

Exeter University Sailing Club Club Constitution

1 Name

The name of the club shall be

Exeter University Sailing Club (EUSC)

hereinafter referred to as the "club".

2 Aims

The aims of the club will be to:

- Promote the teaching and participation in Sailing according to RYA guidelines
- Provide all members with provision of club facilities as well as access to time on the water,
- Provide sufficient access to club boats,
- Provide instruction or coaching for all members from beginner to high performance level,
- Promoting a uniform standard of safety during all supervised training,
- Ensure the execution of a duty of care to all members of the club,
- Exchange as widely as possible the knowledge and experience within the club,
- Provide an enjoyable, safe, suitably resourced, welcoming environment for all,
- Ensure and promote sportsmanship and fair and safe play at all times,
- Provide an environment in which each athlete is able to reach their full potential, whether that be to an intermediate standard or international,
- Organise recreational and social events for the benefit of its members.
- Foster the best possible relations, at all times, with other clubs, all members of the general public and any other interested parties.

3 Membership

Membership of the club, will be limited to students, staff and alumni of the University of Exeter. Within these constraints, membership of the club will be open to anyone, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The club shall aim to keep subscriptions at levels that will not pose a significant obstacle to people participating.

3.1 Description of members Membership of the club shall be for a period of one year, renewable annually at the Freshers' fair (except in the case of Honorary Members). There is only one category of membership: Full Membership

3.1.1 Full members Full membership shall be given to those who have paid a full membership fee. Full members will have access to use the club boats, attend casual trips, and the right to apply for competitive sailing. They have access to social gatherings.

4 The RYA

4.1 The club is affiliated to its National Governing Body (NGB), that is, the RYA.

4.2 Any instructors sourced outside the club must be qualified coaches or instructors, certified by the RYA or otherwise approved by the Athletic Union.

5 Administration of the Club

5.1 The administration of the club and its affairs shall be entrusted to the club Executive Committee, supported by the General Committee.

5.2 The club Executive Committee shall consist of the following members:

- Commodore
- Vice Commodore
- Treasurer
- Secretary

5.3 The club Executive Committee shall meet regularly.

5.4 The club General Committee, reporting directly to the club Executive Committee, shall consist of the members of the club Executive Committee and the following other club officials:

- Team Racing Captain
- Yachting, Match Racing and Keelboat Captain
- Casual Captain
- Social Secretary
- Social Secretary
- Media Secretary
- Stash, Alumni and Sponsorship Secretary
- Bosun
- Welfare Secretary

5.4.1 The club General Committee shall meet at least monthly.

5.4.2 All elected members of the General Committee are entitled to one equal vote on every raised motion.

5.4.3 The Chairmanship of the General Committee shall be decided by a majority vote of the General Committee upon its first convening. The casting vote will be vested in the Chairman of the General Committee.

5.4.4 Any member of the General Committee may propose a motion or propose a motion by proxy for a member of the club. Any motion must be seconded by a second member of the General Committee.

5.5 Period of Office

5.5.1 Members of the Executive Committee and the Club General Committee shall be elected at every Annual General Meeting (AGM).

5.5.2 Former members of the Executive Committee and the Club General Committee shall make themselves available till the end of term 3 (June/July) to assist and guide the new members that have been elected in the most recent AGM.

5.5.3 All responsibilities, and duties that were taken by the previous Executive and the Club General Committee, shall be fully passed on to the members elected in the most recent AGM at the end of the club's summer trip if such a trip occurs and is in June/July and on the 1st July if no trip occurs.

5.5.4 The former members of the Executive and the Club General Committee shall, at the end of the club's summer trip, have no responsibilities or duties related to the Club, unless they have been re-elected to their former position or a new position in the most recent AGM

5.6 Resigning a position

5.6.1 Any member of any of the General Committee (except Executive Committee) who wishes to resign from their post must give at least 2 weeks notice. Any member of the Executive Committee must give at least 4 weeks notice. Upon resigning the said Committee member must propose one willing candidate to fill their position.

5.6.2 In the event of a member of any of the General Committee leaving their post, the Secretary must advertise the vacated position for the period of either 2 or 4 weeks (according to item 5.6.1) wherein any other candidates may be proposed. A vote of majority in the General Committee shall then appoint a new position holder.

5.6.3 In the event of the Commodore leaving their post (assume item 5.6.2), a full Emergency General Meeting (EGM) shall be held.

5.7 Vote of no confidence

5.7.1 Any member of the Executive or General Committee can be subject to a vote of no confidence proposed either by a member of the General Committee or by proxy.

5.7.2 The proposer of the vote of no confidence should propose a willing candidate to fill the potentially vacant position. Any motion must be seconded by a second member of the General Committee. A vote of majority in the General Committee shall decide the expression of no confidence.

5.7.3 Should the proposer of the vote of no confidence not obtain a candidate then the Vice Commodore is obliged to fill any vacated position.

5.7.4 In the event of the Commodore leaving their post (assume item 5.6.2), a full Emergency General Meeting (EGM) shall be held. A Commodore expelled by a vote of no confidence has the right to run again for their position in an EGM.

