

RULES

1. The Name of the Club shall be THE CHRISTCHURCH SAILING CLUB and its object the encouragement of Yacht Sailing and Racing especially in Christchurch Harbour and Bay. Its station shall be Christchurch and Headquarters the Club House, The Quay, Christchurch.

2. **BURGEE**

Blue, three red lozenges on white shield.

3. **COMPOSITION**

The Club shall consist of:

Flag Officers: Commodore

Vice Commodore

Rear Commodore

Officers: Honorary Secretary

Honorary Treasurer

Honorary Sailing Secretary

Trustees Three Trustees

Members: Single Members

Family 2 Members

Family 3 Members

Veteran Members

Veteran Family 2 Members

Junior Members

Youth Members

24-29 Year Olds

Associate Members

Temporary Members

Honorary Members

4. TRUSTEES

- a) The appointment of trustees:
 - (i) There shall be three trustees who are full members of the Club.
 - (ii) Trustees shall be elected at an Annual or Special General Meeting in accordance with the provisions of Rule 17
 - (iii) The appointment shall be for a period of 5 years, extendable on election by the Club members for up to two further 5 year terms.
 - (iv) The office of trustee is not delegable.

- (b) The role and functions of the trustees in relation to the Club's real property shall be as follows:
 - (i) To hold legal title to all real property belonging to the Club on behalf of the members.
 - (ii) To carry out any lawful transactions in respect of the Club's real property that are authorised by the General Committee.
 - (iii) To act as directed by the General Committee in relation to the Club's real property provided that such direction is lawful.

- (c) The other functions of the trustees are:
 - (i) To attend as they see fit the General Committee meetings as non-voting members.
 - (ii) To contribute as they see fit to the discussions of the General Committee, offering general guidance as appropriate.
 - (iii) To supervise the election of officers and committee members at an Annual or Special General Meetings.

(d) Removal/retirement of trustees

- (i) Trustees shall retire at the latest at the end of 15 years service.
- (ii) A trustee may be removed by a vote of not less than two-thirds of the voting members of the General Committee present at a meeting.
- (iii) A trustee must retire or be removed from office in the event that he or she ceases to have capacity within the meaning of the Mental Capacity Act 2005.

(e) Indemnity of trustees

The Club agrees to indemnify trustees in respect of the functions carried out by them and shall arrange appropriate insurance to cover such indemnity.

(f) Sale of Club Premises

There shall be no sale of Club land amounting to more than 5% of the holdings as at 1 Jan in the year of sale without the consent of three quarters of Full Members testified by their signatures.

(g) Borrowing Powers

If a General Meeting of the Club authorises by resolution the General Committee and the Trustees to borrow money, for a specified purpose at a specified rate of interest and frequency, in a specific form and manner and against specified security, the General Committee shall direct the Trustees to make all such dispositions of Club property or any part thereof and enter into such agreements as the General Committee might consider appropriate for providing security for the specified loans and interest. After the passing of such a resolution at a General Meeting, all Club members will be deemed to have approved the resolution.

5. ELECTION OF MEMBERS

Election from Associate to Full membership will be by a General Committee meeting at which at least 8 full voting members are present. Election to full membership shall be by a majority of at least 75% of the General Committee members present at the meeting. In the event of an Associate membership application being referred to the full committee as specified in Rule 6 the same majority shall be required.

6. ASSOCIATE MEMBERS

All new candidates for membership shall be elected Associate Members before becoming eligible as Full Members. The candidates for Associate Membership shall make application in writing and such application shall be signed by the proposer and seconder who shall be Full Members of separate memberships of the club. Applicants will be asked to attend a new members' meeting with at least 3 voting members of the General Committee present. A notice showing the name of all prospective Associate Members will be displayed in the clubroom for at least 7 days prior to the meeting. Members of the General Committee will be notified of the meeting and the names of proposed applicants.

Applicants for membership must be able to demonstrate an intention to participate actively in the sport of sailing. The applicant will be granted Associate Membership if no member of the General Committee present at the New Members meeting objects. In the event of an objection the application will be referred to the General Committee and the voting will then be as specified in rule 5. Successful candidates will be granted

Associate Membership from the date of election for 12 months. They will be notified in writing by means of joining instructions, a copy of the current club rules and invoice for Subscription and Entrance Fee upon payment of which they shall be entitled to use of the club.

