

CLUB RULES

Name 1. The name of the Club shall be
"NORWICH FROSTBITE SAILING
CLUB" (hereinafter referred to in these
rules as "the Club").

Objects 2. To foster small boat sailing all year round
and to bring racing within the reach of
those of limited means. To maintain a
Clubhouse and to supply to members of
the Club food and refreshment including
wines, spirits and intoxicating liquors.

**Profits and/or
Surpluses
Arising** 3. That the Club is a non-profit making
organisation and that any surplus income
or gains are to be reinvested in the Club.

Officers 4. That the Club Officers consist of a
President, Commodore, Vice-Commodore,
Rear-Commodore, Honorary Secretary,
Honorary Treasurer, Retiring Commodore,
Honorary Sailing Secretary, and Chair of
House Committee.

**Constitution of
the General
Committee and
Management of
Club Affairs** 5. That the General Committee (hereinafter
referred to as "the Committee") consist of
Club Officers and not less than five nor
more than eight other members all of whom
shall be elected each year at the Annual
General Meeting to be held in May and that
nominations for Officers and General
Committee be entered on the Club notice
board before the end of the Winter Season
or in writing to the Honorary Secretary
seven days before the Annual General
Meeting. Should the numbers on the
Committee be less than five, the
Committee shall attempt to fill the vacancy
by co-option. Furthermore, the Committee
may, of their own volition, co-opt further
members up to the stated maximum. At all
meetings of the Committee, three shall
form a quorum. The Committee may
establish such Sub-Committees as it
deems to be required from time to time for
either a short term issue or continuing
operational requirement. It shall be the duty
of the Committee at their meetings to take
into consideration these Rules and the
House Rules, and to manage the affairs of
the Club, subject to the approval of the
Club at general meeting.

Members of the Committee, or any person
or sub-committee delegated by the
Committee to act as agent for the Club or
its members, shall be indemnified by the
Members of the Club out of the assets of

the Club from and against any liability, costs and expenses whatsoever made in the exercise of their duties.

Trustees

6. That the Trustees shall be elected by the Committee and shall hold Office until death or resignation unless removed from the office by resolution of the Committee. The Trustees shall be ex-officio members of the Committee. The number of Trustees shall be no more than three or less than two and the property of the Club (other than cash, which will be under the control of the Honorary Treasurer) shall be vested in them. They shall deal with the property of the Club as directed by resolution of the Committee (of which any entry in the Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expense out of the Club property.

Club Burgee

7. That the Club Burgee shall be a blue flag with a red diagonal stripe on a white background with a castle and lion emblazoned in gold.

Membership

8. That membership of the Club be open to anyone interested in the sport of sailing on application without discrimination that is to say regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership however may be limited according to available facilities on a non-discriminatory basis.

An application for membership shall be in the form from time to time prescribed by the Committee. Upon receipt of the application, the Secretary shall enter the application in the Register of Applicants and there shall be an interval of at least 2 days before the meeting of the Committee at which such application for membership shall be considered. The election of members is vested in the Committee and shall be a simple majority vote of those of all elected members of the Committee.

The Committee may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of membership may be made in writing to the Trustees within 14 days of the date on which the Committee's decision was communicated to the prospective member in writing.

The Secretary shall inform each applicant in writing of the applicants' election or non-election and shall furnish the elected applicant with a copy of the Club Handbook containing the Rules and Byelaws of the Club and make request for such payments as are necessary.

There shall be the following categories of membership with power to vote at all meetings of the Club as indicated hereunder:

A full member – being a person who at the date of election is over the age of 18 – shall have one vote.

A family member – which expression shall include one or two parents (as may be) and all children under 12 years of age – shall have one vote per parent.

An intermediate member – being a person who at the date of election is between the age of 18 and 25 years – shall have one vote.

A junior member – being a person who at the date of election is under the age of 18 – shall have no vote. Such a member shall be one who at the commencement of the Subscription year joins the Club other than as a full member or a family member.

Honorary Life Member – The Committee shall have the power to appoint to the rank of Honorary Life Member such persons as in their judgement have rendered meritorious service to the Club over many years and such Honorary Life Members shall enjoy the same rights as full members.

An Associate member – The Committee shall have the power in the interests of the Club to appoint an individual, a group or an organisation to become an Associate Member of the Club under such terms as are determined and agreed between the individual, group or organisation and the Committee. Such Associate Member(s) shall not enjoy the same rights as full members of the Club and any rights they have will be set out under the terms of their individual arrangements between themselves and the Club. There will normally be a fee for such Associate Membership as determined by the Committee.

**Membership
Subscription
Fees**

9. The rate of subscription fee for each category of membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes should be approved by majority of those present and entitled to vote and shall become operative on the first day of October following the Annual General Meeting. The current rate of subscription fee shall be prominently displayed in the Club premises and are now as hereunder set out:-

Annual Subscriptions

- i) Full Membership £60.00
- ii) Family Membership £80.00
- iii) Intermediate Membership £25.00
- iv) Junior Membership £15.00

All members shall pay their first annual subscription fee upon election to the Club and thereafter on the first day of October in each year. Any member elected after the end of January shall pay half the annual subscription for that year. Any member shall be entitled at any time to bring not more than two guests to the Club.

10. The Committee shall have the power to grant temporary honorary membership of the Club to representatives of appropriate local organisations sharing common interests.

