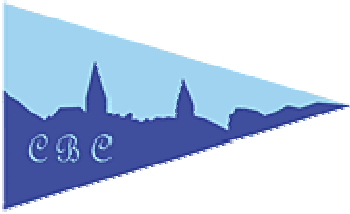


CLIFDEN BOAT CLUB CONSTITUTION AND POLICIES

ISSUE NUMBER 3

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CLUB

CONSTITUTION AND POLICIES

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CONSTITUTION

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Clifden Boat Club

CONSTITUTION

1. Name - Clifden Boat Club

2. Aims and Objectives of the Club

- a. To encourage the navigation and sailing of yachts and boats of every description
- b. To encourage yacht and boat racing by the promotion of regattas, by the giving of prizes and by any other means which may, from time to time, be determined by the Club
- c. To encourage sea-angling by the promotion of sea-angling competitions
- d. To provide and maintain a club house and all reasonable accommodation for members of the Club
- e. To provide and maintain premises and all necessary and incidental accommodation and facilities for storage of boats, gear and equipment whether belonging to the club or to the individual members thereof
- f. To provide boats for hire to members of the club or to non members
- g. To supply refreshments and do all things as are incidental and conducive to the welfare and comfort of the members and their guests
- h. To promote Clifden and its surrounding areas and waters as a tourist venue for all water sports
- i. To encourage children and youth to participate in boating and sailing pastimes.

3. Membership

- a. The Club shall consist of Life Members, Ordinary Members, Junior Members and Honorary Members
- b. Membership is open to all
- c. Life Members shall only be elected at an AGM. The election shall be by motion duly proposed and seconded and successful if two thirds of the Members present are in favour
- d. Every candidate for ordinary or junior membership shall be proposed and seconded, his/her election being confirmed by the committee
- e. The secretary shall send to each newly elected member, immediately upon his/her election, written notice thereof and, upon payment of his or her subscription he or she shall become a member of the Club
- f. The committee may from time to time elect honorary members
- g. The election shall be by motion duly proposed and seconded. The secretary shall give to the person elected as an honorary member written notice of his or her election and upon him or her intimating his or her willingness to take up membership he or she shall become an honorary member of the Club. An honorary member shall pay no subscription but he or she shall be entitled to all the benefits and privileges of membership except that he or she shall have no vote at any meeting of the Club, shall not be required to serve on the

committee and shall not acquire any interest in the property or funds of the Club by virtue of his or her honorary membership.

- h. Members annual subscription shall be payable on the 1st January in each year and shall be such as may be fixed from time to time by the committee and approved at an AGM or EGM
- i. Any member whose subscription or other due charges, are not paid after 3 months of being due, shall be notified in writing by the Secretary that he or she shall lose the right of membership and the facilities thereof. Members will be reminded of subscriptions or charges that are unpaid 2 months after the due date.
- j. Any member may retire from membership upon giving the secretary notice thereof in writing. Any ordinary member retiring without having paid his or her subscription for the current year shall be liable for same
- k. Every member, upon joining the Club, thereby undertakes to comply with the Club rules and any neglect or refusal to do so, or any conduct which the committee shall think undesirable, shall render such member liable to expulsion by a resolution of the committee, provided that, at least one week before the meeting of the intended resolution of his or her expulsion and before the passing of such resolution that he or she shall have had an opportunity of giving orally or in writing any explanation or defence. The resolution, if put forward shall be deemed to have been passed by the committee if approved by a two thirds majority of all the members of the committee present and voting and the vote shall be by secret ballot. Any ordinary member expelled under this rule shall forthwith forfeit all right in any claim upon the Club and its property.
- l. Members may introduce persons to the Club as guests subject to such restrictions and regulations as the committee may make.

4. Election of Officers

- a. The Club shall be governed by a committee comprising a Commodore (who shall act as chairperson) Honorary Secretary, Honorary Treasurer plus other nominated members as deemed necessary by the committee. Members may be co-opted by the committee as deemed necessary. The officers shall hold office from one annual general meeting to the next, when they shall be eligible for re-election. An officer may not serve for more than 3 consecutive terms. The election of officers and committee will be by vote taken at the annual general meeting. In the event of insufficient nominations for officers and the committee being received in advance, then nominations may be accepted at the AGM at the discretion of the Commodore.
- b. The officers shall manage the affairs of the Club in accordance with the rules of the club and shall define the duties of the officers and shall hold periodical meetings. The quorum for a committee meeting shall be two officers and three members present in person.
- c. The committee may, from time to time, make, alter or repeal bye-laws regulating the use of the Club premises and accommodation, the admission of guests to the Club premises, the holding of regattas, and, generally, for the good conduct of the affairs of the Club.

Such by-laws shall, provided they are not inconsistent with the rules of the Club for the time being, be binding on all members and be constructed as part of the rules of the Club until they are set aside by the Club at a general meeting.

- d. In the case of any casual vacancy in the committee members, the committee may co-opt any ordinary member of the Club to fill the vacancy until the next annual general meeting. The committee may establish subcommittees and/or task groups such as required. These structures may include members external to the committee if required
- e. The honorary secretary shall keep a register of the members, minutes of the proceedings of the committee and of general meetings and all other records of the Club, and the honorary treasurer shall keep such books of accounts as the committee, from time to time direct
- f. The name and address of persons proposed as ordinary members of the Club shall be displayed in a conspicuous place on the Club premises for at least a week before their election, and that at an interval of not less than two weeks shall elapse between nomination and election of ordinary members.