An Associate Member shall not be entitled to vote at a General Meeting nor shall be eligible for election to any other committee of the Club.

Before the expiry of the Associate Membership period the member will be asked to submit a record of their sailing and club activity. In consideration of this record the General Committee will either:

- (i) notify the Associate that the membership has been terminated or extended for a further period of twelve months or until the next 1st May, or
- (ii) offer Full Membership of the Club. If no record of the applicant's sailing and club activity or a satisfactory explanation for the lack of such record is available to the General Committee, the Associate Membership may be terminated or extended only until the next 1st May at which time it will cease.

7. HONORARY MEMBERS

Hon Members may be elected for a period of one year by the General Committee. Hon Members may be re-elected annually.

8. TEMPORARY MEMBERS

Applicants may be elected Temporary Members, for a period not exceeding one month, on being proposed in writing by

one Member and seconded by another. At least 48 hours shall elapse between the time of nomination and the actual time of election of a Temporary member. The name and address of such Temporary Member with his or her proposer and seconder shall be placed and remain on the Notice Board during such Temporary Membership. Temporary Members shall possess no privilege connected with the Club beyond personal use of the Club. The General Committee shall have power to rescind the election of a Temporary Member or to terminate the membership at any time. The proposer of any Temporary Member shall be liable to the Club for the appropriate subscription. Any skipper of a yacht visiting Christchurch Harbour, being a member of a Club recognised by the Royal Yachting Association, may be permitted with crew to use the Club as Temporary Members for not more than 7 days on being introduced by a Member who shall enter their names in the Visitors' Book. Under special circumstances the General Committee are empowered to accept Temporary Members for a period exceeding one month at such subscription as they shall deem just. Temporary Members, including visiting Yachtsmen/ women as defined above, shall with the Sailing Committees permission, be eligible to take part in Club Races, but not take trophies or prizes.

9. JUNIOR MEMBERS

Persons under 18 years of age on 1st May in any year may be elected as Junior Members upon payment of the appropriate subscription and without the Entrance Fee. Applicants under the age 12 must be "sponsored" by an existing Club Member over the age of 18 who will take primary responsibility for them when on club premises; this will normally be a close relative. Junior Members under the age of 12 must, at all times, be supervised by an adult member while on Club

premises or while taking part in Club activities. Members under the age of 18 have no power to vote at any meeting.

YOUTH MEMBERS

Persons aged 18 to 23 years inclusive as at 1st May in any year may be elected as Youth Members on payment of the appropriate subscription and without the Entrance Fee. Junior Members, who have been Club Members for at least 12 months, shall, at the age of 18, be granted full adult voting rights and become Youth Members.

New applicants over the age of 18 may be elected as Associate Members upon payment of the Youth rate of membership.

10. MEMBERS BOUND BY RULES

Every duly elected member is bound to abide by the Rules, Regulations and By-Laws of the Club and also by any modifications thereof made in conformity with such Rules.

11. USE OF CLUB PENDING ELECTION

The Hon Secretary may, if in his/her opinion the circumstances justify such a course, authorise candidates for election as Members to use the Club pending election.

12. NUMBER OF MEMBERS

The number of Members shall be unlimited until such time as the Members resolve at an Annual General Meeting to fix a limit. The Annual General Meeting may, however, delegate its power under this Rule to the General Committee for the ensuing year.

13. ENTRANCE FEES AND SUBSCRIPTIONS

The General Committee shall place before the Members for approval at the Annual General Meeting any proposals for a change in the Entrance Fees and Subscriptions to take effect from the First of May following the Annual General Meeting.

A list of rates so approved shall be displayed on the Notice Board.

(a) The following categories of Membership will apply:

Single Member

Junior Member (See Rule 9)

Youth Member (See Rule 9)

Aged 24 – 29 Member inclusive, on May 1st of the year the subscription is payable, shall be 50% of the applicable membership category. In the case of Family (2) and (3) the defining age will be the oldest family member.

Family (2) Two adult members of a family in one household.

Family (3) Two adult members of a family in one household plus children aged 8 years upwards. Children admitted under a family subscription shall, on attaining the age of 24, pay the prescribed adult subscription, but no Entrance Fee.

