
SHROPSHIRE SAILING CLUB - BYELAWS

These Byelaws are designed to support the overriding objective of the Club to provide safe and secure facilities in which all our members and visitors can enjoy the sport of sailing in the unique environment of Whitemere.

Contents

Shropshire Sailing Club - Byelaws.....	1
Joining Us & Membership	1
Members' Obligations	2
Restrictions:.....	2
Young People (Under 18):	3
Affiliate Membership.....	3
Should Things Go Wrong:	3
Management Of The Club	4
General Committee	4
Other Officers	4
Duties of Officers	6

JOINING US & MEMBERSHIP

Membership of the Club is open to all persons in accordance with the Memorandum and Articles of Association. Application for membership is to be made on the prescribed form which may be on-line. Prospective members are encouraged to meet a member of the General Committee who will help assist with their application and ensure they are familiar with the club's facilities and the obligations of membership.

All fees are reviewed by the General Committee on an annual basis in December and submitted to the AGM for members' appraisal. The subscription runs from 1st April until the 31st March. Adults are defined as any member who is aged 19 years or over during the subscription year.

There shall be the following categories of membership.

- **Adult:** Individual adults not in full time education.
- **Family:** One or two cohabiting adults and any children of either under the age of 19 in the membership year.
- **Youth:** Anyone under 19 in the subscription year.
- **Student:** Adult in full time education in the subscription year.
- **Affiliate:** A school, youth group, club, company or organisation.
- **Social:** A non-sailing member (Non-Voting).
- **Temporary:** Temporary Membership may be granted by the General Committee.
- **Honorary:** A person may be elected to the Club as an Honorary Member for a period of one year at the discretion of the General Committee.

-
- **Honorary Life Commodore:** A person who has held the post of Commodore for at least two years may exceptionally be elected as Honorary Life Commodore at the discretion of the General Committee.

Voting Rights: All members of the Club aged 18 or over on the date of any AGM, EGM or General Meeting are entitled to one vote except Social Members and Temporary Members. Affiliate Groups shall be entitled to one vote and shall supply the name of the voting representative when joining or renewing membership.

Visitors: Members aged 18 or over may introduce up to five visitors to the Club as their personal guests at any one time. Such visitors are to be signed in by the introducing member in the visitor's book. No person may be introduced as visitor on more than four occasions in any one membership year. The introducing member is responsible for the behaviour of their visitors and is to ensure that their visitors comply with the Bylaws of the Club. This facility is not available to Affiliate Groups. Visitors may not bring a boat to the Club without permission from the General Committee.

MEMBERS' OBLIGATIONS

Duties: All members are expected to carry out at least one Duty each year (Safety Officer, Saturday Duty Officer, Officer of the Day or Assistant Duty Officer) in accordance with their abilities and as assigned by the relevant Club Officer. Members should also take part in at least one working party each year.

Security: It is the responsibility of the last person to use a Club boat to ensure that it is returned and secured to its allocated berth or storage shed. The last person to leave the Club premises shall ensure that all Club buildings are secured and that the entrance gate is locked.

Boats: It is the responsibility of members to securely tie down their boats to safeguard their property and that of other members.

Berths: Berths are allocated annually by the Membership Secretary to members who require them. The Club reserves the right to move any boat and/or reallocate a berth at any time. Members are also responsible for the general tidiness of their berth.

Safety: An effective personal buoyancy aid must be worn at all times while sailing, in a safety boat or any other craft. An effective and serviceable buoyancy aid shall be worn by all persons whilst on the jetties.

Insurance: Members are personally responsible for ensuring that any boat they bring to the Club is insured against third party risks to the minimum level stipulated in the annual renewal membership invoice. Members must produce a valid certificate of third party insurance if called upon to do so by a member of the General Committee.

Sailing Regulations: Members may use the water on any day during the season except on the days designated by the Sailing Secretary, e.g. Open Meetings. Members have free access to the water on Club Days and must comply with the Club Sailing Instructions at all times.

Trailers: All road trailers and launching trolleys must be clearly marked with boat type and sail number. Those not marked will be assumed to have been abandoned and, at the discretion of the General Committee, may be scrapped or sold under certain circumstances.

Dogs: Must be kept on a lead and under control at all times and, with the exception of guide dogs, are not permitted in any of the Club buildings. Members must remove any faeces deposited by their dog immediately.

RESTRICTIONS:

Risk: Members sail at their own risk at all times and shall comply with any restrictions imposed by the Safety Officer, Saturday Duty Officer (SDO), or Officer of the Day (OOD).