5.8 Duties of Officers

5.8.1 All officers shall at all times adhere to the rules and regulations, Code of Conduct and any other provisions set down by the Athletic Union, and the University of Exeter. They shall at all times strive to cooperate and foster a good working relationship with the Athletic Union, as well as all sailors.

5.8.2 Commodore The Commodore's main responsibility is to liaise with the Athletic Union and all members of general committee. They must keep the Athletic Union informed of the club's activities and status, including any problems with the running of the club, and ensure participation, either by himself or herself or a representative, at Athletic Union Council Meetings. They are responsible for ensuring the club remains sustainable and is fully functional. The Commodore must also ensure the club and its members abide by the Athletic Union Code of Conduct. Along with the Welfare Secretary, they oversee the general welfare of the students within the club. The Commodore shall also fulfil any responsibilities, and duties that arise that do not fall within the duties of other officers in the descriptions hereafter. The Commodore represents the students within the Sailing Club when liaising with any outside institutions. The Commodore is charged with organising, in conjunction with the Executive Committee, Freshers week.

5.8.3 Vice Commodore The Vice Commodore acts in a supporting manner to the Commodore and supports any other committee members where required. The Vice Commodore is fully in charge of organising the club's team for BUCS/BUSA Fleet Racing Nationals including selecting and entering competitors and organising accommodation and transport (of people and boats). The Vice Commodore is also fully in charge of organising and running the club's annual team racing event, Excalibur. They must also organise the AGM. Should the proposer of the vote of no confidence not obtain a candidate then the Vice Commodore is obliged to fill any vacated position.

5.8.4 Treasurer The Treasurer is responsible for the branch finance and is responsible for the profit or losses made in the club name. They keep proper books of account of all monies received or paid on behalf of the club. They arrange for all such monies to be deposited at the bank. They are responsible for collecting debts and subscriptions from members and discharge all club liabilities out of club funds, as the Executive Committee may direct. The Treasurer is responsible for budget reviews and any Athletic Union mandated budget plans or reviews.

5.8.5 Secretary The Secretary keeps the minutes, records the results of votes, conducts club correspondence and keeps administration records. The secretary must organise regular committee meetings and organise the club's annual summer trip.

5.8.6 Team Racing Captain The Team Racing Captain is responsible for organising trials and selecting teams and team captains at the start of term 1. They are responsible for running theory sessions and weekly training sessions. They are responsible for choosing which events teams will attend and entering teams into said events. They are fully responsible for BUCS Team Racing Championships including entering teams and organising transport and accommodation. They must look out for the welfare of all team racers.

5.8.7 Yachting, Match Racing and Keelboat Captain The Yachting, Match Racing and Keelboat Captain is fully responsible for BUCS Yachting championships and BUCS Match Racing championships including selecting and entering teams and ensuring said teams gets enough training and time sailing together. They are responsible for running keelboat trips.

5.8.8 Casual Captain The casual captain must organise weekly casual trips to Roadford Lake and either attend said trips, or provide a stand-in to attend in their place. Whilst at a casual trip, they (or their stand-in) must ensure the safety of all sailors on the trip. They must provide some instruction for beginners and look out for the welfare of all casual sailors.

5.8.9 Social Secretary There are to be two social secretaries. The social secretaries are responsible for organising regular and relevant socials, e.g. planning dates, times, locations, themes. They will also plan the Christmas and End of Season dinners in coordination with the Commodore. All social gatherings must adhere to Athletic Union rules and the University of Exeter Code of Conduct.

5.8.10 Media Secretary The Media Secretary is charged with ensuring that the club web page, known under the domain name: exetersailing.com, as well as all other social media platforms, is up to date at all times. The Media Secretary is charged with ensuring all publications, and events publicised adhere to the Athletic Union rules and regulations. The Media Secretary is charged with ensuring all published information concerning the club, such as the Athletic Unions web page, is correct and updated. The Media Secretary is charged with liaising with student newspapers and other organisations that wish to publish information about the club. The Media Secretary is charged with the running of the clubs social media platforms. Following this the Media Secretary is charged with ensuring all publications on any forum by the club adheres to the Athletic Union and Exeter University regulations. At no point shall any derogatory, hateful or otherwise insulting statements be published on a club forum. The Media Secretary shall ensure that at all times language used on any forum representing the club is respectful, and has due regard to any person that may be insulted, or otherwise find the statement defamatory. They shall deal with such comments on a case-by-case basis, deleting them, and following them up with official warnings (in adherence to official Athletics Union guidelines) to the individual(s) or group(s), should the comments re-occur. Any incident shall be reported to the Executive Committee as soon as possible. They will also be in charge of creating termly promotion videos that will be posted on social media sites to raise the profile of the club.

5.8.11 Stash, Alumni and Sponsorship Secretary The Stash, Alumni and Sponsorship Secretary is charged with ensuring that members of the club have appropriate stash. They are charged with ensuring that all members of the club have the opportunity to order their own stash, from whichever provider(s) the club has as tender at the time. They are charged with ensuring that the General Committee is provided with a form of Stash that clearly states that they form part of the Committee. All General Committee members shall wear this during Freshers week. The Stash, Alumni and Sponsorship Secretary is fully responsible for the organisation and running of the club's two alumni events (New Year Drinks and the Rory Cheetham cup). The Stash, Alumni and Sponsorship Secretary shall work with the Commodore and the Executive committee to create appropriate sponsorship material. They are also responsible for approaching potential sponsors a sponsorship proposal.