Temporary Member

Absentee Member (resident out of Great Britain between March and October in any year)

Veteran Member (over the age of 65 and of not less than 10 years membership)

(i) Single

(ii) Two Members of a family in one household

NOTE: Members' children under the age of 8 may be included in their membership without additional charge

(b) Associate Members will pay the Subscription for the Category of Membership to which they are elected. The Entrance Fee is payable in full on election to Associate Membership.

(c) Associate Members elected after the start of the Club year shall pay $\frac{1}{12}$ th of the appropriate subscription for each whole and part month remaining of the Club Subscription Year.

14. SUBSCRIPTIONS

(a) Subscriptions are due payable on 1st May each year.

(b) Membership will cease if a subscription or any other debt to the Club remains unpaid after 14 days from the issuance of a notice of default sent by prepaid letter post to the Member's last known address.

Juniors, who were Family Members, may, before the age of 25 and at the absolute discretion of the General Committee, be re-elected as Members with the entrance fee waived or reduced.

- (c) Should a newly-elected member not have paid his/her entrance fee and subscription within one month of advice of his/her election such election shall be considered void unless he/she can explain the delay to the General Committee's satisfaction.

15. **RESIGNATION**

Any Member wishing to resign his/her Membership shall give notice in writing of his/her desire to the Hon Secretary on or before the thirtieth of April in any year, failing which he/she shall be liable to pay his/her Subscription for the following year. Any Flag Officer or Officer of the Club ceasing to be a Member, shall cease to hold Office.

16. **ADMINISTRATION**

- (a) The general management, conduct and direction of the Club shall be vested in the General Committee. The General Committee may make, alter or amend the By-Laws of the Club from time to time,
- (b) and notice of the same shall be posted on the Notice Board and thereupon become operative.
- (c) An Officer or member of the General Committee shall declare any pecuniary or business interest prior to any consideration by the General Committee of any transaction or arrangement. The General Committee may exclude the Officer or member from the meeting.

17. THE GENERAL COMMITTEE

- (a) The General Committee shall consist of the Flag Officers, the Officers, the Chair of the Social Committee, the Trustees (non-voting) and 8 Members of the Club.

At the General Meeting the Flag Officers and Officers shall retire and shall be eligible for re-election.

- (b) The remaining Members of the General Committee (excluding the Trustees) shall be elected annually at the Annual General Meeting, or at a Special General Meeting to be called for that purpose.
- (c) Nominations in respect of Flag Officers, Officers and other voting members of the General Committee (and Trustees if there is a vacancy) shall be submitted to the Hon Secretary* in writing and posted on the Club Notice Board not less than 14 days before the Annual General Meeting or Special General Meeting called for that purpose.

* *For the purposes of these Rules, the “Hon Secretary” shall be deemed to include any Flag Officer or Assistant Secretary. A written record of any submission shall be kept in the official records.*

In the event of a vacancy for the position of Trustee, nominations shall be submitted to the Hon Secretary as above.

Each nomination must be duly proposed and seconded by Full Members and have the consent of the person so nominated.

Only those names so proposed and seconded shall be submitted for election at the Annual General Meeting or at a Special General Meeting called for that purpose.

- (d) The General Committee may fill any vacancies occurring during the year amongst the Flag Officers, Officers and other elected members of the General Committee until the Annual General Meeting or a Special General Meeting called for that purpose.
- (e) The General Committee shall have the power to form sub-committees and to delegate discussion of any appropriate matter to them. Sub-committees' chairs will report to the General Committee and make minutes of their meetings available to all General Committee members. Expenditures must be approved by the General Committee. The General Committee may delegate authorisation of expenditure up to a specified value (to be determined by the General Committee and reviewed annually) to Flag Officers and Officers.

