



OBJECTIVES, RULES & BYELAWS OF LANCING SAILING CLUB

NAME AND OBJECT

The name of the club is the Lancing Sailing Club and the burgee of the club shall be in the form of a triangular pennant, dark blue and yellow in colour.

The clubroom(s) and headquarters (premises) of the club shall be at Shopsdam Road, Lancing, or at such other address as the club may in general meeting determine.

The object of the club shall be to promote and facilitate the sport of sailing and allied social events and also to provide social and other facilities for members as may be from time to time determined.

MEMBERSHIP

1. Any person whether the owner of a sailing craft or not who is keen and interested in sailing is eligible as a candidate for membership.
2. Honorary members may be elected to the club either at the AGM or by the general committee subject to the ratification of the next AGM provided always that the total number of such members shall not exceed 10 per cent.
3. Honorary members may be elected for such a period as the committee may deem expedient.
4. Applications for membership shall be made in writing to the membership secretary, who shall bring such applications to the attention of the committee.
5. Associate (social) membership shall be open to past full members of not less than five years standing and to others at the discretion of the general committee. Such members shall be non-sailing members and shall not have voting rights. Associate members may hold a club key if they join the bar staff rota. Associate membership shall not exceed 20 per cent of club membership.
6. No person shall be admitted to membership, or be admitted as a candidate for membership or to any of the privileges of membership without an interval of at least two clear days between his application for membership and his admission.
7. Members other than honorary members shall be elected at a committee meeting by a majority decision.

ENTRANCE FEE AND SUBSCRIPTION

8. (a) Every member shall pay such subscriptions as laid down at the AGM.
(b) Categories of membership shall include:
 - A - Family members (any family grouping - married couples, unmarried partners, single parents and any related children under 18 or up to and including academic year 13)
 - B - Full members (individual adult members)
 - C - Junior members (young person under 18 or up to and including academic year 13)
 - D - Senior Citizens (65 years and over) who have been full members and have no boats
 - E - Student members (adults in full-time further education and under 24 years of age)
 - F - Associate members
 - G - Honorary members
 - H - Temporary members (any individual taking part in on the water activities, not including competitors in open regattas)
 - I - Young Adult members (adults under 24 years of age)
All ages are as at March 1, or at date of joining the club if later.
 - J - Commercial/Charity the fees for which will be determined by Main Committee
- (c) It will be noted that categories C, D, F, G, H and J have no voting rights.

9. Membership categories A, B, E and I shall be entitled to the full amenities of the club.
10. (a) The club membership year starts on March 1st.
 - (i) Any member who has not paid his subscriptions by April 1 will be liable for the payment of a late renewal fee as laid down at the AGM in addition to his renewal subscription fees. These payments shall be requested of the member in the name of the committee and if not paid by April 30 the member's name may be removed by the committee from the list of members. A member's name may be subsequently restored at the discretion of the committee.
 - (ii) Membership renewals paid in full by 1st March each year will pay at the previous year's rates.
- (b) Persons leaving the club during the year, either due to resignation or termination under Rule 43 will not be entitled to any fee refund.
11. No member shall in any year be entitled to exercise any rights or privileges of membership until his subscription for that year and all arrears, if any, and any late renewal fee, if applicable, have been paid in full.
12. The committee may apply any discounts and promotional offers to the membership fees as it deems appropriate for new members.
13. (a) Any member in membership category E studying away from home and at least 50 miles from the club will be entitled to a 50% discount on membership fees.
- (b) Any member may request a temporary boat space on a 'per week' basis if space is available, at a rate laid down at the AGM. The temporary status will be at the discretion of the committee.

GUESTS AND TEMPORARY MEMBERS

14. (a) Members, except Temporary members and as specified in Rule 14(c) below, may introduce and entertain guests at the club and there shall be kept at the club premises a visitors book which both the member and his guest shall sign.
- (b) The member introducing a guest shall be responsible for his guest strictly observing these rules and the club byelaws and shall not leave the club premises before his guest.
- (c) No person whose membership of the club has been terminated under rule 43 or is for the time being suspended under rule 43 or whose application for membership has at any time been rejected shall be introduced as a guest; nor shall any member entertain on the premises more than any two guests at any one time nor introduce as a guest the same person on more than three occasions in any one calendar year.
- (d) Intoxicating liquor may be supplied to visitors in accordance with Sections 60 and 62 of the Licensing Act 2003. Persons who are not members or guests of members may be invited by the committee or by a member with the agreement of the committee on such occasions as the committee shall allow.
- (e) Visitors who wish to take part in on the water activities must be signed in as temporary members. Temporary membership will be valid for one calendar day. All other rules applying to guests will similarly apply to temporary members.
- (f) Temporary members must be signed in and any fees paid before going afloat. Fees maybe waived at the discretion of the committee. Membership must be either pre-approved or approved on the day by a committee member. Visitors taking part in club organised training courses will be deemed to be temporary members by reason of registering for the training course.

