

# LOUGH NEAGH SAILING CLUB

## CONSTITUTION

(as amended November 2009)

(Approved at the Annual General Meeting of the Club on Wednesday 25th  
November 2009)

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## CONSTITUTION (as amended November 2009)

### NAME & OBJECT

- 1.0 The Club shall be known as the Lough Neagh Sailing Club.
- 1.1 The objects of the Club shall be to promote sailing and boating and to preserve and improve the amenities of Lough Neagh and in connection with such objects to provide for its members facilities and a centre for recreational and social intercourse.

### RACING

- 2.0 Racing under the auspices of the Club shall be conducted under the rules of the International Yachting Racing Union and such class rules as may apply.

### MEMBERS

- 3.0 The membership of the Club shall consist of Honorary, Temporary Honorary, Single, Family, Junior, Student and outpost Members, the definitions of the various categories to be as follows:-
- |                   |   |
|-------------------|---|
| Single member     | Males or females over 18 years old on the 1st January   |
| Family members    | A couple and their children under 18 on 1st January and also all children who are students in receipt of full time education.                       |
| Associate members | Any individual who is a full member of an RYA / ISA affiliated club, and not a lapsed member of Lough Neagh Sailing Club.                           |
| Juniors           | Males or females under the age of 18 on the 1st January.  |
| Students          | Males or females over the age of 18 on the 1st January and in receipt of a full time education at a recognised educational establishment and who is |

not a member of a family group.

Outport                      Members residing outside a radius of 100 miles from Kinnego Marina.

All members over the age of 18 on the 1st January have the right to vote at General Meetings.

- 3.1 Honorary Members may be elected by the Club from time to time at a General Meeting, either for life or for such time as the Club may think fit. Honorary Members shall be entitled to all the privileges of membership and shall not be liable for any entry fee or subscriptions. Honorary Members must at no time exceed 5% of the total number of all Members. They shall be elected only if they have contributed outstanding service to boating in general or the Lough Neagh Sailing Club in particular.
- 3.2 Temporary Honorary Members shall be persons taking part in special sailing events or other activities promoting the interests of the Club, organised by the Club.
- 3.3 A candidate for membership, other than Honorary and Temporary Honorary, shall send to the Secretary a form setting out his or her name and address and any other particulars the Committee shall require and containing the signature of two full members in support as proposer and seconder together with the entrance fee and/or annual subscriptions. Persons who are candidates for membership having submitted their application form and paid the necessary fees shall be treated as members unless their election is subsequently refused in which event all fees shall be returned to them.
- 3.4 Members other than Honorary Members may be elected at any meeting of the Committee. Candidates may, and on the request of any one member of the Committee shall be elected by ballot and two black balls shall exclude. The Committee reserve the right to refuse an application for membership without giving any reason.
- 3.5 Any member may resign his or her membership by giving to the Secretary notice in writing to that effect.
- 3.6 Every member on joining the Club by implication undertakes to comply with this 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, shall render a member liable to expulsion by the Committee, provided that before expelling a member the Committee shall call upon him or her for an explanation of their conduct and shall give him or her an opportunity of defending himself

or herself or of resigning their membership.

The vote on a resolution for expulsion shall be by ballot and the resolution shall only be carried if not less than three-quarters of the members of the Committee present vote in favour of the resolution.

## SUBSCRIPTIONS

- 4.0 Members shall pay all rates of subscription, entrance fees or other charges as shall be decided upon by the members at the Annual General Meeting.
- 4.1 The date upon which the subscription shall become due shall be the 1st January in each year. Membership shall cease if the subscription is not paid by the 31st May in each year unless decided by the Committee. Membership may be restored on payment of the annual subscription.

## OFFICERS

- 5.0 The Officers of the Club shall be the Commodore, Vice-commodore, Secretary, Treasurer, Registrar, Sailing Secretary and Handicapper.
- 5.1 Adopted classes are those which the Committee have agreed are to be adopted classes. Each adopted class shall elect a Secretary who shall assist the Committee and attend their meetings as and when necessary.

## COMMITTEE

- 6.0 The Club shall be governed by the Committee, consisting of the Officers and four ordinary members together with the retiring Commodore. The Commodore or Vice-Commodore and three members shall form a quorum. The Committee shall meet at not more than two monthly intervals.
- 6.1 Any member over the age of 18 on 1st January shall be eligible for nomination as an Officer of the Club or ordinary member of the Committee. No nomination for an Officer of the Club shall be valid unless made at a time and in form complying with regulations set out on the preliminary notice of the Annual General Meeting. Nominations for ordinary members of the Committee may be made at the Annual General Meeting.
- 6.2 The Officers and four ordinary members of Committee shall be elected at

the Annual General Meeting in each year and hold office until the conclusion of the next Annual General Meeting. The Retiring Officers and Committee members will be eligible for re-election. For Officers and ordinary members of Committee if nominations exceed vacancies, election shall be by ballot of all members present and entitled to vote.