5. Annual and Extraordinary General Meetings

- a. The Annual General Meeting shall be held once a year. The business at such meetings shall be the election of officers and committee members, the passing of accounts and any other business of which notice in writing shall be given to the honorary secretary at least 14 days before such meeting
- b. The committee may, at any time, and shall upon requisition in writing of seven ordinary members stating the business, for which it is required, convene an extra-ordinary meeting for any specific purpose
- c. The honorary secretary shall, at least seven days before any general meeting, send to every ordinary member at his or her address in the club books, a notice of such meeting, stating the time and place where it is to be held, and the business that will be brought before it
- d. Every question, unless expressly provided for in these rules, shall be decided by a majority or votes of the members present and voting. Every Life and Ordinary Members shall have one vote and, in the case of equality, the Commodore shall have a second casting vote. The quorum for a general meeting shall be eight members present in person.

6. Amendments to the Constitution

- a. Motions to amend the Constitution must be submitted to the Honorary Secretary of the Clifden Boat Club Committee three weeks prior to the date of the AGM
- b. The proposer of an amendment will be invited to speak for the motion at the AGM. The Clifden Boat Club committee will have the opportunity to respond if necessary
- c. Motions to amend the Constitution will be carried on a majority vote of two-thirds or more of those present at the AGM

- d. An EGM may be called to amend the Constitution if required. The same rules applicable to an AGM will apply to the EGM.

7. **Accounts**

- a. The funds of the Club shall be kept by the honorary treasurer under supervision of and in such place or manner as the committee shall determine
- b. The honorary treasurer shall give a statement of the accounts of the Club if requested to do so by any member of the club at any meeting of the Club. All payments in excess of €10 shall be made by cheque.

8. Equality Policy and Code of Practice

- a. Clifden Boat Club wishes to foster an environment in which all members, any staff, guests and the public are treated with dignity and respect and that discrimination and unequal treatment will not occur

- b. Clifden Boat Club:
 - Seeks to create an environment in which the contributions and attributes of all members, guests and employees are valued and all are treated with respect and dignity
 - Promotes cultural diversity in its members and its activities
 -
 - Will not tolerate any form of harassment or bullying in the Club

- c. In its contracts, procurement and purchases Clifden Boat Club:
 - Will be cognisant of equality principles through the contracting and purchase of services

- d. In its publications and corporate profile Clifden Boat Club:
 - Will not convey negative images in content or tone
 - Will where appropriate and practical promote inter-culturalism, diversity and inclusion

Signed: _____

Date: _____

Environmental Policy Statement

The Clifden Boat Club is committed to providing a safe environment for members, guests any staff and visitors to its property. Clifden Boat Club recognises that its property and its associated events and activities have an impact on the environment and are committed to identifying and minimising these impacts

The Club is committed to:

- Fulfilling all legal and regulatory environmental requirements and regularly evaluating compliance with such requirements;
- The prevention of pollution by managing events and activities in an environmentally responsible manner;
- Setting and achieving environmental objectives and targets that ensure continual improvement in environmental management at the property;
- Promoting efficient energy management and utilisation;
- Monitoring water usage and encouraging water conservation;
- Managing waste and developing recycling initiatives within the property;
- Communicating this policy and relevant environmental procedures to members, visitors, contractors and suppliers and promoting the adoption of environmentally sound practices by suppliers and contractors.

Clifden Boat Club

Signed:

Date:

Clifden Boat Club Committee

Financial Policy

The Honorary Treasurer of the Clifden Boat Club Committee will be responsible for the implementation of the financial policy of the Committee

A bank account should be opened in the name of the Clifden Boat Club with the approval of the Committee. Other bank accounts may be opened if and when required with the approval of the Committee.

Cheques and authority to open bank accounts must be signed by two officers of the Club

Sample signatures of the members of those authorised to sign cheque will be provided

Receipts will be issued and duplicates retained for all money received, however small the amount

All money received must be lodged in Bank, lodgement slip receipted and lodgement recorded in Cash Book

All expenses including drawing from Petty Cash must be by cheque that will be recorded

A receipted invoice or voucher or petty cash document will be obtained for all cash paid out, however small

Cash payment must never be made from cash received. Income must always be recorded and paid in, and expenses must be recorded and paid out by cheque.

Recording and Inspection

Proper records of all financial transactions will be kept. To this end a cash book will be kept on an annual basis in order to record all the financial transactions for that year

The accounts must be audited and checked by someone other than the Honorary Treasurer, Honorary Secretary or Commodore before the AGM

The cash book and other recording mechanisms will be made available for general inspection at the AGM

All records of financial transactions must be kept for a period of six years.

APPENDIX 1

REVISION HISTORY

Change Number	Clause Number Amended	Meeting at which Amendment Approved	Date of Approval	Inclusion in Constitution Confirmed
1	3(h)	AGM	12.11.12	D Ward Commodore
2	3(i)	AGM	12.11.12	D Ward Commodore
3	4(a)	AGM	14.11.14	P Passemaid Commodore