OFFICERS

15. The flag officers of the club shall consist of a commodore, a vice commodore, a rear commodore, an honorary secretary and an honorary treasurer who shall be elected at the annual general meeting in each year to hold office until the conclusion of the next annual general meeting. The retiring flag officers shall be eligible for re-election.
16. No candidate for election to any office (other than the retiring officers) shall be proposed and seconded unless the name of such candidate and his proposer and seconder shall have been sent to the honorary secretary 14 days before the annual general meeting.
17. No member shall hold the office of commodore for more than three consecutive years.
18. No member may hold more than one flag officer post.

COMMITTEE

19. The committee shall consist of flag officers ex-officio and not more than 9 members of the club aged 14 or over, making a total of 14 members, elected by the club in general meeting to hold office until the conclusion of the next annual general meeting, at least six of whom shall be boat owners. Non-voting members of the committee must not exceed 22% of the total number. Seven members including at least one flag officer shall constitute a quorum.
20. Candidates for election to the committee shall be those members of the retiring committee who shall offer themselves for re-election and such other members of the club whose nominations duly proposed and seconded by members of the club in writing shall have been sent to the honorary secretary 14 days before the annual general meeting.
21. If a casual vacancy occurs for the position of a flag officer or a member of the committee the committee may co-opt a member with voting rights to fill the vacancy.
22. If the number of candidates duly proposed and seconded exceeds the number of vacancies to be filled the election shall be by ballot.
23. The committee shall manage the affairs of the club according to the rules and shall apply the funds of the club to the objects of the club.
24. The committee shall make such byelaws, rules and regulations as they think fit as to the management of the club premises.
25. The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law. Such sub-committees shall consist of such members of the Committee or of the club as the Committees may think fit. Officers of the club shall be ex-officio members of all such sub-committees.

HONORARY AUDITOR

26. At the annual general meeting in each year an honorary accounts examiner shall be appointed whose duty it shall be to examine the accounts of the club for the then current year.
27. The treasurer shall keep such proper books of account as will enable him to present at every annual general meeting of the club or at any other time if required (on reasonable notice to him) by the general committee an accurate report and statement concerning the finances of the club including a separate statement with regard to the purchase and supply of tobacco and intoxicating liquor for the preceding year or for the current year as the case may be and shall present such report and statement accordingly.

TRUSTEES

28. There shall not be more than seven trustees of the club.
29. The property of the club (other than cash which shall be under the control of the honorary treasurer) shall be vested in the trustees or any three or more of them as the committee shall from time to time direct by resolution of which an entry in the minute book shall be conclusive evidence. The trustees shall be indemnified against risk and expense out of the club property.
30. The trustees shall hold office until death or resignation or until removed from office by a resolution of the committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any trustee or trustees from the office of trustee. Where by reason of any such death, resignation or removal it shall appear necessary to the committee that a new trustee or trustees shall be appointed, or if the committee shall deem it expedient to appoint an additional trustee or additional trustees, the committee shall by resolution nominate the person or persons to be appointed the new trustee or trustees. For the purpose of giving effect to such nomination the commodore is hereby nominated as the person to appoint new trustees of the club within the meaning of section 36 of the Trustees Act 1925 and he shall by deed duly appoint the person or persons nominated by the committee and the provisions of the Trustees Act 1925 shall apply to any such appointment. Any statement of fact in such deed of appointment shall in favour of a person dealing bona fide and for value with the club or committee be conclusive evidence of the fact so stated.
31. The trustees may by authority of a resolution of the club passed in general meeting (in respect of which resolution a certificate of the honorary secretary or other proper officer of the club shall be conclusive evidence) charge or mortgage for the purpose of the club all or any of the property of the club, whether present or future and borrow an agreed sum of money on behalf of the club for use for the purposes of the club.

