



Rutland Civil Service Sailing Club

Constitution

1. Name of Club

1.1 Rutland Civil Service Sailing Club (RCSSC) shall be an affiliated club of the Civil Service Sailing Association (CSSA) and a corporate member of Rutland Sailing Club (RSC). It incorporates Rutland Revenue and Customs Sailing Club (RRCSC) for members of Revenue and Customs Sports and Leisure (RCSL).

2. Objects of RCSSC

2.1 To provide opportunities for sailing, sail training and racing in keelboats at Rutland Water for members of RCSSC.

2.2 To facilitate opportunities for offshore sailing (including racing) and additional dinghy sailing through connections with other affiliated clubs and divisions of the CSSA.

2.3 To provide opportunities for keelboat sailing for members and associates of CSSA and RCSL.

3. Membership

3.1 Membership will run from 1st March each year for a period of 12 months.

3.2 Membership requirements:

3.2.1 Payment of an annual membership fee (fees as decided at the AGM each year).

3.2.2 Carrying out of membership duties to Rutland Sailing Club in accordance with per RSC Club Rules.

3.2.3 Agreement to abide by the constitution and rules of RCSSC.

3.3 The committee reserves the right to terminate a person's membership, without recompense, if any of these requirements fail to be met, or to ask a member to resign should two thirds of the committee agree with this proposal. Reasons for requesting resignation will be given and the member has the right of reply. However, the committee's decision after considering any response is final.

4. Categories of membership

4.1 Individual membership Members who hold membership plus of CSSC Sports and Leisure (CSSC) or are members of HM Revenue and Customs Sports & Leisure (RCSL).

4.2 Linked Membership The CSSC Linked Membership allows up to three friends or family to join CSSC as a member. Details can be found on the CSSC website or by contacting the RCSSC membership officer.



4.3 Family membership This is available to individual and their spouses or partners and children (up to the age of 21).

4.4 Honorary membership This is awarded by a simple majority of the committee in recognition of services rendered to the club. Honorary members will not be expected to pay a membership fee.

5. Organisation of the club

5.1 The club will be organised and run by an elected committee consisting of the following officers:

- Commodore
- Treasurer
- Boat Husband
- Boat Husband Deputy
- Sailing secretary
- Membership Officer

And up to 3 additional general committee members.

5.2 Decisions regarding the everyday running of the club will be made by the officers and members of the committee, with a quorum needed of at least half of the committee being present at a committee meeting or having made their opinion known in writing, for decisions to be made and ratified.

5.3 Changes to the club rules may only be made by a majority of the committee.

5.4 Honorary committee members may be invited to join the committee to provide advice and / or support.

5.5 Members may be co-opted onto the committee as the need arises.

5.6 The committee will meet in person as often as is needed / or will conduct its business via email or telephone discussion, whichever is deemed most appropriate to the subject matter in hand. A record will be kept of any committee decisions.

6. Responsibilities of officers

6.1 Commodore

- To oversee the running of the club, and maintain an overview to ensure that the Club operates in line with the stated objects.
- To ensure that the club assets and finances are well managed.
- To ensure that records are kept of club business.
- To ensure that the boats are maintained in a safe condition for use by members.



- To ensure that the boats are adequately insured for the uses to which they are put.
- To liaise with CSSA and its clubs and divisions as appropriate.
- To liaise with RSC as appropriate, and ensure that members are aware of the requirement to abide by RSC club rules.
- To liaise with external organisations e.g. the National Squib Owners Association (NSOA), Rutland Sailing Club Squib Fleet.
- The Commodore may delegate to other committee members /or co-opted members.

6.2 Treasurer

- To maintain the financial records of the club's finances and transactions and report to the committee at least quarterly.
- To support the Commodore and committee in reporting to meetings e.g. the AGM, EGM.
- To support the Commodore and committee in producing an annual report and accounts to CSSA and RCSL. To account for all monies received to the club bank account.
- To ensure the management of RCSSC cash flow and payment of authorised bills and expenses in a timely manner.
- To propose an Independent Examiner (IE) to the AGM, to undertake an annual review of the accounts to provide an independent review.

6.3 Boat Husband

- To ensure that the club boats are maintained in a safe condition for use by members.
- To present and manage an annual boat maintenance budget for the financial year, for approval by the committee.
- To manage and account for sailing equipment not held on the boats, including an annual stock take.
- To ensure that any boats owned by the club which are used regularly for racing meet the class rules
- To advise all members if any boats are not in a suitable condition for use and put in place measures for rectifying the situation (which may include recommendations to the committee).
- To promote good boat husbandry and sailing standards to RCSSC members, with a view to caring for RCSSC boats and others.



- To provide encouragement to all members to assist in maintenance of RCSSC boats.

The Boat Husband may also have a Deputy Boat Husband who will be a member of the committee.

6.4 Sailing Secretary

- To send out a weekly sailing notice inviting members to sail at weekends.
- To monitor weekly bookings to ensure compliance with RCSSC Club Rules.
- To ensure there is cover when they are absent e.g. holiday/sickness.

6.5 Membership Officer

- To lead on membership related issues.
- To promote RCSSC.
- To lead on membership recruitment and induction.
- To support current members.
- To maintain records and manage the annual RCSSC membership return.
- To liaise with CSSC, CSSA and RCSL on membership issues.
- To undertake other duties as required.

6.6 General Committee Members

- To support the Commodore, Treasurer, Boat Husband and Sailing Secretary in their roles.
- To ensure that the club is run fairly and democratically and that the objects of the club are met.
- To take on specific responsibilities as needed.

7. General Meetings

7.1 An Annual General Meeting (AGM) will be held each year as soon as practicable after the start of each financial year, and not more than fifteen months after the preceding AGM.

7.2 All officers will be elected or re-elected each year at the AGM. There is no maximum or minimum term of service for officers or members of the committee.



7.3 Nominations for election to post of Commodore, Treasurer, Boat Husband, Membership Officer Sailing Secretary and for the remaining committee posts will be made by at least two members (proposer and seconder). Where more than one candidate is nominated election will be via a simple majority vote.

7.4 Changes to the constitution can only be made at an AGM or an Extraordinary General Meeting (EGM). Changes may be proposed by any member.

7.5 An EGM may be called by the committee or by a simple majority of the members as the need arises.

7.6 All members have the right to speak and to vote at any General Meeting.

8. Dissolution of the Club

The club shall not be dissolved except by a resolution of a General Meeting of which two thirds of the members present in person or by proxy, are in favour. Upon the passing of such a resolution the net assets of the club, (after the discharge of all liabilities), shall be split between the CSSA and the RCSL for the promotion of their objects.