Any casual vacancy during the year among the Committee may be filled by the Committee.

- 6.3 The Committee shall have the control of the finances of the Club, may enter into contracts on its behalf, control and dismiss servants and exercise all such administrative powers as may be necessary for properly carrying out the objects of the Club in accordance with this Constitution.
- 6.4 The Committee may from time to time make, amend and repeal Bye-Laws concerning the use of the Club property, buildings, etc. and otherwise for the good rule and government of the Club. Such Bye-laws and any alteration thereof must be consistent with the Constitution.
- 6.5 The Committee shall be the authority in interpreting the meaning and application of the Constitution or any Bye-law of the Club.

## ANNUAL & SPECIAL GENERAL MEETING

- 7.0 The Annual General Meeting of the Club shall be held before the 1st January in each year upon a date, time and place to be fixed by the Committee for the following purposes:-
  - (a) To receive from the Committee a Report, Balance Sheet and Statement of Accounts for the proceeding financial year ended 31st October.
  - (b) To elect Honorary Members if so wished and the Officers and ordinary members of the Committee of the Club.
  - (c) To elect auditors for the current financial year.
  - (d) To decide on all resolutions which may be duly submitted to the Meeting.
- 7.1 The Committee may at any time for special purposes call a Special General Meeting and they shall do so at any time upon the requisition in writing of any ten members, stating the purposes for which the meeting is required. No business may be discussed at a Special General Meeting

- other than that stated in the notice convening the Meeting.
- 7.2 Fourteen clear days at least before any General Meeting a notice in writing of such meeting and of the business to be transacted there at shall be sent to every member entitled to vote at the meeting. Twenty-eight clear days at least before Annual General Meeting a notice shall be sent to every member entitled to vote at the meeting, setting out the procedure required by the Committee for the nomination of Officers and ordinary members of the Committee and the submission of resolutions for consideration at the Annual General Meeting.
- 7.3 At all General Meetings of the Club every question affecting an alteration in these rules shall be decided by two-thirds of those members present and voting in favour of the resolution.
- 7.4 The quorum of a General Meeting shall be not less than 20% of the total number of members in the Club eligible to vote except that when there is a resolution to change the Constitution the quorum shall be not less than 25% of the total number of members in the Club eligible to vote.

## ACCOUNTS

- 8.0 It shall be the responsibility of the Treasurer to keep a complete and accurate account of the Club's finances, showing the financial affairs and receipts and disbursements of the Club.
- 8.1 At the Annual General Meeting in each year there shall be appointed a Chartered Accountant as Auditor whose duty it shall be to audit the accounts of the Club for the then current year. A copy of the audited accounts shall be issued to each member along with the notice of the Annual General Meeting. In the event of the person appointed as Auditor being unwilling or unable to act, the Committee shall appoint a substitute.

## LIMITATION OF CLUB LIABILITY

- 9.0 Members, their guests and visitors are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

Members of the Club, their guests or 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 of 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 either 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 them the Officers, Committee or servants of the Club.

## CHILD PROTECTION POLICY

- 10.0 The Club has adopted and is committed to observing the Child Protection Policy set out in Appendix A to this Constitution and at all times members in contact and working with young people in the Club shall observe the Code of Conduct set out in Appendix B to this Constitution.

## WINDING UP

- 11.0 The Club may be wound-up or dissolved by resolution passed at a General Meeting, confirmed by resolution at a subsequent General Meeting held not less than 21 days after the first meeting.

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, such institution or institutions to be determined by the members of the Club by resolution passed at a General Meeting at or before the time of the dissolution and if and so far as effect cannot be given to such provision then to some charitable object.

## APPENDIX A

### Child Protection Policy

We in Lough Neagh Sailing Club ("the Club") are committed to a practice which protects children from harm. Members, instructors, coaches and volunteers/helpers in the Club accept and recognise their responsibilities under the Children (Northern Ireland) Order 1995 about safeguarding children and will endeavour to carry these out by:-

- (a) having an awareness of the issues which cause children harm.
- (b) adopting child protection guidelines for Members, instructors, coaches and volunteers/helpers.
- (c) providing information about child protection and good practice to Members, children, parents, instructors, coaches and volunteers/helpers.
- (d) sharing information about concerns with children, parents and others who need to know.
- (e) following carefully the procedures for the recruitment and selection of instructors, coaches, volunteers/helpers and the management of the Club.
- (f) being involved in training.
- (g) keeping child protection policies under regular review.
- (h) providing information as required to the General/Management Committee of the Club and to the Royal Yachting Association (Northern Ireland Council).

