

# GUILDFORD COASTAL CRUISING CLUB

*Affiliated to the Royal Yachting Association*

*c/o Papercourt Sailing Club, Polesden Lane, Ripley, Surrey GU23 6JX*  
[www.guildfordsailing.org](http://www.guildfordsailing.org)



## CONSTITUTION & RULES

### 1 NAME

The Club shall be called 'The Guildford Coastal Cruising Club' ("the Club").

### 2 CONSTITUTION

The Club is constituted for the sole benefit of its membership and shall be managed by an Executive Committee for that purpose only.

### 3 OBJECTIVES

The objectives of the Club are:

- a) to provide facilities for meetings, lectures, talks, and social intercourse of cruiser owners, their families, crews, and others interested in cruising.
- b) to encourage members to become more proficient in boat handling, seamanship, and navigation.
- c) to promote rallies and any other activities incidental to cruising in yachts.

### 4 AFFILIATION

The Club shall be affiliated to The Royal Yachting Association.

### 5 MEMBERSHIP

#### 5.1 Scope

All persons interested in cruising shall be eligible for membership, which shall be by subscription, paid annually.

#### 5.2 Membership applications

Applications for membership of the Club shall be submitted in an approved form. Acceptance of an application shall be at the discretion of the Executive Committee.

#### 5.3 Membership types

5.3.1 Applicants may apply to become a member of the Club either as an Individual Member or, in the case of a spouse or partner of an Individual Member, as a Partner Member.

5.3.2 Individual Membership; the Member is solely entitled to the benefits and liable for the obligations of membership.

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5.3.3 Partner Membership; Partner members shall also be entitled to the benefits and liable for the obligations of membership. However, only the Individual Member shall be entitled to receive any paper communications. Applications for Partner Membership may be made immediately following the making of an application for Individual Membership or subsequently and must be made by the spouse or partner personally. If accepted, no additional subscription will be payable.

5.3.4 Members who were Partner Members prior to 30 September 2018 may apply personally to join the Club under clause 5.3.3, failing which they shall cease to be Partner Members on 30 September 2018. If a Partner Member ceases to be a member pursuant to this clause 5.3.5 he or she shall nevertheless be entitled to rejoin subsequently in that capacity upon making personal application under clause 5.3.3.

### 5.4 Renewals

Renewals of existing membership shall be made by payment of the appropriate membership renewal subscription by the due date as defined in Paragraph 12.2.1

### 5.5 Compliance with the Rules

Every member on joining the Club undertakes to comply with the rules of the Club and shall confirm so by an appropriate declaration when applying for membership. Rules may be incorporated in this Constitution or made and published by the Executive Committee from time to time.

### 5.6 Honorary Membership

The Executive Committee shall have the power to appoint up to five Honorary Members if at any time this should be considered desirable

### 5.7 Expulsion of Members

5.7.1 The Executive Committee shall have the power to expel any member who shall offend against the rules of the Club or whose conduct shall, in the opinion of the Committee, render them unfit for Club membership.

5.7.2 Before any such member is expelled, the Hon. Secretary shall provide reasonable notice to attend a meeting of the Committee and shall notify the member in writing of the complaint(s) made. No member shall be expelled without first having an opportunity of appearing before the Committee and answering the complaints, nor unless at least two thirds of the Committee then present vote in favour of expulsion.

5.7.3 At least two thirds of the members of the Committee must be present at such a meeting.

5.8 No person whose membership has been terminated under this rule or who owes money to the Club shall be introduced by any other member as a guest at any meeting of the Club.

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## CONSTITUTION & RULES

### 5.9 Membership Records

By paying the first or subsequent membership subscriptions, or accepting an offer of Honorary membership, a member agrees to his or her membership details being held on a computer data base and made available to other members through the members' area of the website. These details shall be held for the sole purpose of maintaining Club records and to facilitate communication with and between members and shall not be divulged to any other person or organisation outside the Club without the express approval of the member or members concerned. A copy of an individual member's record held shall be made available on request to the member concerned. Upon a member ceasing to be a member of the Club all their membership details will be deleted from the Members Area of the Club's website.

Further rules regarding retention of data and information may be made by the Executive Committee from time to time to as necessary to accord with changes in legislation and such amendment shall take effect upon publication on the Club website. Members will be advised of the existence of such rules upon their publication.

