

# POOLE RADIO YACHT CLUB RULES AND REGULATIONS updated January 2022

## 1. NAME

1.1. The name of the Club shall be the **POOLE RADIO YACHT CLUB**, herein after referred to as the Club, and the headquarters shall be at Poole Park, Poole, Dorset.

## 2. AIM.

2.1. The aim of the Club shall be to promote the skills, expertise and sportsmanship associated with the building and sailing of radio-controlled yachts and other vessels excluding any propelled by an internal combustion engine.

## 3. AFFILIATIONS.

3.1. The Club shall be affiliated to the National and District bodies controlling model yachting. Club members who wish to take part in MYA (Model Yacht Association) or similar sponsored events are responsible for maintaining their own current annual subscription to that organisation through the Club.

## 4. MEMBERSHIP.

4.1. Together with application for membership, each prospective member shall be provided with a copy of these Rules and Regulations. **By proceeding with the application he/she undertakes to abide by the terms and conditions herein.**

4.2. Membership of the Club, with the exception of Life membership, will be granted upon application provided that such application is approved by the Executive Committee and will fall into one of the following categories:

4.2.1. **Ordinary Members** who will join upon application and who will pay such annual subscription as may be levied by decision of the Annual General Meeting.

4.2.2. **Student Members** who will be under 18 years of age or undergoing full-time education at the time of the initial application or of renewal of membership. Student Members will pay the appropriate annual subscription as decided by the Annual General Meeting. Subject to appendix (student1)

4.2.3. **Family Members** are non sailing spouses/partners of members and life members together with any of their children and grandchildren under the age of 18. No application shall be necessary.

4.2.4. **Life Members** who will be elected by an Annual General Meeting. The AGM may, as recognition of exceptional services to the Club, award life membership. These appointments will carry the rights of ordinary members as detailed in Rule 4.2.1 above and additionally the appointees shall be ex officio members of the executive committee. These appointments will be reviewed at each AGM.

4.2.5. **Temporary Members** who will be prospective members before their application is considered, visitors whilst taking part in open events, non-sailing guests or sailing visitors whilst taking part in other sailing activities on no more than four occasions in any Club event, shall be made temporary members of the Club without application.

4.3. Only Life members, members of more than one year standing and student members after one year and who are over the age of fifteen shall be eligible to vote at AGM and EGM meetings.

4.4. The Executive Committee shall be empowered to suspend or expel any member whose conduct they consider to be contrary to the interests of the Club. Such members shall have the right of appeal to a General Meeting whose decision will be final.

## 5. SUBSCRIPTIONS.

5.1. Subscriptions will be levied at the rate(s) decided by the Annual General Meeting and will be renewable annually on the first day of January. Members who have not paid their subscription by the first day of February will be considered to be lapsed Members and will be subject to the current re-joining fee.

5.2. In the case of new members, the subscription will fall due at the time of application (The initial subscription of those joining after August 31st will cover the period until the end of December the following year) The **initial** subscription will be returned if the application is not approved by the Executive Committee under Rule 4.2. above.

## 6. PRESIDENT AND VICE-PRESIDENTS.

6.1. The Annual General Meeting may, as a mark of respect or in recognition of exceptional services to the Club, appoint a President and Vice-Presidents. These

appointments will carry the rights of life membership as detailed in Rule 4.2.4. above and additionally the appointees shall be ex officio members of the Executive Committee. These appointments will be reviewed at each AGM.

## 7. OFFICERS.

7.1. The Officers of the Club shall be elected annually at the Annual General Meeting and shall consist of:

7.1.1. The Flag Officers, comprising the Commodore, the Vice-Commodore. They shall be ex officio members of all committees and sub-committees.

7.1.2. An Honorary Secretary.

7.1.3. An Honorary Treasurer.

7.1.4. An Honorary Sailing Secretary.

7.1.5. An Honorary Scale Secretary.

7.2. There shall be three Trustees, confirmed at an AGM and drawn from the Officers of the Executive Committee, in whose names the property and assets of the Club shall be held or invested. After appointment a Trustee can continue in office in perpetuity but at any time may resign the appointment. A Trustee may only be removed from office by a resolution at an AGM passed by seventy five percent of the attending membership.

The Trustees shall be the persons to sue or be sued on behalf of the Club. The Trustees and their executors, administrators, estates and effects shall be and are hereby indemnified out of the assets of the Club from and against all losses, charges, damages and expenses which they may incur or sustain when acting on behalf of the Club on the authority of the Executive Committee.

## 8. THE EXECUTIVE COMMITTEE

8.1. The Executive Committee, which shall meet as frequently as business demands (usually every month), shall manage the general affairs of the Club. No more than eight weeks may elapse between any two consecutive meetings. The Executive Committee shall consist of:

8.1.1. The Officers. (see 7.1.1. to 7.1.5.)

8.1.2. Four Ordinary Members representing the interest of the whole club.

8.2. The Executive Committee shall be empowered to appoint sub-committees to attend to specific matters as needs arise and may co-opt any member to serve on such a sub-committee.

