

RICHMOND YACHT CLUB

Rules

December 2011

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RULE NO. 1 - NAME

The Club shall be called the RICHMOND YACHT CLUB, with headquarters at the Clubhouse at Eel Pie Island, Twickenham, TW1 3DY.

RULE NO. 2 - OBJECTS

The objects of the Club shall be as follows:-

- 1) To encourage all forms of Boating for the mutual benefit of all members.
- 2) To create good fellowship amongst all those interested in any form of boating and river activities.
- 3) To organise events afloat and ashore for the enjoyment of the members.
- 4) To provide social intercourse with other Clubs and Organisations for the benefit of the members.

RULE NO. 3 - MEMBERSHIP

Membership shall be open to the following:

- 1) Any person over the age of 18 years.
- 2) Cadet membership shall be open to young persons, under the age of 18 years, whose parents or guardians are full members, and persons over the age of 16 who are approved by the Committee.

RULE NO. 4 - CLASSES OF MEMBERSHIP

- 1) FULL MEMBER:

Persons of 18 years and over and elected to full membership in accordance with the rules of the Club. Such persons shall be entitled to use and enjoy, in common with other members, the Club premises and things therein, and to partake in all events organised by the Club, and shall be entitled to vote at all General Meetings.

2) FAMILY MEMBERSHIP:

Provides for two partners to be elected to full membership in accordance with the rules of the Club, each partner to enjoy the privileges of full membership; both shall be entitled to attend and vote at all General Meetings. Offspring of either partner under 18 years are entitled to Cadet Membership.

3) ASSOCIATE MEMBER:

Persons aged 18 years and over elected to associate membership in accordance with the Club rules; such persons shall enjoy the privilege of full membership, except that they may attend but not vote at any general meeting. Associate members shall not exceed more than 15% of the total membership. Should this occur, the position will be reviewed and the necessary steps taken to clear the situation.

4) CADET MEMBER:

Provides that offspring or those in care under the age of 18 years of a full member be granted Cadet Membership, with the privileges of a full member, except that they may attend but not vote at any general meeting. A young person over the age of 16 who has no connection with a full member be enrolled as a Cadet Member at the discretion of the Committee.

5) RETIRED MEMBER:

Provides for any member that has reached national retirement age and has completed 10 years continuous membership, may continue their membership at a figure of half their current membership rate.

6) LIFE MEMBER:

In recognition of outstanding services to the Club, a member with 10 years or more of full membership may be nominated for election to Life membership. Any nomination shall be made at a general meeting. Election of such members shall require the approval by secret ballot of not less than three-quarters of those present and voting. A life member to enjoy the privileges of a full member. There shall be no more than five such members at any one time.

7) HONORARY MEMBER:

Any member of a recognized Yacht or Boat Club, and members of a Club or Association invited to the Club by the Committee shall at the discretion of the Committee be regarded as Honorary Members so long as they are visiting the Club. In addition, Honorary membership may be conferred, at the discretion of the Committee upon any person not being a member of the Club, such membership being confirmed by a majority of voting members attending the Annual General Meeting in each and every year

RULE NO. 5 - PROPOSAL OF CANDIDATE FOR MEMBERSHIP

Every candidate for membership shall be 18 years of age or over, or as covered in Rule 4 (d) herein. Every candidate shall be proposed and seconded by two members of the Club. Every proposal shall be written in ink on the official form,

and signed by the proposer and seconder, and accompanied by the entrance fee and handed to the Secretary. The entrance fee will be returned if the proposed candidate is not elected.

RULE NO. 6 - ELECTION OF NEW MEMBERS

- 1) The proposal form for new members shall be exhibited in the Clubhouse for not less than 28 days before being forwarded to the Committee.
- 2) The proposal form and any objections shall be submitted to the Committee at the next Meeting; the Committee shall proceed to the election or rejection of the candidate. A candidate may be invited to meet the Committee before election.
- 3) A candidate shall be elected or rejected by a majority of the Committee. The voting shall be by secret ballot should any member of the Committee desire it.
- 4) No admission to membership shall be effected until the relative subscription fee is paid.