18. HONORARY SECRETARY

On behalf of the General Committee, the Hon Secretary will oversee the running of the main administration and staff employed by the Club to:

- (a) Ensure that the Club keeps a register of the Club's Members and addresses;
- (b) Ensure that the Club's correspondence is properly conducted;
- (c) Ensure proper custody of all Club documents;

- (d) Ensure full minutes of all meetings of the Club and General Committee are taken. Ensure that the minutes are confirmed and signed by the appropriate Chair upon the agreement of the Club, General Committee or Sub-committee. Ensure that proper minutes of all Club, General Committee and Sub-committee meetings are properly filed;
- (e) Ensure that, after signing by the General Committee Chair, a copy of the minutes of the General Committee (with any sensitive material removed) is prominently displayed in the Club;
- (f) Ensure that such insurance policy or policies are maintained as may be needed to fully protect the interests of the Club, its Officers and its Members;
- (g) Maintain contact with the Club's legal advisers to ensure that the Club's affairs are managed in accordance with the law;
- (h) Ensure that any such certificates or registrations are maintained and complete any such non-financial returns as may be required by law.

19. HONORARY TREASURER

The Honorary Treasurer or another person as nominated by the General Committee shall:

- (a) Cause such accounting records to be kept as are necessary so that the financial position of the Club can, with reasonable accuracy, be disclosed at any time;

- (b) Cause all returns as may be required by law in relation to such accounts to be rendered at the due time;
- (c) Ensure the preparation of an Annual Balance Sheet and Income and Expenditure Account as at 30th September in each year and cause such accounts to be examined by an Independent Examiner at least once annually.

20. HONORARY SAILING SECRETARY

The Honorary Sailing Secretary shall:

- (a) Ensure that the Club meets its sailing objectives and conforms to all sailing obligations as required by law;
- (b) Ensure that the Club's Sailing Instructions and Water Safety Policy are available to view in the clubroom and that they are periodically reviewed as necessary by the Sailing Committee.

21. SAILING COMMITTEE

There shall be a Sailing Committee, responsible to the General Committee consisting of the Flag Officers, Hon Sailing Secretary, Assistant Sailing Secretary and ten members, consisting of the Captains of Classes adopted by the Club for racing and such other members who shall be elected by ballot at the Annual General Meeting to make up that number. The Sailing Committee shall decide which classes are to be adopted for racing; these classes will each hold an annual meeting and elect a class captain who shall represent the class on the Sailing Committee. The Sailing Committee shall manage all matters connected with sailing. They shall have the power to add to their number and make by-laws connected with sailing but shall have no power to

expend Club funds without the consent of the General Committee. They shall after election, appoint their own Chair. The nomination and election of the Sailing Committee shall conform to that provided for in Rule 17(c) for the election of a Committee.

22. SOCIAL COMMITTEE

There shall be a Social Committee, responsible to the General Committee consisting of 2 Members of the General Committee and nine Members. The 9 Members shall be elected by ballot at the Annual General Meeting. The Social Committee will organise and manage the Club's social programme and they shall have power to co-opt as the occasion demands, and will be responsible for managing a Social Committee Account from which all expenditure must be covered. They shall have no power to commit Sailing Club money and shall keep accounts to the satisfaction of the Hon Treasurer. They shall, after election, appoint their own Chairman. The nomination, and election of the Social Committee, shall conform to that provided for in Rule 17 (c) for the election of a Committee.

23. QUORUMS AND VOTING AT MEETINGS

- (a) The quorum for a General Meeting shall be 20 full voting Members present in person: for a General Committee meeting 8 full voting members and for a Sailing Committee meeting 3 full voting Members.
- (b) All Full Members are entitled to one vote. Voting shall be by a show of hands at all General and other meetings except under Rules 23 (d). In the case of an equality of votes, the Commodore or Chairman (as the case may be) shall have a second or casting vote.

- (c) At General Committee meetings, the Chair shall be taken by the Senior Flag Officer present. Except as expressly provided by these Rules any Single or Family Member (if over the age of 18 years) and Veteran Members shall have one vote. Voting will be by a simple majority.
- (d) In the case of election of Officers, Committee Members and or Trustees all Full Members (as defined above and present) shall be issued with a voting paper. When voting for Committee Members a cross is to be placed against the names of candidates for not less than 50 % of the places to be filled to ensure a valid vote.

Voting for all other motions, shall in the first instance, be by a show of hands. A ballot, either before or immediately after any vote by a show of hands, may be demanded by any person entitled to vote at the meeting, in which case all Full members present shall be issued with a voting paper. The vote by a show of hands will be disregarded in the event of any subsequent vote by ballot.

