



## **Constitution of Galway City Sailing Club**

**May 2011 - revised January 2013 – amended September 2013 – amended January 2015**

### **1. Title**

The name of the Club shall be “Galway City Sailing Club” hereinafter referred to as the Club.

### **2. Address**

Galway City Sailing Club  
Galway Ocean Sports Club  
Harbour Enterprise Park  
Galway

### **3. Burgee**

The design of the burgee as at the head of this page shall be the club insignia.

### **4. Objectives**

- 4.1. The Club shall promote and facilitate the sports of sailing and windsurfing in the community of Galway city and surrounds, with especial emphasis on families and youths including the disadvantaged or disabled and those with no previous experience of the sports.
- 4.2. The Club shall operate as a non-profit making club.
- 4.3. The Club shall maintain affiliation to the Irish Sailing Association

### **5. Management**

- 5.1. The affairs of the Club shall be managed, in accordance with this constitution, by an executive committee elected annually by the members at the AGM.
- 5.2. The executive committee shall consist of the Honorary Officers and between three and five ordinary members.
- 5.3. The Honorary officers shall be: Commodore; Secretary; Treasurer; Public Relations Officer; Meetings Secretary; Membership Secretary; Sailing Officer; Windsurfing Officer; Safety Officer; Children and Youths Officer; Maintenance Officer; Race Officer. Any changes to the number and duties of the Honorary Officers to be decided at an AGM.
- 5.4. The executive committee may at any time co-opt additional members to the committee as ordinary members to a max of five ordinary members on the committee. Co-opted members to be paid up members of the Club who shall be notified and their consent obtained.
- 5.5. Minutes of all executive committee meetings shall be kept by the Meetings Secretary and presented at the next meeting for adoption.
- 5.6. The executive committee may appoint a sub-committee from members of the Club to consider or act upon specific objectives. The sub-committee will report back to the executive committee.
- 5.7. The quorum for an executive committee meeting shall be five voting members.
- 5.8. a) the committee may only enter into contracts where authorised by the members of the club  
b) committee members, acting as authorised, are entitled to an indemnity from Club members up to a years subscription.

## 6.

### **Duties of Honorary Officers**

- 6.1. The Commodore : shall report to the members at the AGM on the affairs of the Club. He/she shall preside over general meetings and executive committee meetings.
- 6.2. The Honorary Secretary: shall keep a check on the post box, conduct general correspondence on behalf of the Club; help to organize grant applications.
- 6.3. The Honorary Treasurer: shall set up a bank account on behalf of the Club; shall keep a proper account of all monies received or paid on behalf of the Club; shall prepare a Balance Sheet and Income and Expenditure Account to the 31st December each year and submit this to the AGM, and keep it available for Revenue purposes
- 6.4. The Public Relations Officer: shall organize the distribution of any publicity for events/courses via posters, flyers, brochures, email, local media etc at the request of the committee/s
- 6.5. The Honorary Meetings Secretary: sends out notices of meetings and the agendas; makes brief notes and keeps an electronic record of necessary proceedings and actions decided at executive committee meetings, AGMs and any other general meetings. He/she will distribute the records electronically to the members of the committee and to all the members where necessary.
- 6.6. The Membership Secretary: shall keep a record of all membership fees and other dues paid to the club. Keep a list of members and their contact details.
- 6.7. The Sailing Officer: shall represent the interests of the dinghy sailors in the club on the executive committee; he/she shall preside over any sub committee set up to organize and run dinghy events or courses; shall draw up a schedule for safety boat duties.
- 6.8. The Windsurfing Officer: shall represent the interests of the windsurfers in the club on the executive committee; he/she shall preside over any sub committee set up to organize and run windsurfing events
- 6.9. The Safety officer: shall liaise with the two above Officers (6.7, 6.8) to conduct risk assessments for each activity within the club; shall be in overall charge of the safety boats and their usage; shall ensure that the Club has a Safety Statement as per ISA guidelines in place and up to date.
- 6.10. The Children and Youths Officer will ensure to influence policy and practice in the club in relation to young people and children and will prioritise the needs of the same.  
The Officer will ensure that children are aware of how to make their concerns known and will encourage appropriate involvement from parents/guardians or group leaders.  
The Officer will have appropriate training and certification in Child Protection in Sport as recommended by the Irish Sports Council
- 6.11. The Maintenance Officer: shall keep a record of boats and equipment owned by the Club and, in conjunction with the other Officers, shall ensure that the boats and equipment are kept in good order
- 6.12. The Race officer shall draw up a schedule of race officers for club sessions and events; he/she shall ensure that course bouys are in place; and the race start system is operable.