5.8.12 Bosun The Bosun is responsible for ensuring the club's flights of Firefly's stay in good working order and are well maintained.

5.8.13 Welfare Secretary The Welfare Secretary is responsible for the overall welfare of the club's members (along with the Commodore) and must liase with the social secretaries to ensure there are a sufficient number of sober socials per term.

6 Meetings of the Club

6.1 AGM The Annual General Meeting (AGM) of the club shall be held at the end of February or start of March every year (usually the Tuesday in the last week of February/first week of March). At that meeting the following business shall be transacted:

- Election of members of the club Executive Committee,
- Election of other members of the club General Committee,
- Consideration of any other business, the content of which shall have been forwarded to the Secretary at least 7 days prior to the meeting.

6.1.1 Election Members seeking election to the General Committee posts shall ensure that email of request to be nominated to the current holder of the position at least two weeks prior to the AGM. The current position holders will then nominate up to three people to run for each role. Nominees must each produce a manifesto of at most 200 words at least 5 days prior.

6.1.2 Absentee Voters Members absent for the AGM may cast their ballot between the closure to the final General Committee meeting and the opening of the AGM through a sealed ballot paper submitted to the Commodore. Those envelopes must only be opened when all votes are counted.

6.1.3 General Meeting Quorums At all General meetings of the club, a quorum shall be formed by the presence of one eighth (or ten members if fewer) of the total club voting membership.

6.2 EGM An Emergency General Meeting (EGM) shall be convened if and when necessary (e.g. after the stepping down of the Commodore). This shall only be a measure of last resort, and shall mandate all members to attend. It shall be held at the earliest convenience after the event causing the EGM.

7 Financial Matters

7.1 No money or property of the club or any gain arising from the carrying on of the club shall be applied other than for the benefit of the club as a whole or for some charitable or benevolent purpose or purposes decided by resolution of a General Meeting of the club. Any money spent by sailing club members on behalf of the sailing club should be first gained approval by Commodore and Treasure before it is spent.

7.2 Fuel costs for events will be spent by the drivers and the club will then reimburse them after the event.

7.3 Every event attended will be paid for by sailors with a subsidisation by the club to ensure that it is affordable. Anyone who is unable to pay entry fees must make it clear before events of their financial circumstances and this will be taken into account by the Commodore and the Treasurer.

7.4 Upon dissolution of the club any remaining assets shall be given or transferred to The University of Exeter, a registered charity, for use by them and the Athletic Union in community sports, with the exception of repaying any unspent grant to a grant-making body where this was a condition of it being made.

8 Code of Conduct

8.1 Each member of the Club is reminded that not only is he/she representing the Club and University, but is also representing the country (if abroad). In addition, each member has a moral responsibility to him/herself and all other Club members.

8.2 Each member is reminded that he/she shall also abide by any rules of an outside facility/organisation or hire company that he/she is utilising when representing the Club.

8.3 Any misconduct by a Club or member will be dealt with by the Disciplinary Procedures of the Athletic Union Constitution.

9 Bye Laws

9.1 The club General Committee shall have power to make bye laws for regulating the conduct and affairs of the club, provided the same are not inconsistent with the rules set out in this club constitution. Bye laws must be voted in and such bye laws shall be posted on the club website and shall be binding on all members.

10 Notification and modification of the constitution

10.1 No alteration, additions to or deletions from this constitution shall be made except by a resolution carried by a majority of the members present at an AGM or EGM. Members of the club with voting rights can propose changes to this constitution; proposed changes shall be submitted in writing to the Secretary and proposed by proxy. The Secretary shall raise proposed changes at the next General Committee meeting.

10.2 In all cases the Secretary shall, as soon as possible, or within twenty-eight days of the making of any alterations or additions to, and/or deletions from, this constitution, give written notice of such alteration to the members and Athletic Union.

11 Data Protection

11.1 Data Protection Act 1998, subordinate and related legislation and codes of practice and other official guidance. This will be achieved through appropriate management, and the strict application of criteria and controls. All persons having access to any personal material will follow good data protection practice and must handle personal data responsibly.

12 Conflict of Interest

12.1 Recognition of Conflicts of Interest A committee member would be seen to have a conflict of interest if they (or their family) would benefit from a committee decision. If a committee member thinks they may be conflicted this should be raised ahead of any relevant discussion or decision in addition to a register of committee interests being held.

12.2 Procedure to handle Conflicts of Interest A conflicted committee member will be excluded from any discussion or decision relevant by the chair and no vote cast in their name.

12.3 Relationship of committee members Committee members who are related or cohabiting will be seen as having commonality of interests and will both be excluded from any discussion or decision relevant by the chair. There is a requirement for a minimum of three committee members who are not related or cohabiting to ensure there are sufficient checks on the committee.