RULE NO. 7 - ENTRANCE FEE AND ANNUAL SUBSCRIPTIONS

- 1) The entrance Fee and Annual Subscription for the forthcoming year to be decided at the Annual General Meeting, and to be displayed on the Club notice board.
- 2) The Annual Subscriptions shall be payable on the 1st January of each year. Members elected at any time after 30th June shall pay half the amount of the subscriptions for that year.
- 3) Members whose subscriptions are not paid by the last day of March in any year shall be notified by letter, and in the event of non-payment by the last day of April of the same year their subscription shall be deemed to be in arrears and they shall be deemed to have lapsed their membership.
- 4) Reinstatement within the same year may be effected by payment of the appropriate annual subscription, subject to the approval of the Committee.

RULE NO 8 - MEMBERS IN ARREARS

- 1) If any member shall not within 3 months of the date of any request sent to his / her last known address, remove from the Club premises any property or things left deposited there by such member, or give satisfactory reason for not so doing, then the Committee of the Club, or their authorised agent, shall be entitled to sell, charter, or otherwise dispose of such property or things, or any part thereof, in whatever manner they may think fit, and after reimbursing themselves in respect of any costs, charges or expenses so incurred, and paying any subscriptions, fees, or other charges due to the Club from such member, shall hold the balance of any monies so obtained and the remainder of any such property at the disposal of the said member, provided the Committee shall not be accountable to such member for any balance or for the property or any part thereof after one year from the date of such request posted as aforesaid.

RULE NO. 9 - SUSPENSION AND EXPULSION OF MEMBERS

- 1) It is mandatory that every member on joining the Club undertakes to comply with Club rules.
- 2) The Committee may suspend the membership of any member who fails to comply with the Club rules or whose conduct, whether on Club premises or elsewhere, is considered by the Committee to be detrimental to the best interests of the Club or its reputation.
- 3) Within 7 days of such suspension the Committee shall display upon the Club Notice Board, and post each member a notice stating that a named member has been suspended.
- 4) A date shall be fixed for a meeting of the Committee for the purpose of considering further action, said Meeting to be not earlier than fourteen days and not later than twenty eight days from the display of the suspension notice.
- 5) Members wishing to make representations to the Committee concerning the suspension must do it in writing to the Secretary not later than ten days from the suspension notice.
- 6) The Secretary shall not later than fourteen days before the Committee meeting summoned to consider further action, cause written notice of the Meeting to be served upon the suspended member at his / her last address as notified to the Secretary, informing his / her right to be present and represented at the said meeting if he/ she so desires.
- 7) At the said Meeting of the Committee, any allegations against the suspended member shall be narrated (in his / her presence or his / her representative if he / she elects to appoints one.), and the suspended member and his / her representative shall be afforded the opportunity of being heard in answer thereto. The suspended member may produce such witnesses as he / she wishes, and the Committee shall not unreasonably refuse any such request by the suspended member for an adjournment of the proceedings to enable him / her to prepare his / her answer.
- 8) After hearing the evidence, the Committee shall (if they wish) retire to consider further action, and shall thereafter vote thereon. It shall be in the sole power of the Committee to reinstate the suspended member or to terminate his / her membership. The decision of the Committee shall be final.
- 9) The decision of the Committee shall be communicated to the suspended member in writing, within three days thereof.
- 10) Any person whose membership is terminated under this rule shall immediately remove any of his / her property from the Club premises, and immediately be excluded from the premises, and shall have no claim against the Club, the Committee or any member thereof, except that any unexpired portion of his / her membership subscription shall be refunded.

RULE NO. 10 - GUESTS

- 1) Members may introduce and entertain guests at the Clubhouse.
- 2) All guests must be introduced by a Club member, who will be responsible for entering their names and addresses in the Visitors Book.
- 3) Members will be responsible for the conduct of their guests whilst they are on Club premises.