## 7. Child Care Policy

### **7.1. Working with Children**

In order to promote best practice whilst working with children and young people Galway City Sailing Club have adopted the Code of Ethics and Good Practice for Children's Sport in Ireland, as published by the Irish Sports Council, and will comply with the guidelines as set out in this Code.

### **7.2. Child / Youth Statement:**

The Club is fully committed to safeguarding the wellbeing of young participants. Everyone involved in Galway City Sailing Club, should at all times show respect and understanding for the rights, safety and welfare of young people and conduct themselves in a way that reflects the guiding principles of the organisation and the guidelines as set out in the Code of Ethics and Good Practice for Children's Sport in Ireland, as published by the Irish Sports Council.

## 8. **Membership – Social inclusion:**

Membership of the Club is open to any person willing to accept the Codes of Practice of the Club regardless of ethnicity, race, gender, religion, age, disadvantage or disability.

The membership of the Club in a certain year shall consist of :

### 13.1. Ordinary members :

Persons over 18 years of age on the 1st January of the year and who are not student members. Full voting rights.

### 13.2. Junior members :

Persons 18 years of age or under on the 1st January of the year. Voting rights on Junior concerns only.

### 13.3. Family members :

Family membership shall consist of an adult and their spouse/partner who shall be Ordinary members and the children of that family who are 18 years of age or under on the 1st of January of the year who shall be Junior members.

### 13.4. Student members :

Persons over 18 years on the 1st January of the year who are in full time education. Full voting rights.

### 13.5. Associate members :

Persons taking a full part in the Club but who are officially long term unemployed and/or disabled. Full voting rights.

### 13.6. Country members:

Ordinary members or Family members who are fully paid up members of another ISA affiliated club with which Galway City Sailing Club has a reciprocal agreement on membership fees. Full voting rights.

### 13.7. Windsurfing only member: a member who is a paid up member of the Irish Windsurfing Association. Full voting rights.

### 13.8. Non-sailing members :

Persons who join and support the Club but who do not take part on the water in any Club events and do not keep a boat on the Club premises or Galway Ocean Sports Club premises. Full voting rights.

### 13.9. Temporary Members :

Persons (not members) taking part in any event organized by the Club will be deemed temporary members for the duration of the event only and must abide by the rules of the Club and any other rules as set out in the notice of the event. No voting rights.

### 13.10. Applicants for membership other than Temporary shall complete an application form and forward this to the Honorary Secretary. Admission to membership is at the discretion of the Executive Committee.

### 13.11. A register of members and their categories shall be posted by the Honorary Secretary on a suitable noticeboard.

### 13.12. An annual fee which entitles the member to a boat space in the Club dinghy park or on GOSC premises shall be decided by the executive committee at the first committee meeting after the AGM.

## 13. **Subscriptions**

### 13.1. The annual subscription for each category shall be fixed for the year at the Annual General Meeting of the Club, and shall be payable to the Honorary Treasurer on notification of admission to membership and as in 9.2 thereafter. Membership shall not commence until the appropriate subscription is paid in full.

- 13.2. Subscriptions shall become due on the 1st January and shall be paid by March 31st of the current year. All subscriptions paid before the 1st April will be subject to a discount to encourage prompt payment. The level of prompt payment discount will be set at the AGM. Any subscription not paid by May 31st will be deemed as a resignation from the Club and the member will be struck off the list of members and be obliged to remove any equipment from the Club premises or Galway Ocean Sports Club premises.
- 13.3. The Club will be entitled to remove and/or dispose of any equipment belonging to ex-members which is left on the Club premises or Galway Ocean Sports Club premises - one months notice of this intention will be given to the last known email address of the ex-member.  
Any monies accruing from the disposal will be used to pay off any arrears in fees owed to the Club and the balance can be claimed by the ex-member within four months of the notice. If not claimed the balance will be used by the Club to further Junior and Associate sailing.

### **13. Misconduct**

- 13.1. The executive committee shall have the power to expel or suspend from membership of the Club any member whose conduct in relation to the Club is deemed by at least ten members of the executive committee to be injurious to the good name and interests of the Club.
- 13.2. Such a member has the right to speak at the meeting and to appeal any decision within 14 days. If an appeal is made, the executive committee shall set up an Extraordinary General meeting of the Club to consider the appeal where a majority vote will decide the case.