### 6 AFFILIATED SOCIAL MEMBERSHIP OF PAPERCOURT SAILING CLUB

Membership of the Club includes affiliated social club membership of the Papercourt Sailing Club which accords members of the Club the privilege of using their premises at the Clubhouse, Polesden Lane, Ripley, for the Club's social meetings.

### 7 GUESTS

Every member shall be permitted to introduce guests at meetings of the Club, subject to such restrictions and regulations as shall from time to time be made by the committee. Every guest shall be accompanied by the introducing Member, who shall be responsible for all liabilities incurred by or on behalf of the guest. A guest shall not purchase any drink or other refreshment at the bar of the Papercourt Sailing Club.

### 8 PRESIDENT

The Club may elect a President at an Annual General Meeting for a term of three years. At the end of this term of office the President may stand for immediate re-election. Any Club member is eligible for this position.

### 9 EXECUTIVE COMMITTEE

The affairs of the Club shall be managed by an Executive Committee ("The Committee"), which shall consist of:-

a) The President (ex-officio) (if elected)

b) Flag Officers

Commodore

Vice Commodore

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## CONSTITUTION & RULES

Rear Commodore

### c) Secretariat

Hon. Secretary

Hon. Membership Secretary

Hon. Treasurer

### d) Committee Members - up to six.

Flag Officers should, where possible, be elected only from previous Committee Members. The position of Hon. Secretary or Hon. Treasurer may also be combined with the position of Vice Commodore or Rear Commodore, in which case the number of the Committee may be made up to a total of twelve by the election of additional Committee Members.

## 10 ELECTION OF EXECUTIVE COMMITTEE AND TENURE OF OFFICE

10.1 Members of the Committee as listed in rules 9(b), 9(c), and 9(d) above shall be proposed, seconded, and elected at an Annual General Meeting.

10.2 Members so elected shall serve for a period of two years and shall then retire. After two consecutive years in office the Commodore shall not be eligible for immediate re-election to the Committee as a Flag Officer. All Committee members other than the Commodore shall be eligible for election or re-election to any position.

10.3 The Committee shall have the power to co-opt members to make up the total Committee number to twelve or to serve temporarily on sub-committees. Any Committee member so co-opted shall retire at the next Annual General Meeting but shall be eligible for election.

10.4 If a vacancy arises between Annual General Meetings, the Committee shall have power to appoint temporary officers, except a President. Temporary officers so appointed shall retire at the next Annual General Meeting, but will be eligible for election.

## 11 MINUTES

All decisions of the Committee shall be duly recorded and, subject to their being accepted as correct at the next ensuing Committee meeting, shall be duly certified as such by the Chairman of the meeting. Such decisions shall constitute adequate authority to the Committee, jointly and severally, to act on behalf of the Club. Committee meeting minutes are to be preserved by the Honorary Secretary and are to be available for inspection by members on written request.

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## CONSTITUTION & RULES

### 12 FINANCE

The operation of the Club shall be financed by subscription, and by the organisation of Fund-raising events as necessary to meet costs.

#### 12.1 Financial Year

The Club financial year shall commence on 1st October and end on 30th September of the following year.

#### 12.2 Subscriptions

12.2.1 The Annual Subscription, payable in advance, shall fall due on joining the Club and thereafter on the 1st October in every year and shall be such sum as shall be determined by an Annual or Special General Meeting of the Club. A member whose Annual Subscription is received by the Hon. Treasurer within 31 days of the due date shall receive a discount of £10. If the subscription of any member has not been paid by the succeeding 1st January the

membership of that member shall be deemed to have lapsed unless the Hon. Membership Secretary has in his or her discretion accepted late payment.

12.2.2 An initial subscription paid during July, August or September will include membership for the next financial year.

#### 12.3 Bank Account

The Committee shall have the power to open a bank account or accounts and appoint signatories. Only committee members can be signatories. Cheques and electronic payments shall be authorised by any one of those appointed by the Committee (and duly minuted), up to a value to be determined annually by the Committee, and by any two of those appointed for payments greater than the value determined annually by the Committee.

#### 12.4 Indemnity

The President, Flag Officers and other Executive Committee members shall not be liable to the Club or any member for any loss to the Club of funds or property, and shall be indemnified by the Membership of the Club against any personal liability due to the actions of or on behalf of the Committee on behalf of the Club, provided that it can be shown that the Committee or member concerned was acting in good faith on behalf of and for the intended benefit of the Club and its members.