**Undertaking by
members to
comply
with rules**

11. Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

**Disciplinary
action
against members**

12. Any breach of Rule 11 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 disciplinary action by the Committee, which may include suspension for a specified period of time or expulsion. Membership shall automatically cease where a subscription is more than 12 months in arrears unless the Committee in their discretion otherwise direct.

Before taking such disciplinary action against a member, the Committee shall call

upon such Member for a written explanation of the member's conduct and shall give the member full opportunity of making an explanation to the Committee, or of resigning.

A Resolution to apply any sanction shall be carried by a two-thirds majority vote by those members of the Committee present and voting and the Member may appeal against any such sanction in writing to the Trustees within 14 days of the date on which the Committee's decision was communicated to the Member. The decision of the Trustees is final and shall be communicated to the Member in writing within 7 days of the Trustees' decision at which point that decision will take effect.

Upon suspension or expulsion the Member or former member shall not be entitled to have any part of the annual membership fee refunded and must return any Club or external body's trophy or trophies held forthwith.

**Sailing
Committee**

13. The Committee shall elect not less than five members of whom not less than four shall be elected Officers or Committee members who, together with the Sailing Secretary, shall form the Sailing Committee, who shall have the power to deal with the arrangements of Sailing Fixtures, Team Matches and Handicaps. The Sailing Committee shall be subordinate to the Committee.

House Committee

14. The Committee shall elect not less than four members who, together with the Chair, shall form the House Committee. The House Committee shall have the power to deal with all matters concerning Club affairs, apart from sailing matters dealt with by the Sailing Committee. These duties will include running the safety boats, maintenance of the buildings and site, organising catering and bar facilities and arranging social events. The House Committee shall be subordinate to the Committee.

**Alterations to the
Rules and
disputed rulings**

15. Alterations, abrogation or additions to these Rules may be made at the Annual General Meeting or any General Meeting by vote of not less than one-half of the members present and voting at such meetings. Proposals for alterations, abrogation or addition shall be submitted in writing to the Secretary at least twenty-one days before such meeting. No alteration or

addition to the Club Rules may be made unless such alteration or addition be proposed and seconded at one Committee Meeting, inserted in the agenda for the next meeting of the Committee and sanctioned at that meeting by a majority of not less than two votes to one. Any such alteration shall cease to operate as from the date of the next General Meeting of the Club unless that meeting confirms the change. Alterations may be made at any General Meeting of the Club. In the event of their being an unresolved dispute between a member(s) and the Committee, the Committee shall establish a tribunal to hear evidence and advise the Committee. The tribunal shall report to the Committee within twenty- eight days of it being established.

**Purchase and
Supply of
Excisable Goods**

16. The purchase for the Club of excisable goods and the supply of the same upon Club premises shall exclusively and solely be under the control of the Committee and in accordance with the Club Premises Certificate issued by the local council as displayed on the Club noticeboard. The normal opening hours for the bar, which are within those licencing hours permitted under the Club Premises Certificate, shall be:

Sundays within the sailing season:
between 11.30am and 4.00pm

Evenings for social and other events:
between 6.00pm and 11.00pm
The bar will not be open on Christmas Day.

Intoxicating liquor may only be sold for consumption on the Club premises and only to persons over the age of eighteen. No junior member under the age of eighteen may purchase or attempt to purchase intoxicating liquor on the Club premises.

Any profit from the sale of such liquor shall be reinvested in the Club.

**Financial
Statements**

17. The Honorary Treasurer shall:-

- a. Maintain such books of account as are necessary to give a true and fair view of the state of the finances of the Club and to provide the Committee with details of the financial position of the Club at any time as required by them.
- b. Prepare Annual Financial Statements for submission to the Committee for approval as soon as possible following the end of the

financial year. Once approved they will be submitted to the Annual General Meeting for approval by the members. The financial statements shall not be subjected to an audit but will be reviewed by a suitably qualified person appointed annually at the Annual General Meeting as the Reporting Accountant who shall sign them as a true record of transactions and financial position of the Club.

- c. Cause all returns as may be required by law in relation to such financial statements to be rendered at the due time.

Annual General Meeting

18. An Annual General Meeting of the Club shall be held each year in the month of May on a date to be fixed by the Committee. The Honorary Secretary shall, at least seven days before the date of such Meeting or at any General Meeting as hereunder mentioned, post or deliver to each member notice thereof and of the business to be brought forward thereat.

Business at Annual General Meeting

19. No business except the passing of financial statements and the election of Officers, Committee and Honorary Reporting Accountant 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 in writing by a member entitled to vote to the Honorary Secretary at least 21 days before the date of the Annual General Meeting.

Special General Meeting

20. The Committee may at any time upon giving 14 days' notice in writing call a General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the Meeting and the discussion at such Meeting shall be confined to the business stated in the notice sent to members.

The Committee shall similarly call a General Meeting upon a written request addressed to the Honorary Secretary by at least six members. The discussion at such a Meeting shall be confined to the business stated in the notice sent to members.

Chairman at Meetings

21. At every Meeting of the Club the President or the Commodore, or in their absence a Chairman elected by those present, shall preside.

**General Meeting
at request of
Members**

22. 10 members entitled to vote and personally present shall form a quorum at any meeting of the Club (other than a Meeting of the Committee).

**Voting at
Meetings**

23. Voting, except upon the election of members of the Committee, shall be by show of hands. Voting rights are equal. A Chairman at Committee Meetings may have a second or casting vote, but no person shall have a second or casting vote at General Meetings of the Club whether annual or otherwise.