### **13. Annual General Meeting (AGM)**

- 13.1. The AGM shall be held on a day in January as appointed by the executive committee.
- 13.2. Notice of the AGM shall be sent to each member by email at least two weeks before the appointed date by the Hon. Secretary. (by post if no email address known).
- 13.3. Notices of motions, and nominations of Honorary Officers to the executive committee must be made to the Hon. Secretary by email or post at least seven days before the date of the AGM. Nominations should have the consent of the person nominated.
- 13.4. Where there are no prior nominations for a post, nominations may be taken at the AGM.
- 13.5. The Agenda for the AGM shall include: Minutes of the last AGM; Matters arising; Commodore's report; Treasurer's report; Fixing of Subscriptions; Motions notified; Election of Honorary Officers; Election of any ordinary members; Any other business
- 13.6. Voting at the AGM shall be according to the membership category.
- 13.7. The Honorary Officers and other members of the executive committee shall retire at each AGM and may offer themselves for re-election except that the office of Commodore may not be held for more than two years consecutively.

### **13. Extraordinary General Meeting (EGM)**

- 13.1. By resolution of the executive committee or by a signed request from one quarter of the membership of the Club, the Hon. Secretary may at any time summon a special general meeting by emailing or posting a circular to all members giving notice of time, date and place and object of a special general meeting.
- 13.2. Voting at the EGM shall be according to the membership category.

### **13. General Meetings, AGM and EGM**

- 13.1. Members unable to attend a general meeting may vote on the agenda by emailing or writing to the secretary prior to the meeting or by proxy vote referred to the secretary before the meeting.

- 13.2. The quorum for a general meeting shall be one quarter of the voting membership of the Club or 15 members whichever is least. If a quorum is not present within half an hour of the time of the meeting the meeting shall be adjourned by one week, same time, same place, and the Hon. Secretary shall inform the membership by email of the adjourned meeting.
- 13.3. Voting shall be by a show of hands or, if requested and passed in a motion, by secret ballot.
- 13.4. In the event of a tied vote the Commodore shall have the casting vote.
- 13.5. Minutes of all general meetings shall be kept by the Minutes Secretary and be available to all members.

#### **14. Insurance and Safety**

- 14.1. Members of the Club, their guests and visitors, use the Club facilities entirely at their own risk, and 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.
- 14.2. The Club will not accept any liability for personal injury arising out of the use of the Club facilities, or out of the participation in any event organized by the Club, whether sustained by 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 the officers, committee or servants of the Club.
- 14.3. It shall be the responsibility of all boat owners or skipper to ensure that any boat in their charge shall be seaworthy in accordance with class rules and/or Club bye-laws and shall obey any local harbour bye-laws.
- 14.4. Sailors and persons afloat in RIBs or other boats shall wear personal flotation devices at all times. Windsurfers shall wear personal flotation devices according to the rules of the Irish Windsurfing Association.
- 14.5. All persons taking part in any Club event shall obey the instructions of the Officer of the Day and his/her assistants at all times.
- 14.6. It shall be the responsibility of each boat owner or skipper to ensure that his/her boat has adequate third party risk insurance, and to be able to provide proof of such insurance if asked.
- 14.7. The executive committee shall set in place the necessary insurances for the Club as a whole.

#### **15. Alteration and Interpretation**

- 15.1. The constitution of the Club may only be altered, added to or amended at an AGM or at a special general meeting convened for that purpose. A two thirds majority of members present at the general meeting is required to make any change. However :
- 15.2. No addition, alteration or amendment shall be made to the Objectives, Income and Property, and Winding-Up clauses in this constitution unless the same shall have been previously approved in writing by the Revenue Commissioners.
- 15.3. Notice of a motion to change any articles of the constitution must be submitted by email or in writing to the Hon. Secretary at least seven days before the general meeting, and must be sent to the membership at least three days before the meeting.
- 15.4. The Commodore's interpretation of the constitution will be final and binding.

#### **16. Income and property**

- 16.1. The income and property of the Club shall be applied solely towards the promotion of the objectives of the Club as in paragraph 4.
- 16.2. The property of the Club shall be vested in Club Nominees (Trustees) who shall be appointed on the nomination of the executive committee only at an AGM when and as deemed necessary by the executive committee.

16.3. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by profit, to the members of the Club. No Honorary Officer of the Club shall receive a salary or fees, or receive any remuneration in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:

16.3.1. **a)** reasonable and proper remuneration to any member of the Club (not being an Officer) for any services rendered to the Club;

**b)** interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the Club to the Club;

16.3.2.

**c)** reasonable and proper rent for premises or property demised and let by any member of the Club (including any Officer) to the Club;

**d)** reasonable and proper out-of-pocket expenses incurred by any Officer or member in connection with their attendance to any matter affecting the Club;

**e)** fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

## 17. Winding-Up

If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objectives similar to the main objectives of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of Clause 16 (Income and Property Clause) hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution at a general meeting, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

## 18. Keeping of accounts

Annual accounts shall be kept by the Honorary Treasurer and made available to the Revenue Commissioners on request.

**Signed:** .....  
**Commodore**

**Signed:** .....  
**Secretary**

**Signed:** .....  
**Treasurer**

**Date:** .....