- 4) No person whose membership has terminated under any of the Club rules may be admitted as a guest.
- 5) No person may be admitted as a guest, whom the Committee considers undesirable.

RULE NO 11 - CLUBHOUSE OPENING

- 1) Club night is Friday night when daylight saving applies. The Clubhouse will be opened at 8pm., except when a Public Holiday falls on a Friday. Club night is Thursday when British Summer Time applies except when a Public Holiday falls on a Thursday.
- 2) At any event where an entrance fee is required, entrance to the Clubhouse will be restricted to those paying the required fee.
- 3) The Clubhouse can be opened at other times at the discretion of the Committee.

RULE NO. 12 - ANNUAL GENERAL MEETING

- 1) The Annual General Meeting to be held on the first Sunday in December of each year.
- 2) The quorum shall be 20 full members or one third of the Club's full membership whichever the fewer is. The business to be as follows:-
 1. Opening Apologies.
 2. Minutes of last Annual General Meeting and Matters Arising.
 3. Commodore's Report.
 4. Secretary's Report.
 5. Treasurer's Report and Presentation of Accounts.
 6. Fixing of Coming Year's Subscription.
 7. Appointment of Tellers.
 8. Election of Commodore.
 9. Election of Remaining Officers and Committee.
 10. Election of Auditors.
 11. Election of Honorary Members.
 12. Members Propositions
 13. Any Other Business.
- 3) Notice of the Annual General meeting and any proposed alterations to Rules shall be sent to all members at their last known address, 21 days before the Annual General Meeting.
- 4) Notice of any proposed alterations of Rules must be given in writing to the secretary at least 28 days prior to the Annual General Meeting.
- 5) Amendments to proposed alterations of Rules shall be sent to the Secretary at least 14 days before the Annual General Meeting, and these will be posted to the Club notice board by the Thursday proceeding the Annual General Meeting.
- 6) Postal or proxy voting by full members at an Annual General Meeting is permitted only on the motions relating to changes to Club Rules, and in any matter relating to dealings in Freehold and Leasehold Land.
- 7) At the Annual General Meeting, the chair will be taken by the current Senior Flag Officer present. He / she will vacate the chair directly the Commodore for the coming

year is elected, who will henceforth chair the meeting.

- 8) Every question, including any proposed alteration to the Rules, unless expressly provided by these Rules, shall be decided by a majority vote, the chair to have a casting vote in the event of a tie. Voting shall be by a secret ballot should any member desire it.

RULE NO. 13 - EXTRAORDINARY GENERAL MEETING

- 1) An Extraordinary General Meeting may be summoned at any time by the Committee following fourteen days written notice to all members by the Secretary.
- 2) The Secretary shall summon an Extraordinary General Meeting if required to do so by written request, signed by no fewer than 20 or one - fifth of the full membership, whichever is the fewer. Upon receipt of such request, the Secretary will cause such a Meeting to be summoned within 21 days, Every member is to be given 14 days' written notice of this Meeting.
- 3) Only the business specified in the notice of the Meeting to be discussed.
- 4) Postal or proxy voting by full members at an Extraordinary General Meeting is permitted only on motions relating to changes to Club Rules, and any matter relating to dealings in Freehold and Leasehold Land.
- 5) Every question unless expressly provided by these rules, shall be decided by a majority vote, the chair to have the casting vote in the event of a tie. Voting shall be by a secret ballot should any member desire it.
- 6) At an Extraordinary General Meeting the chair will be taken by the Senior Flag Officer present.

RULE NO. 14 - TELLERS

At every General Meeting there shall be appointed two tellers to count the vote. These tellers may be Club members should there be no independent tellers available at the Meeting.

