a Member to fill the vacancy, who may serve only until the following Annual General Meeting, when he or she must retire and seek re-election,

(e) The Committee may, at its discretion, co-opt an additional Member or Members to assist with a specific function or

event. Such a Member will cease to be a Member of the Committee when his or her specific duties have been discharged.

(f) The Committee may appoint Sub-Committees, and delegate to them such powers as it may think fit. The Commodore, and the Honorary Secretary will be Members ex-officio of all Subcommittees,

(g) There shall be a Bar Committee comprising the Officers, ex officio, Honorary Bar Convener and a maximum of six Members of the Club elected at a General Meeting to hold office until the next Annual General Meeting. The Honorary Bar Convener shall keep a record of finances and stock relating thereto, and account for same to the Honorary Treasurer.

12. House Committee

(a) The House Committee will consist of the Officers, ex-officio, the Convener, and a maximum of eight Members of the Club elected by the Club in General Meeting to hold office until the next Annual General Meeting,

(b) At the Annual General Meeting, three of the elected Members of the House Committee will retire in order of seniority of election, and will be eligible for re-election. The Convener of the House Committee will also be elected at the meeting.

(c) In case of a vacancy occurring on the House Committee due to resignation, expulsion or death, the remaining Members may, at their discretion, fill the vacancy by co-option,

(d) The House Committee will also have power to co-opt other Members to assist over a particular period, as deemed desirable from time to time.

(e) The House Committee will meet as necessary (three to form a quorum), and will be responsible for the social side of the Club's activities, but will be subordinate to the Committee, whose sanction must be obtained for additions or amendments to the House Rules or for House By-Laws and for expenditure.

(f) It will be the responsibility of the Convener of the House Committee to keep a record of business conducted at meetings of the House Committee, and also to keep a complete and accurate account of the income and expenditure relating to the activities of the House Committee. Such records will be produced, as required, at meetings of the Committee, and passed to the Honorary Treasurer at the end of each Financial Year.

13. Management

(a) The affairs of the Club will be wholly managed by the Committee according to the Constitution and the Committee will apply the funds of the Club to the objects of the Club.

(b) The Committee will make such Bye-Laws, Rules and Regulations as it thinks fit for: The management of any Club premises or property.

The sailing activities of the Club, and the use of any boats which may be owned by the Club, with power in connection therewith to constitute a Club-boat Section to prescribe the Rules thereof, and to fix the contributions and charges payable in connection therewith: which Regulations will be binding on every Member until set aside at a General Meeting, provided that such Regulations will not alter or qualify this Constitution and will comply with the requirements of the Licensing (Scotland) Acts.

(c) The Committee will meet as necessary to conduct the affairs of the Club. Five Members of Committee, including Officers, will form a quorum.

(d) The Committee will also act as the Sailing Committee and have power to arrange and hold all sailing fixtures and to alter and amend as necessary the Sailing Regulations and Instructions of the Club. The decision of the Committee in all disputes or matters referred to it will be final, except in so far as the I.Y.R.U. Rules apply,

(e) It will be the Honorary Secretary's responsibility to keep a full and correct Minute of Committee and General Meetings of the Club.

(f) It will be the Honorary Treasurer's responsibility to keep a full and correct accurate account of the Club's finances, and to strike a balance on the 30th day of November each year.

14. Auditors

Two Auditors, or a firm of Auditors will be appointed at the Annual General Meeting each year, whose duty it will be to audit the accounts of the Club for the then current year. A copy of the audited accounts will be sent to Members along with the notice calling the Annual General Meeting. In the event of the persons appointed as Auditors being unable or unwilling to act, the Committee will appoint substitutes.

15. Trustees

(a) The title to heritable property of the Club will be taken in the names of the Commodore, Vice- Commodore and Honorary Secretary and their respective successors in office as Trustees on behalf of the Club, and will be subject to the disposition of the Full Members in General Meeting the order in writing of which, signed by the Chairperson and Honorary Secretary, will be obligatory upon, and indemnify the Trustees for any sale, purchase, investment, or other act done by them in pursuance of such order.

(b) The other property and funds of the Club will be held in the names of the Members of the Committee and

their successors in office.