- (e) Members eligible to vote and unable to attend an AGM or SGM shall be entitled to cast a "postal" vote for contested elections only of Flag Officers, Officers, General Committee members, Trustees, Sailing Committee members (elected at the AGM) and the Social Committee. "Postal" votes must be received in the Club office on the specified "postal" voting form 48 hours prior to the AGM or SGM and to be valid comply with the conditions stated on said form. "Postal" forms will be available from the Club office on the first office working day following the closing date for nominations. For the purpose of this rule, "Postal" will

include forms received by the Club office by e-mail, by hand and by post.

24. SUSPENSIONS AND EXPULSIONS

- (a) In the event of an alleged grave breach by a Member of the Rules, Regulations or By-Laws of the Club or of conduct on the part of a member rendering it desirable that he/she should cease to be a member, a meeting of the General Committee shall be convened, at which such member shall be invited to attend, to enquire whether a cause for expulsion has arisen or not.
- (b) In the event of any member being, in the opinion of the General Committee, guilty of misbehaviour involving conduct which the General Committee may consider unsportsmanlike or prejudicial to the interests of motor boating or yachting or to the character and interest of the Club, failing a satisfactory explanation, he/she may be cautioned, suspended, required to resign, or expelled except by resolution supported by at least two thirds of the Members of the General Committee present at the meeting of the General Committee.
- (c) Any Member expelled or suspended by the General Committee in accordance with these Rules, or otherwise ceasing to be a Member of the Club, shall have no right of appeal (other than prescribed by Law) and shall forfeit all rights to or claim upon the Club or its property or funds.

25. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting shall be held not later than 15th April each year.

- (b) Notice of the date fixed for the Annual General Meeting shall be affixed to the Notice Board 42 days before the Meeting.
- (c) Notices of motion for the Annual General Meeting must be received by the Hon Secretary not less than 28 days before the Meeting (*See page 11).
- (d) Not less than 21 days before the Annual General Meeting the Hon Secretary shall send to each member (in the case of 2 or more members of a family one notice shall suffice):
 - (i) A notice convening the meeting stating the time and place of such meeting.
 - (ii) A Statement of Accounts for the previous year.
 - (iii) A notice inviting nominations for Flag Officers, Officers and Members of the General Committee, Sailing Committee and Social Committee, and Trustees where there is a vacancy.
 - (iv) An Agenda paper showing the business to be transacted at the meeting.

No resolution or business not included in this Agenda shall be passed at the Annual General Meeting.

Notice of any amendment to any resolution included in the Agenda must be received by the Hon Secretary not less than 7 days before the

meeting. This shall include nominations in Rule 25(d) above.

(e) The following business shall be transacted at the Annual General Meeting:

- (i) The consideration and adoption of the Annual report.
- (ii) The passing of the accounts and balance sheet of the Club for the last year.
- (iii) The election of the Flag Officers, Officers and Committees.
- (iv) The consideration of resolutions proposed by the General Committee.
- (v) The consideration of Notices of Motion.

26. SPECIAL GENERAL MEETINGS

A Special General Meeting may be convened at any time by the direction of the General Committee or on a requisition addressed to the Hon Secretary by not less than 30 Full Members or 5% of the full voting Membership. The Hon Secretary shall give to each Member 7 days' notice of such meeting specifying the business to be considered and the proceedings shall be confined to the matter specified in such Notice.

27. ALTERATION OF RULES

The Rules of the Club as they stand at the termination of the Annual General Meeting in each year, or any Special General

Meeting, shall remain in force until and during the following Annual Meeting, or Special General Meeting, and all future alterations shall commence immediately they are passed or at such other dates as may be determined by the Meeting. Any Member wishing to propose any alteration of the Rules must give 28 days' notice in writing to the Hon Secretary giving particulars of such alterations.

28. VISITORS

Visitors may be introduced to the Club by any Member other than a Temporary or Junior Member who shall enter the name and address of such visitor or visitors in the Visitor's Book, but so that no persons shall be introduced into the Club more than 7 times in any one year. No person may be introduced as a visitor if they have been refused Membership by vote of the General Committee or if they have ceased to be a Member under Rules 14(b) or 24.

29. CLOSING OF THE CLUB

The General Committee may close the Club premises or part thereof for any period.

Notice of such closing shall be placed on the Notice Board for 7 days.