RULE NO. 15 - THE COMMITTEE

- 1) The Committee shall consist of three Flag Officers, namely Commodore, Vice Commodore, and Rear Commodore, together with Hon. Secretary, Hon. Treasurer, and not fewer than 3 additional members.
- 2) All Committee members, including office bearers, shall be elected by the members at the Annual General Meeting of the Club.
- 3) All Committee members shall go out of office every year, but shall be eligible for re-election.
- 4) All candidates for election to the Committee shall be proposed by one member, and seconded by another member, with the consent of the candidate, said proposals to be in writing and submitted to the secretary before the Annual General Meeting commences. All such proposals to be displayed in the Clubhouse. Only full members shall be eligible for election to the Committee.

- 5) All members of the Committee shall be full members of the Club throughout their term of office.
- 6) All Flag Officers must be cruising boat owners at the time of their election.

RULE NO. 16 - DUTIES OF THE COMMITTEE

- 1) The Committee shall exercise the power given to it under these rules.
- 2) The Committee shall apply the funds, and manage the affairs of the Club in accordance with the Rules and Objects of the Club.
- 3) The Committee shall have the power to negotiate the purchase or disposal of any Freehold or Leasehold land, but the final decision to proceed with any such event shall be given by a simple majority of votes cast at an Extraordinary Meeting, called to discuss each and every event.
- 4) The Committee also has the power to co-opt members to assist in their work.
- 5) The Committee will at each committee meeting decide what will be published for the advice of members.
- 6) The Committee will arrange fixtures from the beginning of April until the end of the following March.

RULE NO. 17 - COMMITTEE MEETINGS

- 1) A minimum of one Committee Meeting to be held every month.
- 2) A quorum shall be four members, to include one Flag Officer.
- 3) A Flag Officer to chair the Meeting.

RULE NO. 18 - SUB - COMMITTEES

- 1) The Committee may appoint one or more Sub - Committees to conduct such of the Committee's business as the Committee shall deem appropriate.
- 2) Any such Sub - Committee shall consist of not less than three members, two of whom shall form a quorum.
- 3) All resolutions passed in a Sub - Committee shall be ratified by the Committee.

RULE NO. 19 – COMMITTEE'S POWER OF MAKING BYE - LAWS

- 1) The Committee may from time to time make, alter or repeal Bye - Laws regulating the use of the Club premises by members, and generally for the good conduct of the affairs of the Club.
- 2) Such Bye - Laws shall, provided they are not inconsistent with the Rules of the Club, be binding on all members, and be constituted as part of the Rules of the Club, unless

they are set aside by a General Meeting.

- 3) Copies of all Bye - Laws passed to be exhibited in a conspicuous position on the Club premises for the information of the members.

RULE NO. 20 - ABSENT COMMITTEE MEMBERS

Any member of the Committee absent from four consecutive meetings (unless with reasonable cause), shall cease to be a member thereof.

RULE NO. 21 - EVENTUALITIES NOT COVERED

Should any eventuality arise which is not covered by these Rules, it should be referred to the Committee whose decision therein shall be final.

RULE NO. 22 - CLUB FUNDS

- 1) The funds of the Club shall be kept by the Treasurer, under the supervision of, and in such place as shall be determined by the Committee.
- 2) All accounts in the name of the RICHMOND YACHT CLUB to have as signatories: The Commodore, the Vice Commodore, the Secretary and the Treasurer, with any two signatures of the signatories required to withdraw any monies.

RULE NO. 23 - CLUB ACCOUNTS

- 1) The financial year shall be the 12 months from 1st November to 31st October.
- 2) The Treasurer shall cause to be kept such accurate and proper books of account as will enable him / her at every Annual General Meeting, or at such other times as may be required by the Committee upon reasonable notice, to present to the Club a full and accurate report and a statement concerning the finances of the Club.
- 3) The Committee shall cause to be prepared and audited every year a statement of receipts and expenditure and balance sheet made up to 31st October, which shall be submitted to the members at the Annual General Meeting.