Safety: At all times when sailing is taking place, the safety boat shall be on the water and under the control of a Club Member who hold RYA Power Boat Level 2. If weather permits, the boat may be alongside a jetty, provided that the responsible Club Member is immediately available.

Members may only drive a club power boat if they have obtained RYA Power Boat Level 2 or RYA Safety Boat certification, and only in accordance with the terms of those certificates.

YOUNG PEOPLE (UNDER 18):

Responsibility: A young person's parent, carer or guardian carries full responsibility for that person on Club premises. A parent, carer or guardian must be named and sign on behalf of members aged 17 and under on applications for membership, membership renewal, berths and Club courses.

Aged 13 and Under: No person under 14 years of age may attend the Club without their parent, carer or guardian being present unless specific arrangements have been made for another adult member at the club to look after the interests and wellbeing of that young person on behalf of the parent, carer or guardian.

Aged 14 and Over: Junior members aged 14 years and over may attend the Club without an accompanying adult. They must report to the Safety Officer before going on the water and provide the Safety Officer with an emergency contact name and telephone number.

AFFILIATE MEMBERSHIP

Responsibility for the actions and safety of members of an Affiliate organisation rests wholly with the named Group Leader or Leaders. It follows that at least one named Group Leader must be present when members of an Affiliate Group are using the facilities of the club. The exception to this rule occurs when members of an Affiliate organisation are taking part in an official club RYA Training course.

Individual Affiliate members do not have to be named and an organisation may bring a number of different members to sail providing that the total number attending any one session does not exceed the declared maximum number.

Affiliated members are not required to fulfil duties, but it is expected that the members of the Affiliate organisation contribute to maintaining a secure, clean and tidy club. Only the Group Leaders of Affiliate organisations should have access to the gate and clubhouse lock combination.

Members of Affiliate organisations (including the Leaders) may not invite guests to the club.

Leaders of Affiliate organisations may use the power boats for safety duty subject to the club's conditions of use for powerboats (must hold RYA Powerboat Level 2 or equivalent).

Affiliate Groups are not entitled to exclusive access to club Safety Boats during normal club hours (Wednesday evening, and all day Saturday and Sunday). Club activities such as Training, Racing and Junior Days take priority.

Leaders of Affiliated organisations may hire club boats for the use by members of the group. Standard charges apply.

An Affiliate organisation seeking to undertake a special event such as an activity week must seek agreement of the General Committee.

SHOULD THINGS GO WRONG:

Discipline: The Club aims to run a safe and secure environment for all. An Officer of the Club may request a member or visitor to leave the Club premises if he considers that the individual is flagrantly violating the Club Byelaws, is being disruptive, abusive or behaving in a dangerous fashion. A written incident report must be submitted to the Commodore within forty-eight hours.

Limitation of Club Liability: Members of all categories, their Guests and Members of Affiliated Organisations use the Club, its premises and property entirely at their own risk. The Club does not accept liability for any loss or damage to the property of, or injury to, members, their guests or members of affiliated organisations or bodies while at the Club or using the Club property whether such loss, damages or injury could be attributed to or was occasioned by the neglect, default or negligence of themselves,

Officers of the Club, Committee Members of the Club or Servants of the Club, but otherwise subject to the provisions of the Unfair Contract Terms Act 1977, Section 2 (1).

Abandoned Boats: Any boat (and associated trolley and trailer) berthed at the Club that belongs to a former member who has, under the terms of the Memorandum and Articles of Association of the club, resigned from, been suspended from or expelled from the Club, may be considered by the General Committee to have been abandoned.

The General Committee shall then give one month's written notice, by recorded delivery, to the owner at their last known address requesting the removal of the abandoned boat. Thereafter the General Committee may order the sale of the boat (and associated trolley and trailer). Outstanding costs shall be deducted from the moneys received from the sale and any balance shall be then forwarded by cheque to the last known address of the owner.

Interpretation: Any dispute as to the interpretation of the Memorandum and Articles of Association of the Club or the Bylaws of the Club shall be referred to the General Committee whose decision in that matter shall be final.

MANAGEMENT OF THE CLUB

The management of the Club shall be in the hands of the Board of Directors, known internally as the General Committee (GC), and whose names shall be displayed in the Clubhouse and on the club website. The minutes of the GC, all club Annual and Emergency General Meetings and any sub-committees established by the GC should be made available for members to view in the Clubhouse unless there is an issue of personal confidentiality.

