

# THE CONSTITUTION OF WESTBERE FROSTBITE SAILING ASSOCIATION

1.	The name of the Association is the WESTBERE FROSTBITE SAILING ASSOCIATION, and the burgee of the Association is orange with a central dark blue horizontal stripe.
2.	The object of the Association is to provide facilities for and to encourage participation in the sport of sailing by providing for its members winter racing and all year cruising on Westbere Lake using sailing dinghies and small day-sailing boats.
3.	The Association is a non-profit making organisation. Any and all surplus income shall be reinvested in the Association and may not be distributed to members or third parties.
4.	A member is a person or family or group who has/have paid all Association dues for the current membership year or a person who is an honorary life member. The membership year runs for 12 calendar months from 1 <sup>st</sup> November and is open to all without discrimination.
5.	<p>The categories of membership shall be:</p> <p>(a) <b>Single sailing member.</b> This is an individual membership and entitles that person to one vote at a general meeting.</p> <p>(b) <b>Family sailing member.</b> This is for two adults and their children under 18 years of age at the start of the membership year. It entitles the family to sail together or individually and entitles the lead adult to cast one vote at a general meeting.</p> <p>(c) <b>Junior sailing member.</b> This is an individual membership for a young person under 18 years of age at the start of the membership year. It entitles the person to cast one vote at a general meeting. The parent or guardian of the member must sign a form acknowledging the risks involved in sailing and absolving the Association from any responsibility for damage or personal injury.</p> <p>(d) <b>Group sailing member.</b> This is a membership for organisations such as schools and allows group sailing for persons belonging to that organisation and permitted by it to sail. All sailing must be supervised by the lead person, or someone appointed by him/her. Group membership entitles the lead person to cast one vote at a general meeting.</p> <p>(e) <b>Associate member.</b> This is a non-sailing membership for an individual person and entitles that person to one vote at a general meeting.</p> <p>(f) <b>Honorary life member.</b> This is a membership conferred on an individual who has distinguished themselves either by service to the Association or through their distinguished connection with sailing or with the Association. It is a sailing membership and entitles that person to one vote at a general meeting.</p>
6.	<p>Membership categories (a) to (e) above are subject to the following:</p> <p>(i) Initially, on first application, the membership must be approved by an Officer of the Association.</p> <p>(ii) Subsequently the membership must be renewed annually by the payment of the appropriate membership fee.</p> <p>(iii) The member (or lead member) must sign that they agree to abide by the rules of the Association.</p>
7.	A person may be elected to become an Honorary Life Member (category f). This election must take place at a General Meeting. If the person is not present, they must first give their consent. The person must be nominated and seconded at the meeting and must then receive a majority of votes of those present. The Life Membership will come into force from the start of the next membership year following the election.
8.	<p>The affairs of the Association are the responsibility of its Committee, who shall manage the Association according to this constitution. The Committee shall consist of:</p> <p>(a) the Officers, comprising a Commodore, one or two Vice-Commodores, a Hon Treasurer, a Hon Secretary, and a Hon Membership Secretary, plus</p> <p>(b) not more than six members.</p>