30. LIMITATION OF LIABILITY AND RESPONSIBILITY OF MEMBERS

The Club will not accept any liability for any damage to or loss of property belonging to Members, their guests or visitors to the Club, nor any liability for personal injury arising out of use of the Club premises, and any other facilities of the Club, or out of participation in any race or

rally organised by the Club, whether sustained by Members, their guests or visitors, or caused by the said Members, guests or visitors, except where it is decided in law that such damage was occasioned by the neglect, default or negligence of any of the Officers, Committees or servants of the Club.

Before inviting any guests or visitors onto the premises or to participate in any events organised by the Club, members will draw their attention to this Rule.

Race Officials, Rally and other Event Organisers and any persons acting on their behalf shall not be liable for any loss, damage, death or personal injury howsoever caused to the owner/competitor, his or her skipper or crew, as a result of their taking part in any race or races or rallies, except where it is found in law that such circumstances could be attributed to or was occasioned by neglect, default or negligence of any of the officers, Committee or servants of the Club.

The safety and entire management of a vessel, including insurance, shall be the sole responsibility of the owner/competitor. Members should acquaint themselves with the Club's Water Safety Policy and ensure that they comply with its requirements.

Parents and guardians have ultimate responsibility for their children and wards. No Officer, Committee member, or employee of the Club shall be required to exercise supervision or control of children, except during organised Junior and Youth Activities where responsibilities and practices shall be as specified in the appropriate documentation.

31. ABANDONED BOATS AND/OR TRAILERS

If, at any time, any fees payable to the Club by any member or former member (whether by way of arrears of subscription, facility fees, dinghy park fees, mooring fees or otherwise) shall be one month or more in arrears and/or a boat and/or trailer the property of a member or former member remains upon the Club premises or moorings 1 month or more after the Club has given the member or former member notice to remove the item then the member or former member shall remove the boat and/or trailer from the Club or mooring immediately. If the member or former member fails to remove the boat and/or trailer then the Sailing Committee may:

- (a) Move the boat and/or trailer to any part of the Club premises or Club moorings without being liable for any loss or damage to the vessel howsoever caused.
- (b) Give 3 months' notice in writing by registered post to the member or former member at the last known address as shown in the Club Register and thereafter sell the boat and/or trailer and deduct any monies due to the Club from the net proceeds of sale before accounting for the balance (if any) to the member or former member.
- (c) Alternatively, if the boat and/or trailer is unsaleable, after giving notice in writing as aforesaid, dispose of the boat and/or trailer in any manner the Sailing Committee may think fit and deem the cost of doing so and any arrears as aforesaid to be a debt owing to the Club by the member or former member.
- (d) The Club reserves the right to charge storage/mooring fees for the boat and/or trailer until such time as the owner collects the boat and/or trailer or until notice has been served under para (b) above.

PROVIDED ALWAYS THAT:

Proper evidence is available to show that all reasonable steps have been taken to trace a member or former member and that, when and if the boat and/or trailer is sold, if the Club is unable to account to the member or former member for the balance of the proceeds of sale pursuant to para (b) above then the balance of the proceeds of sale shall be placed upon bank deposit account and retained against the eventuality of a claim by the owner (whether this be the said member or former member or otherwise) for a period of 6 years.

UNMARKED/UNIDENTIFIABLE PROPERTY

Any boat, gear or other property left on Club premises or Club moorings whose ownership cannot be ascertained may be sold or otherwise disposed of as the Club deems appropriate after a period of 3 months and the proceeds or costs treated as above.

32. SUPPLY OF INTOXICATING LIQUOR

- (a) The purchase for the Club and the supply of intoxicating liquor shall be exclusively controlled by the General Committee or a special committee authorised by the General Committee.
- (b) Intoxicating liquor shall not be supplied otherwise than to adult Members of the Club and their bona-fide guests. Only adult Members are permitted to purchase intoxicating liquor.
- (c) Intoxicating liquor shall be supplied on the Club premises to Members and on their order to guests in accordance with the licensing act 2003 or subsequent

legislation and as decided by the General Committee under the By-Laws of the Club.

- (d) The hours fixed shall be posted up in the clubroom at all times.
- (e) The Hon Secretary or another person nominated by the General Committee shall ensure that all legislation applicable to the supply of intoxicating liquor and conditions applicable under the Club licence are complied with.