(c) In the event of the Club being wound up, the total heritable and moveable property of the Club shall be handed over only to some other recognised Sporting Organisations or Clubs, individually or severally, as shall be agreed at a General Meeting of the Club.

16 Chairperson at Meetings

The Senior Flag Officer present will take the chair at all General Meetings and Meetings of the Committee. Should no Flag Officer be present, the Meeting will elect a Chairperson. The Convener of the House Committee will take the chair at Meetings of that Committee, and, in the absence of the Convener, the Meeting shall elect a Chairperson. At any Sub- Committee Meeting, the Convener will take the chair. The Chairperson at all meetings will have a deliberate vote, and, in the case of equality, will have a second or casting vote.

17 General Meetings

(a) An Annual General Meeting of the Club will be held on some day in the latter half of the month of February to be fixed by the Committee, notice of which will be sent out to each Member by the Honorary Secretary at least seven days clear before the date of the Meeting, stating, the business to be transacted thereat. No business except the passing of the Accounts, and the election of Officers and Members of Committee, and the appointment of Auditors, and any business which the Committee may order to be inserted in the Notice convening the Meeting, will be discussed at such Meeting unless notice thereof be given to the Honorary Secretary before the 1st day of February prior to such Meeting.

(b) The Committee may, on giving seven days clear notice, at any time call a General Meeting of the Club for any specific business, the nature of which will be stated in the Notice convening the Meeting, and the discussion at such General Meeting will be confined to the business stated in the 'Notice'.

(c) The Committee will also call a General Meeting on the written request of at least seven Full Members. The requisition, and the notice calling the Meeting, will clearly state the subject for the Meeting, and only that subject shall be discussed at the Meeting. Seven days clear notice will be given of such a Meeting, and it will be held not later than twenty-one days after the receipt of the requisition.

(d) The quorum at all General Meetings will be ten Full Members.

(e) At a General Meeting of the Club, each Member entitled to vote will have one vote.

18 Additions, Amendments and Alterations

(a) Notice of any alteration or addition to the Constitution intended to be proposed by a Member of the Club will be given to the Honorary Secretary in writing before the first day of February, if the same is to be proposed at the Annual General Meeting, or at least twenty-one days before any General Meeting at which the same is to be brought forward. Full particulars of any such proposed alterations or additions will be set out in the Notice convening the Meeting.

(b) All such proposed alterations or additions, and any amendments to them which may be proposed and seconded, will 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 two-thirds of the votes of these Members present and voting will be cast in favour of any proposed alterations or additions or amendments, then the same will be deemed to be carried.

COVE SAILING CLUB HOUSE RULES

I. Management

Save as laid down in the Constitution and as hereinafter stated, the general management of the Clubhouse and Club Premises will be the responsibility of the Committee.

2. Use of Premises

The Clubhouse will only be used to further the interests of the Club and sailing generally. It will be open during the holding of all races officiated from the Clubhouse, and at such other times as directed by the Committee.

3 Visitors

(a) Full and Honorary Members may introduce two friends only at a time as visitors to the Club.

(b) Any Member introducing a visitor will, on entering the Clubhouse, insert the date, his or her own name and the name and address of the visitor, in a book to be kept for the purpose.

(c) A Member introducing a visitor will be responsible for the obedience of the visitor to these rules.

(d) A Non-Member may not be introduced to the Club premises on more than eight occasions in any one year.

(e) The Committee will have power, from time to time to limit or increase the number of visitors introduced, or to wholly rescind the privilege as it may think fit.

4 Members' Visits

Any Member on entering the Clubhouse may be requested by a Member of the Committee or of the House Committee, to write his or her name in a book to be kept for that purpose.