#### 12.5 Winding Up

If it should be necessary to conclude the affairs of the Club, the person or persons appointed by the members to action the proceedings shall liquidate all remaining assets of the Club, and with the proceeds discharge all debts relating to the Club. Should there be any debts outstanding, the membership as a whole shall be responsible for the discharge of those debts.

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## CONSTITUTION & RULES

Any surplus monies remaining following the discharge of all debts shall be donated to a Charity or Foundation approved by the Members.

### 12.6 Safety / Insurance

Members acknowledge that when participating in activities organised through the club or other members it is up to them personally to assess whether any event or activity on the water is too difficult for them, and whether or not their personal safety, or that of their crew, could be endangered. Members acknowledge that the safety of their yacht and her entire management, including insurance, is their responsibility, and that they are satisfied that the yacht and crew are adequate to face the conditions that may arise during the course of the activity offshore and onshore.

## 13 ANNUAL GENERAL MEETING

13.1 The Annual General Meeting of the Club shall be held in January or February of each year to transact the following business:

- a) to receive and, if approved, adopt a statement of the Club's accounts to the end of the preceding financial year.
- b) to consider and, if approved, sanction any alterations to the Constitution and Rules. Alterations proposed by the Executive Committee shall be circulated to all Members together with the notice convening the Annual General Meeting.
- c) to appoint Officers and other members of the Committee. Not less than five weeks notice of an Annual General Meeting shall be given in writing or by email to each member entitled to receive it, together with a list of vacant offices to be filled. All nominations, duly seconded, and with the candidate's consent, together with any other proposals or item(s) for the Agenda, shall be in the hands of the Hon. Secretary two weeks before the Annual General Meeting. In the event of insufficient nominations being received prior to the Annual General Meeting in accordance with this Rule, the Chairman shall have discretion to accept additional nominations at the Meeting.

Additional Agenda items, with the exception of proposed changes to the Constitution and Rules, may be accepted during the Annual General Meeting at the sole discretion of the Chairman.

13.2 All decisions of the Club in General meetings shall be duly recorded and, subject to their being accepted as correct at the next ensuing General meeting, shall be duly certified as such by the Chairman of that meeting. Meeting minutes are to be preserved by the Honorary Secretary and are to be available for inspection by members on written request.

## 14 SPECIAL GENERAL MEETING

A Special General Meeting may be convened at any time by the Committee and it shall be convened within 28 days from the receipt of a requisition in writing signed by not less than fifteen members of the Club. In either case the Committee shall give at least 14 days notice of such a meeting in writing or by email to each member entitled to receive it. The object of the meeting shall be stated in the

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## CONSTITUTION & RULES

requisition convening and the notice of the meeting and the discussion at the meeting shall be confined to that business only.

### 15 CHAIR AT MEETINGS

At Annual or Special General Meetings the President shall normally preside as Chairman. In the absence of the President, the most senior Officer present shall be Chairman (Commodore, Vice Commodore, or Rear Commodore). In the absence of any of these Officers, the meeting shall elect a Chairman.

At Committee meetings the Commodore shall normally preside as Chairman. In the absence of the Commodore, the most senior Officer present shall be Chairman (President, Vice Commodore, or Rear Commodore). In the absence of any of these Officers, the meeting shall elect a Chairman. The Chairman at all meetings, in the event of an equality of votes, shall have a casting (additional) vote.

### 16 QUORUM

At Committee meetings (except for the purpose of Rule 5.7) five members present shall form a quorum. At Annual General Meetings fifteen members shall form a quorum.

### 17 CLUB BURGEE

The Club Burgee shall be a dark blue tri-angular flag, incorporating a Trumpet in gold.

No member, letting his/her yacht (except to another member of the Club) shall permit to be used by the lessee any Club Burgee or flag, or any other Club regalia.

25.1.94

(Amended at AGM 15.01.2002)

(Amended at SGM 11.04.2006 - clause 12.6 added)

(Amended at AGM 05.01.2010 - clause 5.2 extended)

(Amended at AGM 04.01.2011 - clauses 5.3 5.8 and 7 amended)

(Amended at AGM 10.01.2012 - clause 5.8, 10, 12.2 and 12.3 amended)

(Amended at AGM 14.01.2014 - clause 5.2, 5.3, 5.5, 5.7, 5.8, 5.9, 6, 7, 12.4, 13.1, 13.2, 14)

(Amended at AGM 13.01.2015 - clause 12.3)

(Amended at AGM 09.01.2018 - clauses 5.3, 5.9 and 8 amended)