8.3. All members of the Executive Committee shall retire annually at the close of the Annual General Meeting following that at which they were elected. Retiring members of the Executive Committee shall be eligible for re-election.

8.4. The election of Executive Committee members at the Annual General Meeting shall be by a paper ballot. Written nominations, bearing the signatures of the proposer and seconder(s) and including the written assent of the nominee shall be submitted to the Honorary Secretary at least seven clear days before the date of the Annual General Meeting.

8.5. In the event of insufficient nominations being received to ensure that the Executive Committee maintains its constituted numbers, the Executive Committee is empowered to fill the vacant posts by co-option.

8.6. An Executive Committee member who is absent for two consecutive meetings without an apology being tendered and accepted may be deemed to have withdrawn from the Committee. The Executive Committee shall be empowered to co-opt a replacement.

## 9. MEETINGS.

9.1. The proceedings and business of the Club shall be conducted at:

9.1.1. **The Annual General Meeting (AGM).**

The AGM shall be held during the first two weeks of December and will be run within the normally accepted conduct of such meetings. The Secretary shall give all members written notice of the meeting at least fourteen days in advance together with a copy of the agenda and a general proxy voting form which shall be returned to him by those wishing to use them at least twenty four hours before the time of the meeting.

The Chair at the AGM shall be taken by the Commodore or in his/her absence by the Vice-Commodore. A quorum for an AGM shall be not less than fifteen percent of the total current paid-up membership. Any proxy votes received in accordance with the above rule will be included in the total of members present.

In the event of a quorum not being present, a further AGM will be called within six weeks.

With the exception of the election of the Officers and the Executive Committee in accordance with Rule 8.4. above, voting at the AGM will normally be by a show of hands, but a paper ballot may be demanded by two or more members. In that event the Chair will nominate two of those present to act as scrutineers.

Decisions at an AGM will be taken by means of a simple majority of the votes cast. The Chair may register only a casting vote.

#### 9.1.2. Extra Ordinary General Meetings (EGM)

An EGM shall be called within thirty days of a written request to the Honorary Secretary signed by at least five voting members. The request shall include the reason(s) for the Meeting and the discussion and voting at such a meeting shall be strictly confined to that or those subjects.

The Notice of meeting shall be displayed upon the Club notice board and in addition the Honorary Secretary shall endeavour to inform as many members as possible in the time available.

A quorum for an EGM shall consist of not less than fifteen percent of the paid-up current membership.

In all other respects an EGM will conform to the rules governing the conduct of an AGM detailed at Rule 9.1.1. above.

#### 9.1.3. Executive Committee Meetings

The Chair at Executive Committee meetings shall be taken by the Commodore or, in his/her absence, by the Vice Commodore, Rear Commodore or Honorary Secretary.

The Chair may exercise only a casting vote.

Any Member may attend a meeting of the Executive Committee and take part in the discussions but will not be permitted to cast a vote.

A quorum at an Executive Committee meeting shall comprise of four Committee Members, one of whom shall be a Flag Officer or the Honorary Secretary.

### 10. FINANCE

10.1. The Club Financial Year shall run from the first day of November annually and the books will be closed on the last day of October.

10.2. Control of the Club finances is the responsibility of the Executive Committee which is the only body permitted to authorise expenditure of Club funds. It is also solely responsible for deciding Investment policy for Club funds.

10.3. The Honorary Treasurer shall be responsible for keeping a record of all financial transactions. He/she shall:

10.3.1. Receive all monies paid into the Club Funds from all sources.

10.3.2. Open and maintain a Bank Account or Accounts in the name of the Club into which all monies shall be paid. The Treasurer and one other of the authorised signatories to the account shall sign all cheque withdrawals or if the Treasurer should be absent, any two of the authorised signatories to the account.

10.3.3. Submit an audited Receipts and Expenditure Account and Balance Sheet to each Annual General Meeting.

10.3.4. Open and maintain any Building Society Account(s) or other Investment Accounts as instructed by the Executive Committee. Withdrawal of funds from such accounts shall be authorised by the Treasurer and either the Commodore or Vice-Commodore.

10.3.5. Assist the appointed independent person in the preparation of the Annual Financial Report to the Annual General Meeting.

10.4. The verification of the accounts shall be carried out by a suitably independent person who will be appointed by the executive committee.

### 11. SAILING COMPETITIONS.

11.1. All national and international racing events shall be conducted within the rules as specified by the National Body. Other open events and closed Club events may use any local rules as decided by the Sailing Committee.

11.2. So that the interests of the various classes of yacht recognised by the Club can be best served, Class Captains will be appointed by each such Class.