GENERAL MEETINGS

32. An annual general meeting shall be held at the clubhouse or a suitable place in the vicinity on some day in the month of November, December or January to be fixed by the commodore. The honorary secretary shall at least twenty-eight days clear before the date of such meeting post or deliver to each member notice thereof and of the business to be brought forward thereat. Particulars of additional matters for discussion under the heading of Any Other Business shall be sent to all members seven days before each annual general meeting. Proposed amendments to business on the notice convening the meeting shall be posted on the club notice board ten days before each annual general meeting.
33. No business (except the passing of accounts and the election of the flag officers, committee and honorary accounts examiner and any business that the committee may order to be inserted in the notice convening the meeting) shall be discussed at such meeting unless notice thereof be given to the honorary secretary in writing before the end of September prior to the meeting. Notice of business to be discussed given to the honorary secretary after this date, but at least fourteen days prior to such meeting, may be accepted for discussion at the discretion of the committee.

Proposed amendments to business on the notice convening the meeting must be given to the honorary secretary in writing fourteen days prior to such meeting.

34. The committee may, on giving fourteen days notice, call a general meeting of the club for any specific business, the nature of which shall be stated in the summons convening the meeting, and the discussion at that meeting shall be confined to that business only.
35. The committee shall also call a general meeting on the written request of twelve full members.
36. (a) At a general meeting of the club members in categories B, E and I shall have one vote. Each adult member in category A shall have one vote. Any member eligible to vote, but who is unable to attend the general meeting may submit their voting preference(s) in writing, in a letter or email to the club secretary, provided it is received by the secretary by the day before the meeting. These votes will be kept confidential, and will be added to those votes cast at the meeting, to arrive at the decision(s) decided by vote. All other members shall be entitled to attend but shall have no vote. In the case of an equality of votes the chairman shall have a second or casting vote.
- (b) Voting shall be by a show of hands except as follows in which case the vote shall be by a secret ballot:
- (i) for the election of club officers and committee members where there are more candidates than vacancies
 - (ii) when a secret ballot is requested and seconded at the meeting by members entitled to vote.
37. All such proposed alterations or additions and any amendments to these rules which may be proposed and seconded shall be put to the vote of the meeting and providing a majority of the members entitled to vote, who are either present or who have submitted written votes in advance in accordance with rule 36(a), shall be cast in favour of any proposed alterations, additions or amendments, then the same shall be deemed to be carried.
38. Any case occurring but not provided for by these rules or subsequent byelaws shall be referred to the committee whose decision shall stand until the next annual general meeting.

INTOXICATING LIQUOR

39. The supply of intoxicating liquor on the club premises will be during the hours as permitted in accordance with our 'Licensing Act 2003 Club Premises Certificate'. No intoxicating liquor shall be supplied to members or to any other persons on the club premises otherwise than by or on behalf of the club. No intoxicating liquor shall be supplied for payment to any person on the club premises other than a member or visitor(s) in accordance with rule 14(b). Persons under 18 shall not be permitted to purchase or consume intoxicating liquor on the club premises. The only exception to this rule is that 16 and 17 year-olds may drink beer, wine or cider with a table meal, when accompanied by a club member aged 18 years or over.
40. The house committee, through the main committee, shall arrange the supply of intoxicating liquor by the club to members and to other persons on the club premises and shall secure the due observance of the provisions of the Licensing Act 2003 and all Acts relating thereto and of any conditions attached to any licence held by or on behalf of the club or to any registration certificate granted in respect of the club premises, subject to rules 14(a) and (b).

41. No person shall be paid at the expense of the club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the club nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the club to members or guests, apart from any benefit accruing to the club as a whole.

