



Rule Book

Revised after AGM 28th November 2021

All previous version of the Rule Book are superseded.

**Felixstowe Ferry Sailing Club Ltd The Ferry Felixstowe IP11 9RZ
(a company limited by guarantee) Company number: 10082659**

Felixstowe Ferry Sailing Club

Rule Book

1 THE CLUB

- 1.1. (a) The Club shall be called Felixstowe Ferry Sailing Club.
- (b) The objects of the Club are to promote and facilitate the amateur sports of yachting, dinghy sailing, water sports in general and social activities associated therewith.
- (c) Part (b) of this Rule shall be read aloud at the commencement of every General Meeting of the Club by the Chairperson of the meeting or by any Member nominated for the purpose by the Chairperson.
- 1.2. The Club shall be an Affiliated Club of the Royal Yachting Association.
- 1.3. The Club burgee shall be a blue ground having upon it an upright yellow wing over three yellow wavy lines.

2 THE GENERAL COMMITTEE

- 2.1 The management of the Club shall be entrusted to a General Committee which shall be constituted as follows:
- Commodore
 - Vice Commodore
 - Rear Commodore (Water)
 - Rear Commodore (House)
 - Executive Secretary
 - Treasurer
 - Marketing Publicity and Events Manager
 - Directors
- 2.1.1 The day to day running of the club shall be entrusted to elected committee members, each of whom shall report to a General Committee member, as follows:
- Membership Secretary
 - House Secretary
 - Training Centre Officer
 - Social Secretary
 - Yachting Captain
 - Rowing Captain
 - Sailing Captain
 - Youth Sailing Representative
- 2.2. All of the above shall be elected annually at the Annual General Meeting of the Club or subsequent meeting as per rule 2.5. The Commodore and Vice Commodore shall be eligible to serve for a maximum of two consecutive years in any one office and shall retire automatically after two years in that same office, but shall be eligible for election to that same office after one year has elapsed. In the event of a Commodore not being proposed within 21 days of the AGM (rule 2.2.1), a Commodore completing a 2-year term of office may be retained in office for a further year if agreed by the general committee.
- 2.2.1. Candidates for Officers & Committee members for election at the AGM shall be nominated and seconded in writing by members entitled to vote and the nomination, together with the nominee's

written acceptance of the nomination, shall be forwarded to the Secretary 21 days in advance of the AGM.

- 2.3. Sub-Committees may be formed after each Annual General Meeting to institute and control the day to day running of various activities. These Sub-Committees shall be responsible to the General Committee.
- 2.4. The General Committee shall appoint a Bar Secretary, a Fairways Committee Liaison Officer, a Felixstowe Ferry Boat Yard/ Community Liaison Officer and a Dinghy Shed Controller who shall be assigned such duties as deemed appropriate by the General Committee. A Safety Boat Officer shall be appointed by the Rear Commodore (Water Activities) with the approval of the General Committee.
- 2.5. Any Office(s) identified in 2.1 remaining vacant after an AGM may be filled by whatever procedures are deemed appropriate by the General Committee. Such procedures could include co-option or bye-election. Extraordinarily, an Office remaining vacant after an AGM may be filled by a Member appointed by the General Committee. The General Committee shall have the right to co-opt replacements for positions which become vacant during the year. Ordinary members may also be co-opted to the General Committee or sub committees as and when appropriate.
- 2.6. General Committee Meetings shall be convened under the direction of one of the Flag Officers (Commodore, Vice Commodore or Rear Commodore(s)), or by requisition of any three Members of the Committee. Seven days' notice of any such meeting shall be given to all Committee Members. Four shall form a quorum to include two Flag Officer and the Secretary or the Treasurer.
- 2.7. The General Committee shall have the power to make regulations and bye-laws in accordance with these Rules and to settle any disputes arising from them.

3 GENERAL MEETINGS

- 3.1 The Annual General Meeting shall be held in the last quarter of the calendar year. At this meeting the previous year's accounts from 1st April to 31st March shall be adopted. A copy of the said accounts shall be prominently displayed in the Club premises and made available electronically for at least fourteen days prior to this meeting. At least 28 days' notice of the AGM shall be circulated to Members.
 - 3.1.1 The Annual General Meeting or any other General Meeting shall be presided over by the senior Flag Officer present. In the absence of a Flag Officer, the meeting shall elect a chairperson from the members present. The quorum for any General Meeting shall be 10% of the membership eligible to vote.
 - 3.1.2 The adoption of reports, accounts and minutes shall be determined by a majority of those present and voting.
 - 3.1.3 The election of Officers shall be determined by a majority taking account of any postal or electronic votes that may have been cast.
- 3.2 Any proposal from the Membership in respect of changes to the Rules of the Club shall be signed by any ten Members of the Club and submitted in writing to the Secretary. An Extra-Ordinary General Meeting will be convened by the Secretary within six weeks of the receipt of any such proposal and 14 days' notice of the meeting shall be given to Members. Extra-Ordinary General Meetings may also be called by order of the General Committee or by a written requisition signed by any ten members.
 - 3.2.1 A two thirds majority of those present and voting is required to adopt any amendments to the Rules, or, by direction of the General Committee in respect of any other proposals, and particularly in respect of the adoption of proposals which commit the Club to significant expense, and shall be based on the General Committee agreed annual budget spending limits. The general Committee shall prepare annual authorised budgets and spending limits for each budget holder.