GENERAL COMMITTEE

- The General Committee shall fulfil the role of The Board of Directors.
- Each year, following the AGM, the General Committee shall elect a Chair and Deputy Chair who, in the tradition of sailing clubs, may assume the posts of Commodore (Chair) and Vice Commodore (Deputy Chair) and are hereafter referred to as "Flag Officers".
- The General Committee shall consist of The Chair (Commodore), Deputy Chair (Vice Commodore), General Secretary (Company Secretary), Honorary Treasurer, Membership Secretary, Health & Safety Officer and Sailing Secretary. All Directors will retire by rotation in accordance with the Articles of Association.
- All Directors will also be Trustees of the Club.
- The General Committee shall meet at least ten times a year.
- Four Members of the General Committee shall constitute a quorum.
- The General Committee may delegate functions to other ad hoc subcommittees, task and finish groups and individuals as it deems necessary.
- The General Committee may ask any or all of the 'other officers' to attend a General Committee meeting.

OTHER OFFICERS

These officers may be asked to attend any meeting of a club committee or sub-committee:

- Training Principal
- Major Projects Officer
- IT & Data Protection Officer
- Club Estate Officer

-
- Quartermaster
 - Social Secretary
 - Powerboat Bosun
 - Club Sailing Boat Bosun(s)
 - Safeguarding Officer.
 - Social Media Officer.

DUTIES OF OFFICERS

The duties and responsibilities of all officers as stated below shall be reviewed biannually and agreed by the General Committee.

Post	Duties
Chair (Commodore)	The primary role is to ensure the board is effective in its task of setting and implementing the company's direction and strategy. The Commodore will be the primary contact with external organisations and be responsible for the club's relationship with national bodies and local organisations. Liaison with the Grosvenor Estate in relation to all issues arising from the lease.
Deputy Chair (Vice Commodore)	Assist the Commodore in ensuring the board is effective in its task of setting and implementing the company's direction and strategy. Deputise for the Commodore on local and national bodies. Support the Commodore when engaged with the Grosvenor Estate. Provide a focus for grant and funding applications.
Honorary Secretary and Company Secretary	Maintain the minutes of the board. Publish meeting Agenda and Notices. Organise the AGM and any EGMs. Ensures the directors comply with the Articles of Association and the Bylaws. File the Annual Confirmation Statement at Companies House.
Honorary Treasurer	Maintain the company books. Ensure the company complies with the law in relation to its handling of all funds. Provide the information required by the accountants for the preparation of the annual accounts. Ensure the accounts are filed on time at Company's House and the Charity Commission. Ensure all expenditure and income is within the law and the Directors show due diligence and are not reckless in the use of company funds.
Membership Secretary	Maintain a record of all members as required for the smooth operation of the club and in compliance with the requirements of GDPR. Issue renewal notices. Collect joining fees, membership fees and berth fees. Allocate berths. Make recommendations to the Board on fee increases. Liaise with Affiliate Groups. Respond to all RYA membership surveys.
Training Principal	Responsible for the day-to-day operation of the Shropshire Sailing Club RYA Training Centre. Should meet the requirements of "A3.2 Principal's Undertaking" as defined in the RYA Training Centre Manual. Responsible to the board for the club's training programme.
Sailing Secretary	Organise the clubs on-the-water activities including, but not restricted to, racing and race management, duty rota, club dinghies, club safety boats, open day sailing.
Estate Manager	General grounds maintenance including jetties. General building maintenance. Provision and maintenance of berths. Ensuring boats are in the berths as allocated by the Membership Secretary. Liaison with the Grosvenor Estate and Commodore in matters regarding the day-to-day management of the grounds.
Major Projects Manager	Responsible for all Special Projects as defined by the Board. From 2018 to 2020 principle activity will be the completion of the new foul drainage system and the provision of new changing rooms and toilets.

Post	Duties
IT Officer	Responsible for the smooth running of the club's IT systems including the club membership system, race management system and other supporting software. Maintain the club Gsuite email and file storage system. Design, update and maintain the club's website and access to Club social media sites.
Health & Safety Officer	Responsible for maintaining, updating and reviewing all club Health and Safety including all risk assessments.
Safeguarding / Welfare Officer(s)	Ensure that the Club has up to date safeguarding procedures and be the first point of contact for any concerns raised by members.
Powerboat Bosun	Maintains the Club power boats, including safety boats, so that they are available to members for the various 'on the water' activities.
Club Sailing Boat Bosun(s)	Maintain the Club sailing boats so that they are available to members for the various 'on the water' activities.
Quartermaster(s)	Quartermasters will be responsible for specific stock items that the Club requires to function e.g. Power boat fuel, or the organisation of refuse collection.
Social Secretary	Support the General Committee helping with the social aspects organisation of Club events such as the Club Open Day.