CONDUCT OF MEMBERS

42. No betting shall be allowed in the club. No lottery shall be promoted by any member or officer on behalf of or in any way connected with the club or with any entertainment or event held by or in connection with the club without the previous written authority of the general committee. Gaming shall be permitted in the club so, however, as not to contravene any of the provisions of any statute for the time being in force.
43. (a) Every member on joining the club impliedly undertakes to comply with these rules and perform club duties as from time to time specified 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, whether on or in the vicinity of the club premises or of any sailing club's functions, shall render a member liable to suspension or in extreme circumstances expulsion from the club.
- (b) Before suspending or expelling a member, the committee shall call upon him for an explanation of his conduct and shall give him an opportunity of defending himself or of resigning his membership. Any suspension will be for a duration as the committee deem appropriate. The vote on a resolution for suspension/expulsion shall be by ballot and the resolution shall be carried only if not less than three-quarters of the members of the committee present vote in favour of the resolution.
- (c) The member may appeal against any expulsion/suspension. Immediately upon the appeal of the suspended member under rule 43 the committee shall:
- i) cause a general meeting of the club to be summoned for a day not later than the twenty-first day following the suspension,
 - ii) give notice to the suspended member at his address as last notified to the membership secretary of his suspension and inform him that if he so desires he may be present at the said meeting.
- (d) At any such meeting any allegations against the suspended member shall be related (in his presence if he attends) to the meeting by a member of the general committee and the suspended member shall (if he desires) be heard in answer, a reasonable adjournment to enable him to prepare his answer being allowed him at the discretion of the meeting. The decision of the club at the said meeting or at any adjourned meeting whether to reinstate the suspended member or to terminate his membership shall be taken by vote and shall be final and conclusive.

PROPERTY

44. Any property left within the grounds or club house for a period of 12 months after a member resigns his membership or whose membership is terminated as described in rule 43 will impliedly become the property of the club and may be disposed of or used as the club deems appropriate. The club reserves the right to charge the ex-member the appropriate full annual boat space fee(s) for any craft as described in bye law 1 not removed from club premises within 14 days of the membership termination date.

NOTICES

45. Each member shall keep the membership secretary informed of that member's private address or of some other address at which communications may be addressed to him.

DISSOLUTION

46. In the event of the dissolution of the club the residue of monies after the payment of creditors shall be donated to another sailing club or clubs.

BYELAWS

1. Boat spaces. boat space categories are:
 - Group 1 - racked dinghies
 - Group 2 - boats under 1.5m beam and under 4.3m length
 - Group 3 - boats up to 1.8m beam and up to 4.3m length
 - Group 4 - boats over 1.8m beam or over 4.6m length
 - Sailboards (up to 3 per rack space) or kayaks.
2. Powers of committee: additions and alterations to these byelaws shall be made by the committee and shall be exhibited on the club noticeboard.
3. Bosun: the committee may appoint a bosun to look after the club's property.
4. Boats: without permission of the committee no boat shall exceed 5m overall length or be a multi-hulled vessel. The committee must approve any craft that a member intends to sail at the club. All changes of craft must be notified to the committee.
5. Loss or damage: under no circumstances shall the club be held responsible for any injury, loss or damage to members or their property.
6. Capsizing: members must not voluntarily capsize their craft without the safety boat or other boats being in close attendance.
7. Insurance: members owning a craft maintain an effective insurance, including public liability risks with a minimum indemnity of £2,000,000.
8. Boat equipment: no boat shall put to sea unless seaworthy and equipped with personal buoyancy for each person aboard.
9. Car parking: members must not park in Shopsdam Road.
10. Duties: the race officer shall have overall responsibility for decisions concerning the day's sailing. The race officer and the OOD shall not sail and one of them shall remain ashore in or around the club premises.
11. Keys: clubhouse keys will be issued if required to members in categories A, B, E, I and J.
12. Members are warned that the club is able to provide rescue facilities only during the hours of club organised sailing activity. Outside these hours parents and guardians have sole responsibility for their children and wards and must appreciate that the club cannot be expected to exercise supervision and control. Even during club racing the club cannot accept responsibility for children or other persons.
13. Road trailers: road trailers must not be left in the dinghy compounds.
14. Club winch and rescue boats: the club winch may be operated only by members aged 16 and over. The person in charge of a club rescue boat at sea must be 16 or over.
15. Members of the club, their guests and visitors, may use the club premises, and any other facilities of the club, entirely at their own risk and impliedly accept that:
 - (a) The club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the club.
 - (b) The club will not accept any liability for personal injury arising out of the use of the club premises, and any other facilities of the club, or out of participation in any race organised by the club, whether sustained by members, their guests or visitors, or caused by the said members, 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) Before inviting any guests or visitors onto the premises or to participate in events organised by the club, members will draw their attention to this rule.
16. Smoking is not permitted at any time on club premises.
17. Dogs must be kept on a lead at all times while on club premises. Dogs are not permitted in the kitchen or bar areas at any time.
18. For all club purposes, 'in writing' shall be deemed to include e-mail.

(revised 30 November 2017)