11.3. The Class Captains shall be ex officio non voting members of the Executive Committee and will, under the Chairmanship of the Sailing Secretary, form the Sailing Committee. This Committee shall be responsible for:

11.3.1. Drawing up the Club annual sailing programme in consultation with the Club Secretary and the Scale Secretary.

11.3.2. Arranging the sailing matters associated with all Club and open competitions including the appointment of the Race Officer and his team and the provision of any prizes.

11.3.3. Collecting Race Fees from competitors at events and paying such monies to the Honorary Treasurer.

11.3.4. Liaising with the National Body and the District Organisation on all matters directly connected with sailing.

11.3.5. Ensuring that the equipment needed for racing (e.g. the starting apparatus, the rescue boat, life jackets and marker buoys) is maintained in operational condition and informing the Executive Committee of any required expenditure.

11.3.6. Ensuring that all trophy winners sign for their trophy in a suitable record book so that all such trophies can be traced and available for presentation at subsequent events.

### 12. THE CLUB BUILDINGS.

12.1. The Club buildings and Club property therein shall be the responsibility of the Executive Committee. They shall:

12.1.1. Ensure that the building and property is adequately insured.

12.1.2. Issue keys to Members at its discretion on the payment of a fee decided by the Annual General Meeting. These keys must be returned upon cessation of membership and the loss of keys must be reported to the Honorary Secretary as soon as known/possible. In the interest of both security and safety, keys will not be issued to members under 18 years of age and no member shall be alone within the building(s) after dark.

12.1.3. Allocate storage space for yachts and scale models in the boathouse upon the receipt of the annual berthing fee decided by the Annual General Meeting. **The Club or any Officer or member of the Executive Committee shall not be responsible for the loss of or damage to any yacht or boat stored upon the Club premises.**

12.1.4. Ensure that boats and associated property belonging to lapsed members or for which no current berthing fee has been paid are removed from the Club. Lapsed members will be served written notice to remove their boats and/or property. Any boat and/or property remaining within Club premises after a period of six calendar months from the date of such written notice, without due cause, will be deemed to have become Club property.

### 13. MEASURERS.

13.1. Up to six Measurers shall be appointed by the Executive Committee and will be registered with the National Body. They will be responsible for:

13.1.1. Measuring Class yachts and ensuring that they comply with the current requirements.

13.1.2. Collecting such measuring fees as may be agreed by the Annual General Meeting and pass such fees as soon as practicable to the Honorary Treasurer for entry into the Club ledger.

13.1.3. Maintaining the measuring equipment in good working order and informing the Executive Committee of any expenditure of funds that may be required.

13.1.4. Ensuring that the Club copies of the Class Rules and Regulations are kept up to date and liaising with the Technical Secretary of the National Body or the Appropriate Class Association in the case of any query or the need for interpretation of those Rules.

### 14. THESE RULES AND REGULATIONS.

14.1. Any addition or amendments to these Rules and Regulations, properly proposed and seconded, must be submitted in writing for consideration and adoption by either an AGM or an EGM. Such proposals shall be displayed on the Club notice board for at least fourteen days prior to the date of the meeting.

14.2. These Rules and Regulations were adopted by an Annual General Meeting of the Poole Radio Yacht Club held in **December 2021** and became active from the close of that meeting.

14.3. Where these Rules and Regulations are silent the decision of the Executive Committee shall be final.

14.4. All previous Rules and Regulations are hereby rescinded. (File - Word – Rules & Regs update 4 Jan 2022.)

**Appendix (Student 1)**

**Parental responsibility:-**

To ensure the safety of younger members (student membership) it is a condition of continued membership that all student members under the age of 18 are accompanied and in the control of a parent, who is also a member of the club, at all times when engaged in club activity or on club premises.

**For the purposes of this document “accompanied” is defined as being within close physical proximity.**

It is specifically not permitted to transfer “parenthood” or for anyone else to be in *loco parentis* at any time while the student members is on club premises or engaged in club activity.

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## **Addendum to Student Membership Application Form**

### **Background**

The club recognises the importance to the sport of RC sailing so that younger members can join the club and enjoy the sport.

The club operates in a public place, outdoors and close to relatively deep water with a deep muddy sea bed and other dangers outside its control. No club members are CRB checked and hence cannot legally be in charge of other members’ children.

### **Parental Responsibility**

To ensure the safety of younger members (Student Membership) it is a condition of continued membership that all student members under the age of eighteen are accompanied and are in the control of a parent at all times, who is also a member of the club, when engaged in club activity or on club premises.

**For the purposes of this agreement “accompanied” is defined as being within close physical proximity.**

It is specifically not permitted to transfer “parenthood” or for anyone else to be in *loco parentis* at any time while the Student member (below) is on club premises or engaged in club activity.

A Student Member is defined as any member under the age of 18.

**Student Member name:**

**Student Member Age:**

I understand and agree to abide by the conditions above:

**Signature of Parent Member:**

**Name of Parent Member:**

**Dated:**