32. PROFITS

The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to the members on winding up or dissolution of the Club.

33. NO SMOKING

Smoking of all types of real and electronic cigarettes is not permitted within any buildings of the club (except the flat) used by its employees, members or visitors.

34. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Club shall have a policy for the Safeguarding of Children and Vulnerable Adults in line with legal requirements and the recommendations of the Royal Yachting Association and other relevant bodies. All Members are expected to adhere to the good practice guidelines which are appended to the policy.

35. **EQUALITY**

All Officers, Committee Members, Members and employees are expected to adhere to the principles and legal requirements of equality of opportunity.

BY-LAWS

1. **CLUB HOUSE**

- (a) The Club shall open and close at such times and hours as the Committee may from time to time appoint. (The hours during which the sale of intoxicating liquors is permitted are posted in the Club Room.)
- (b) The Club Room, premises and grounds, are for the use of Members as a whole.
 - (i) No function, entertainment of any kind, playing of radios, music or musical instruments, or game of any kind shall take place without the sanction of the Committee.
 - (ii) No Members shall enter the Club Room improperly dressed: eg in wet sailing clothes, bathing attire or with bare feet, etc.
- (c) Members who take chairs, tables, etc on to the veranda are responsible for returning them to the Club Rooms. Upholstered chairs must not be removed from the Club Rooms.
- (d) No notices, advertisements or publications shall be placed in the Club premises without the authority of the Hon Secretary.

- (e) No papers, periodicals, books, ware, gear or other property of the Club shall be removed from the Club premises without authority in writing from the Hon Secretary.
- (f) Any breakage or damage caused to the Club premises or property thereon by any Member or visitor introduced by a Member shall be paid for by such Member.
- (g) No act shall be done by a Member which shall cause or be likely to cause any nuisance, annoyance or damage.
- (h) No animals shall be brought into or allowed to be in the Club Rooms (except assistance dogs). Animals may be brought onto the balcony on a lead at the discretion of the Steward or Club Officer.
- (i) No mobile telephones shall be used in the Club Room.

2. GEAR AND GROUNDS

- (a) No boats, sails or gear shall be deposited or left on the Club grounds except in places authorised by the Hon Secretary, without his/her sanction, or be left or stored in the Club Rooms and premises (except in lockers) without such sanction.
- (b) No petrol is to be kept, other than in motor vehicles, outboard engines and boat engines, in any Club building, except in such places as may be authorised in writing by the Hon Secretary.
- (c) The Rules governing the use of the slipways and concrete apron, are at the discretion of the General Committee and will be posted on the Notice Board as

circumstances warrant. The hose pipes are not to be used for washing of cars.

- (d) The Club dinghies are for the use of Members as a whole. They may be used only for ferrying to and from a moored boat and must in no circumstances be left on a mooring or be used for pleasure purposes.
- (e) All boats, masts, spars, oars and gear stored in the Club buildings or on Club land must be plainly and visibly marked with the boat's or owner's name.

3. STAFF

- (a) Staff of the Club are forbidden to receive gratuities directly from Members. Any employee found guilty of a breach of this By-law will be liable to dismissal.
- (b) No employee is empowered to give credit.
- (c) Instruction to the Club Staff may only be given through the Hon Secretary, Hon Treasurer or Flag Officers. In no instance shall an employee of the Club be reprimanded directly by a Member.

4. CAR PARKING

- (a) Members' vehicles may be left in the Main Car Park (in front of the Club House) restricted to the spaces provided for parking and for short periods only, and so as not to cause an obstruction to other vehicles or to the approaches to the Club premises and slipways.
- (b) Only the rear Car Park may be used for overnight parking and should also be used for "all day" parking.

- (c) Visitors' cars cannot be accommodated in either Car Park at weekends or busy periods.
- (d) Additional facilities which may be available from time to time will be advised, by way of a notice, posted in the Club House.
- (e) Members' vehicles, whilst on Club premises must display a Christchurch Sailing Club "sticker" or badge.

5. **ADMINISTRATION**

Any complaint shall be made in writing, signed by the member making it, to the Hon Secretary, who if unable to deal with it satisfactorily him/herself, shall refer it to the General Committee, whose decision shall be final.

These By-Laws agreed by the General Committee up to and including Feb 2017, supersede any previous By-Laws.