3.3 The AGM in each year shall approve the appointment of a retained accountant whose duty it shall be to certify the accounts of the Club for the current financial year.

3.4 At a General Meeting of the Club, each Member, other than Honorary Members, Temporary Members or Cadet Members, shall have one vote. In the case of equality of votes the Chairperson shall have a second or casting vote. Members absent from a General Meeting and entitled to vote may do so in accordance with the arrangements determined by the General Committee for postal voting in the election of Officers.

4 MEMBERSHIP

4.0 Membership of the Club shall be open to anyone interested in the objects of the Club (as defined in 1.1b) upon application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, membership applications may be limited on a non-discriminatory basis according to the facilities available.

4.1 A Candidate for membership shall send a completed application form (physical or electronic) as adopted by the General Committee to the Membership Secretary, together with payment of membership dues. Candidates whose fees have been received by the Membership Secretary will normally be allowed Membership of the club pending the decision of the General Committee at its next meeting. Until this point the member is a Provisional Member.

4.2 Acceptance of candidates into membership shall be considered by the General Committee, duly convened.

4.3 The annual subscriptions shall be determined by the Club at its AGM and maintained at levels which will not prove a disincentive to those wishing to join the Club.

(A) Adult membership - 26 to 64 years of age on application

(S) Senior adult member age over 65 years of age on application

(F) Family membership (Adult) Two adults up to age 65 on application with up to 4 children under the age of 18 years residing at a single address, full or part time as a family unit.

(FS) Family membership (Senior) Two adults where either or both are over 65 years on application, up to 4 children under the age of 18 years residing at a single address, full or part time as a family unit.

(YA) Single Young Adult age 18 to 25 years

(S) Student or Apprentices 18 up to age 25 years holding a recognised and current Student Union Card on application (copy of card required at each renewal)

(C) Cadet, up to 18 years of age

Membership Discount – Membership discounts can be offered by the General Committee, at a rate determined by them, from time to time to enable membership growth.

New Members joining and those renewing their Membership after a lapse of two years, shall have their subscription discounted at a rate to be determined by the General Committee from time to time.

4.4 A member whose subscription is unpaid one month after expiration of their anniversary will cease to become a member and must re-apply for membership. In all circumstances if accepted as a member, the subscription

dues shall be paid from the expiration of their last annual membership. This is valid up to the one-year anniversary of the membership expiry. Unless General Committee decide otherwise.

4.5 Charges or fees in respect of additional facilities, (use of boat-park, dinghy shed, squib mooring etc) shall be as determined by the General Committee from time to time. There is no automatic right or guarantee that additional facilities will be extended to an applicant on submission of a membership application and submission of dues. Dues received for additional facilities and not granted will be refunded.

4.6 The General Committee may consider granting additional memberships as follows

- a) Life Membership - to any member. Each case shall be examined on its own merits and the General Committee shall fix an appropriate subscription.
- b) Associate Membership - The General Committee may, at its discretion, grant to visitors living more than 100 miles away who wish to make occasional use of the Club. Associate members have no voting rights nor any entitlement to other benefits of Club Membership apart from the use of the Club facilities on up to four occasions per year. The rate of subscription shall be as determined by the General Committee from time to time.
- c) Honorary Membership - with a time period of 1 year, to be revised annually by the General Committee.

4.7 In addition to Members, the following may be admitted to the Club premises at the discretion of the General Committee:

- a) Temporary Members who submit a membership application form shall be members for a period of up to 4 consecutive weeks in any one calendar year at a reduced subscription as determined by the General Committee from time to time.
- b) Competitors in events sponsored or organised by or on behalf of the Club, for a period of 24 hours before and after such events. During this period, these persons shall be classified as Temporary Members.
- c) Visiting members of other sailing clubs, provided they are authorised to use the Club by a General Committee member and their names and addresses entered into the Visitors Book.
- d) Members of the General Public attending open club functions or people attending the club for a hire function.
- e) General Public may be admitted to selected and approved areas only, at times prescribed and agreed by the General Committee, in line with the franchise agreement, for purchase and consumption of Food and Beverage services.

4.8 Subject to any conditions which from time to time may be imposed by the Licensing Authorities, or such body as should succeed them, any such persons referred to in sub-paragraphs (a), (b), (c) and d) of Rule 4.7 may purchase intoxicating liquor for consumption by themselves and their guests on the premises during the permitted hours and in accordance with Rules 5.2 and 5.3.

4.9 Guests may be introduced by Members and Temporary Members (as defined in sub-paragraphs (a) and (b) of rule 4.7), but no more than two guests may be introduced by a Member or a Temporary Member in any 48-hour period. The names and addresses of the guests must be entered into the Visitors Book. No guests or persons mentioned in sub-paragraph (c) of rule 4.7 may be allowed into the Club for more than three 48-hour periods in

one calendar year.