## APPENDIX B

### Code of Conduct for Members, Instructors, Coaches and Volunteers / Helpers

These guidelines have been produced to help protect anyone working with young people in Lough Neagh Sailing Club and should be followed at all times. If you have any queries regarding these you should contact any member of the General/Management Committee or the person responsible for Child Protection.

1. Always be publicly open when working with the younger person. Avoid situations where you and an individual younger person are completely unobserved.
2. If physical contact is necessary, it should be done openly. Care is needed as it is difficult to maintain hand positions when providing manual support if the younger person is constantly moving. Some parents are becoming increasingly sensitive about touching younger persons and their views should always be carefully considered.
3. Where possible allow parents of younger persons to take responsibility for them in changing rooms. If groups are to be supervised in changing rooms, always ensure that adults work in pairs and the gender is appropriate. If traveling to another venue is necessary, make sure that verbal (preferably written) permission is given by the parents. Parents should be asked to ensure that younger persons are collected on time.
4. Where mixed groups of younger persons travel to another venue to represent the Club they should always be accompanied by at least one male and one female adult.
5. All should respect the rights and dignity and work of all and treat everyone with equality.
6. All should place the well-being and safety of the younger person above the development of performance. They should follow all guidelines laid down by the RYA (including the instructor/pupil ratio) and be adequately insured. Always make sure that you are working at a level commensurate with your instructor qualifications. If you are proved negligent the Club's insurance may be invalidated.
7. Members working with younger persons should hold appropriate qualifications in instructing, coaching, leadership, officiating, etc.
8. Adults should ensure that the activities which they direct or advocate are appropriate to the age, maturity, and ability of the participant e.g. they should not break rules on suitable participation for age groups. Training

activities should include clear progressions and instructors should keep a clear record of all activity undertaken, clearly planning for future activity. It is advisable to keep a record of activity in a book kept for that purpose.

Make sure that all participants know to inform the instructor of any injury or illness before, during or after the activity.

9. Adults should always promote the positive aspects of sailing and never condone rules violations, bad sportsmanship or use of prohibited substances.
10. Adults should consistently display high standards of personal behaviour and appearance as well as appropriate dress, language, and respect for equipment and facilities. It is not acceptable for adults responsible for younger persons to consume alcohol. Adults should never encourage younger persons to drink alcohol.
11. Adults should never overly criticise participants or officials judgements or use language or actions which may cause the younger person to lose self esteem or confidence.

All Members must also be aware that as a general rule it does not make sense to:-

Spend amounts of time alone with younger persons away from others.

Take younger persons alone on car journeys, however short.

Take younger persons to your home.

If it should arise that such situations are unavoidable they should only take place with the full knowledge of someone in charge in the Club and/or a person with parental responsibility for the younger person.

Instructors and volunteers/helpers should be aware that normal car insurance does not cover them for transporting younger persons to and from other venues.

All instructors and volunteers/helpers should try to be on time; and inform an appropriate person if ill or unable to attend an activity.

Members should **NEVER!**

Engage in rough physical or sexually provocative games including horseplay.

Share a room with a younger person.

Permit or engage in any form of inappropriate touching.

Permit younger persons to use inappropriate language unchallenged.

Make sexually suggestive comments to younger persons, even in fun.

Allow allegations made by a younger person to go unchallenged, unrecorded or not acted upon.

Do things of a personal nature that a younger person can do for themselves.

Agree to meet a younger person on your own.

If you accidentally hurt a younger person, or cause distress in any manner, or the younger person appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a brief written report of the incident as soon as possible. Parents / carers should be informed of the incident.

## EMERGENCY ACTION/FIRST AID

All Members, instructors and volunteers/helpers should be prepared with an action plan in the event of an emergency.

This will include:

ACCESS TO FIRST AID EQUIPMENT.

TELEPHONE CONTACT IF THE PARTICIPANT IS A MINOR.

TELEPHONE CONTACT TO THE EMERGENCY SERVICES.

All accidents, injuries and any untoward event should be recorded in the activity record book along with a witness statement if thought necessary.

An attendance book must be kept for each recognised Club activity with the presence of each participant noted approximately. An incident book must be used to record accidents, injuries and any untoward event.

Training activities outside the usual recognised Club activities will not be covered by Club insurance if the details have not been notified in writing to the General/Management Committee in advance. It is the responsibility of the parents to check that the Training activity is covered by the necessary insurance.