RULE NO. 24 - CONTINGENCY FUND

- 1) A Contingency Fund to be maintained to ensure that the Club can meet all future obligations. The Contingency Fund to be in an account separate from all other Club funds.
- 2) The signatories of the Contingency Fund account to be the Clubs Trustees and the elected Treasurer, with any two signatories required to withdraw any monies.
- 3) Interest earned by the Fund to be accumulated to the Fund.
- 4) Authority to withdraw any monies from the Contingency Fund account must be given by a simple majority of members attending a duly convened Annual General Meeting, or an Extraordinary Meeting.

RULE NO. 25 - TRUSTEES

- 1) Trustees: There shall no fewer than three and not more than five in number, appointed from time to time, as necessary, by the members in a General Meeting. Candidates for Trusteeship shall be proposed and seconded in a like manner as laid down in Rule No. 15 hereof for Committee elections. A trustee shall hold office during his / her life, or until his / her resignation in writing to the Secretary, or until a resolution removing him / her from office shall have been passed by a majority of those present and voting at a General Meeting.

All the property of the Club, of whatever nature, shall be vested in the Trustees for the time being, to be held in trust in their names for the use and benefit of the Club as a whole. On the death, resignation or removal from office of a Trustee, the Committee shall take steps to secure the appointment by the Club of a new Trustee in his / her place, and shall as soon as possible thereafter, take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after the said appointment.

- 2) The Trustees shall at all times, and in all respects, act in regard to the property of the Club held by them in accordance with the directions of the Committee, and shall have power to sell, pledge, lease, mortgage or otherwise alienate any Club property in compliance with the direction of the Committee, but no purchaser, lessee or mortgagee, or other successor in title, shall be concerned to enquire whether any such direction has been given.
- 3) The Trustee shall, on the direction of the Committee, represent the Club in any litigation.
- 4) Trustees shall be entitled to an indemnity out of the property of the Club in respect of any action taken by them on the direction of the Committee.

RULE NO. 26 - DISSOLUTION

In the event of dissolution, all assets shall be realised, and after payment of all outstanding debts and costs shall be equally divided amongst Full Members of not less than five years' full membership at the time of dissolution.

RULE NO. 27 - PERMITTED HOURS OF BAR

The Committee shall make such regulations as may be necessary governing the control and use of the bar, providing that such regulations covering the sale and / or consumption of intoxicating liquor shall be in accordance with such rules and regulations covering licenced premises in the Licencing Division of Richmond upon Thames, as may be laid down from time to time by the Licencing Justices for that Division.

RULE NO. 28 - BAR OPENING

The bar shall be open on the days and times arranged by the Bar Committee which shall be within the hours set out in Club Rule No. 27

RULE NO. 29 - MINORS UNDER THE AGE OF 18 YEARS

- 1) No person under the age of 18 years is allowed to purchase from the bar at any time, any intoxicating liquor.
- 2) No person under the age of 18 years is allowed to bring or consume intoxicating liquor on the Club premises.

RULE NO. 30 - PERSONS ALLOWED TO PURCHASE INTOXICATING LIQUOR

- 1) Club Members.
- 2) Guests of Club Members.
- 3) Members of visiting clubs or organisations invited to the Club by the Committee.
- 4) A member or non - member may apply to the Committee to use the Clubhouse for a special event. Provided approval is given in writing and a Committee member is in charge of the bar then all persons invited to the event may purchase intoxicating liquor.

RULE NO. 31 - MANAGEMENT OF THE BAR

The management of the Bar shall be by a Committee consisting of: The Commodore, the Treasurer and up to four other members of the Club.

RULE NO. 32 - BAR ACCOUNTS

The Hon Treasurer shall cause to be kept such accurate and proper books of accounts as will enable him / her at every Annual General Meeting or at such other times as may be required by the Committee upon reasonable notice, to present to the Club a full and accurate statement concerning the finances of the bar.

RULE NO. 33 - DISCLAIMER

Neither the Club nor the officers accept any responsibility whatsoever for any accident loss or damage, however caused, occurring in or on the Club premises, grounds or moorings, or during any Club activity or competition.