5 Supply of Liquor

- (a) No excisable liquor will be allowed on the Club premises except as authorised by the Committee.
- (b) No excisable liquor will be sold or supplied to others than Members of the Club and visitors and only between the following hours :-
Monday to Thursday 1100hrs to 2400hrs, Friday and Saturday 1100hrs to 0100hrs, Sunday 1230hrs to 2400hrs.
- (c) The Committee will have powers to restrict the hours specified, or to apply for Special Permission, as seems in the best interests of the Club.
- (d) No excisable liquor will be sold or supplied to any person under the age of 18 years.
- (e) No excisable liquor will be sold or supplied to any visitor on the Club premises unless **on the** invitation and in company of a Member.
- (f) No excisable liquor will be sold or supplied for consumption out with the Club premises except to a Member on the premises, and for his or her own consumption, or to a person holding an excise licence for the sale of such liquor.
- (g) No Member of the Committee or House Committee, and no person employed in the Club, will have any personal interest in the sale of excisable liquor therein, or in the profits arising from such sale.
- (h) A tariff of charges will be exhibited in the Clubhouse.

6 Premises and Property

- (a) No person will remove, damage or destroy any property of the Club.
- (b) Any Member or his or her guest inadvertently causing damage to any article or property belonging to the Club will report the same to the Honorary Secretary, and may be called upon by the Committee to contribute towards the cost of making good the damage.
- (c) Any property left in the Clubhouse or on Club premises by Members or their guests will be done so at the owners risk, and no liability for loss or damage, howsoever caused, will be accepted by the Club.
- (d) No notices or advertisements will be exhibited anywhere upon the Club premises without the prior permission of an Officer or of the House Convener.
- (e) No Member or visitor will bring an animal into the Clubhouse.

7 Suggestions and Complaints

Any complaints against these Rules, or suggestions for their improvement, will be forwarded to the Honorary Secretary, in writing, who will lay the same before the Committee at the next meeting thereafter.

COVE SAILING CLUB SAILING RULES

1 Racing Rules

All Matches, Races and Regattas will be conducted under the Rules of the I.Y.R.U. and R.Y.A. and, where applicable, the C.Y.C.A., except in so far as the Club Sailing Rules and Instructions supersedes them.

2 Club Events

- (a) Club racing will take place on such evenings during the season, and on occasional Saturdays and/or Sundays, as may be arranged from time to time by the Committee.
- (b) A Fixture List will be issued to all Members at the beginning of each season, giving details of dates of Events, and of trophies and prizes to be awarded. A Course Chart, and a copy of the Club Sailing Instructions, drawn **up** by the Committee, will also be issued to Members on request.
- (c) Each yacht competing in a Club Race will be steered only by a Member of the Club, with the exception of the Ladies and Crews Races.
- (d) Race Entry Fees shall be mandatory in respect of all yachts intending to participate in Club Races and shall be of such amounts as may from time to time be fixed at a General Meeting. No yacht shall be considered to be a competitor in a Club Race or Series unless the appropriate Entry Fee for that yacht has already been paid.

3 Open Events

- (a) Open Events may be organised by the Committee on behalf of the Club, or of any Yacht or Sailing Club or Association.
- (b) At such Events, each competing yacht must be steered by a Member of a recognised Yacht or Sailing Club.
- (c) If necessary, special Sailing Instructions and Course Charts will be issued for these Events, to comply with the requirements of the Club or Association concerned.

4 Club Boats

(a) The Committee will draw up Rules and Regulations regarding the use of the Club Boat or Boats, and will fix such scale of hire charges as seems advisable from time to time.

(b) The Committee will appoint one of the Members to be the Club Boat Convener, who will be responsible for the day to day administration of the Club Boat Rules and Regulations.

(c) Such Club Boat Rules and Regulations will become an Appendix to the Club Sailing Rules.

(d) The Club Boat's dinghy will only be used by Members who are sailing the Club Boat. It will not be used by Members as a general purpose dinghy.

5 Cadet Training

(a) As the demand arises, the Committee will draw up Rules and Regulations for the training of Cadets and shall recommend any Training Fees to be levied, the scale of which shall be determined from time to time at a General Meeting.

(b) The Committee will appoint one of the Members to be the Cadet Training Convener, who will be responsible for the day to day organisation of the training.

(c) Such Cadet Training Rules and Regulations will become an Appendix to the Club Sailing Rules.

6 Suggestions and Complaints

Any complaints against these Rules and Regulations, or suggestions for their improvement, will be forwarded to the Honorary Secretary in writing, who will lay the same before the Committee at its next meeting thereafter.