9.	An Annual General Meeting will be held in the autumn each year on a date to be fixed by the Committee. The Hon Secretary will notify all members of the date, time, and place of the meeting prior to its occurrence, giving at least fourteen days notice. The business of the meeting shall be the approval of the independently examined accounts, the election of the committee for the coming year, including its Officers, and approval of the Association fees, comprising membership fees and boat parking fees. The business shall also include a report on the past year's activities and such other business as is considered necessary.
10.	All members of the committee shall be elected or re-elected at each Annual General Meeting of members and shall hold office until the next Annual General Meeting. Candidates for election to the Committee and to an office may be those retiring members who offer themselves for re-election together with any other members. The manner of election shall be that each candidate for membership of the committee shall be nominated and seconded at the Annual General Meeting and a vote held. The candidate shall be elected to committee membership and to office (where applicable) by a majority vote of those present at the meeting. The chair of the meeting shall have a second, casting vote in the event of an equality of votes. If the number of candidates duly proposed and seconded exceeds the number of vacancies on the Committee then the election will be by a ballot of those present.
11.	The Committee may co-opt a member to join it by majority vote of Committee members and the co-opted member may serve on the Committee until the next Annual General Meeting.
12.	Meetings of the Committee may be convened by the Commodore or a Vice-Commodore or by any other two Committee members acting together. A meeting of the Committee cannot proceed without a quorum, which shall be half its current membership or, in the event of an odd number of members, half its membership rounded up. In the event of an equality of votes in Committee, the person chairing the meeting shall have a second, casting vote. The Committee must meet at least once in each membership year.
13.	The Committee may appoint such sub-committees as it may think fit, provided that not less than two thirds of the members of the sub-committee are also members of the committee and no sub-committee shall have less than four members. The committee may decide the duration of existence of any sub-committee.
14.	The Honorary Treasurer shall manage and keep a complete and accurate account of the Association's finances and shall submit these for inspection annually to the Independent Examiner (see para 17). The Honorary Treasurer and the Commodore or one Vice-Commodore may have authority to sign cheques on the Association's account.
15.	The Honorary Secretary shall keep a complete and accurate account of the minutes of Committee Meetings and of General Meetings and shall ensure that these are approved at the next such meeting. He or she shall also be responsible for notifying all members of the date, time, venue and business of any General Meeting that is called (see para 20).
16.	The Honorary Membership Secretary shall keep an accurate and up to date register of the members of the Association and the boats they will use on Westbere Lake, and which of these will be parked in the boat compound. For boats parked in the compound, he or she will issue boat permits (stickers) that must be displayed clearly on each boat in order to identify its owner.
17.	At every Annual General Meeting an Independent Examiner shall be appointed for the coming year whose duty it shall be to examine the accounts of the Association for the accounting year. A copy of the accounts shall be presented for inspection and comment at one committee meeting and at the Annual General Meeting for approval.
18.	The Committee shall agree, for the forthcoming membership year, the fees proposed for each category of membership and the fees proposed for boat parking. These fees shall be set, as far as is compatible with the financial well-being of the Association, at a generally affordable level. The proposed fees shall be presented to the Annual General Meeting for approval. Honorary Life Members shall not pay a membership fee, or a boat parking fee for their first boat. Fees are not refundable in the event of relinquishing membership or a boat parking space part way through the year for whatever reason.
19.	A member who has not paid the due membership fee and/or boat parking fee is not entitled to exercise any rights or privileges of membership.

20.	The Committee may at any time call a General Meeting of the Association for specific business, the nature of which shall be publicised when the Honorary Secretary informs the membership of the meeting. Ten members may join together to cause the Honorary Secretary to call a General Meeting for specified and publicised business. The Honorary Secretary must give members at least fourteen days notice of any General Meeting.
21.	At a General Meeting, including the Annual General Meeting, the chair shall be taken by the Commodore or, if he or she is not present, by a Vice-Commodore or, if one is not present, by a Committee member chosen by the meeting. The chairperson shall preside over the business of that meeting and shall declare the results of any resolutions or decisions (unless a ballot is demanded) conclusively. A voting member who is unable to attend a general meeting may cast a vote on a specific proposal by indicating to the Hon Secretary in writing in advance of the meeting how his or her vote should be cast.
22.	The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Association or the sport of sailing into disrepute. Appeal against refusal or removal may be made to the members of the Association.
23.	The Committee shall agree a set of Club Rules which determine the conduct of members and the powers of the Committee in the day to day running of the Association.
24.	Members are expected to assist in the operation of the Association's activities.
25.	Single, Adult Family, and Honorary sailing members may invite one or more guests to sail with them up to a maximum of four guests on any one day. A guest may not sail unless the sailing member who invited them is present at the lake.
26.	Should dissolution of the Association become necessary, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or RYA Sailability for use in support of sailing in the community.
27.	Alterations or additions to this constitution may be made only in a General Meeting using the procedures set out in paragraphs 20 and 21. The proposed change may be implemented only if it receives at least two-thirds of the votes cast in its favour by the meeting.
28.	<p>Important Notices</p> <ol style="list-style-type: none"> <li>1. The Officers and Committee of the Westbere Frostbite Sailing Association do not accept any liability for loss of life or property, personal injury or damage to property however caused. All persons take part in the activities of the Association entirely at their own risk.</li> <li>2. Whenever afloat, members are advised to wear adequate personal buoyancy at all times and to ensure that their boat is equipped with sufficient and satisfactory buoyancy and is maintained in a seaworthy condition.</li> </ol>