4.10 The Club, on the recommendation of the General Committee, may in a General Committee Meeting, elect Honorary Members, but the total number of Honorary Members shall not at any one time exceed 5% of the total number of Members

4.11 Applications for membership may be refused if, in the opinion of the General Committee, the applicant is likely to bring the Club or its interests into disrepute.

4.11.1 Every Member, on joining the Club implicitly undertakes to comply with these Rules and any refusal or neglect to do so, or any conduct which, in the opinion of the General Committee, is either unworthy of a Member or injurious to the interests of the Club, shall render that Member liable to expulsion or suspension by the General Committee. No liability shall be incurred on behalf of the Club unless accepted by the General Committee. Refused applicants, expelled or suspended members shall have the right to appeal to an Extraordinary General Committee Meeting.

4.12 The General Committee may admit and remove affiliate clubs from time to time. An affiliate club shall pay the Club such fees as the affiliate club and the General Committee agree. An affiliate member is a member of the affiliate club. An affiliate member shall have such use of the Club facilities as the General Committee may from time to time and for such period decide except that such:

(a) Affiliates shall have no voting rights in relation to the club.

(b) Affiliates will be subject to such terms that the General Committee shall decide.

(c) Affiliation shall meet the requirements of section 62-64 of the Licensing Act 2003.

5 THE BAR & GALLEY

5.1 The purchase for the Club, and the supply by the Club, of intoxicating liquor shall be exclusively controlled by a Bar Committee appointed for this purpose. Such Committee shall consist of a Flag Officer, who shall be Chairperson, Treasurer, Bar Secretary, Qualified Designated Supervisor who is a Club Member and the Bar Manager. The Bar Secretary and Qualified Designated Supervisor shall be appointed by the General Committee.

5.1.1 The day to day running of the bar shall be managed by a Bar Manager appointed by the General Committee and either directly employed or contracted through a limited company by the Club in accordance with the terms and provisions of a formal contract determined and negotiated by the General Committee.

5.2 The General Committee will determine normal opening hours, applicable to the Bar. Extensions to the normal opening hours must be approved by the Bar Chairperson or, in his/her absence, by the Bar Secretary or the Designated Supervisor.

5.3 No person under the age of 18 years shall be served with or permitted to consume intoxicating liquor on the Club premises.

5.4 The Galley shall be managed by Caterers appointed by the Committee in accordance with the terms and provisions of a franchise or other agreement determined and negotiated by the General Committee.

6 DIRECTORS, FUNDS & ASSETS OF THE CLUB

- 6.1 (a) The real property of the Club shall be vested in Felixstowe Ferry Sailing Club Limited, Company Number 10082659 (a Company Limited by Guarantee).
- (b) There will at all times be at least one Director but preferably four and these will be nominated for election by the General Committee and formally voted into office at the next convened meeting of members be it an EGM or AGM
- (c) The Directors of FFSC Ltd shall retire annually by rotation but be able to offer themselves for re-election, or until removed by the General Committee and voted on by the membership at the AGM, or an EGM if appropriate. The Directors are answerable to the General Committee (on behalf of the membership) who must agree and formally minute any resolutions. The Directors to meet quarterly with the Commodore, Treasurer and Secretary to review the accounts and deal with any matters arising. The General Committee may co-opt a person or persons to serve as a Director with immediate effect but must be formally offered for election by the membership at the next EGM or AGM
- (d) The Directors liability is independently insured and shall also be indemnified out of the assets of the Club and if these become exhausted, by the Membership except Cadets, Temporary and Honorary Members to a maximum liability of £1.00 per Club Member.

6.2 All payments made by the Treasurer on account of the Club, except in petty disbursements, shall be made electronically, by cheque, direct debit or standing order.

6.3 The assets of the Club shall be applied to the benefit of the Club which may provide sporting and related social facilities, equipment coaching, courses, insurance cover and other ordinary benefits.

6.3.1 In connection with the objects of the Club, as defined in Rule 1.1(b) the Club may sell and provide food, drink and related clothing and equipment.

6.3.2 The Club may employ members and remunerate them for providing goods and services on fair terms, determined by the General Committee without the member concerned being present.

6.3.3 The Club may provide reasonable hospitality for guests or members from visiting clubs.

6.3.4 The Club shall indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club but only to the extent of the Club's assets.

7 WINDING UP

7.1 The members may vote to wind up the Club on a 75% majority of those present and eligible to vote at a properly convened Extra Ordinary General Meeting. In the event of the dissolution of the Club the General Committee shall be responsible for the orderly winding up of the Club's affairs.

7.2 After the payment of Club's liabilities the Committee shall dispose of the net assets remaining to one or more of the following:

- i. to another RYA registered club
- ii. to the RYA

BYLAWS AND REGULATIONS

These may be amended at any time by decision of the General Committee

1. All Members are requested to assist and comply in keeping the Clubhouse, Dinghy Park and surroundings tidy and free of litter.
2. All Members shall comply with instructions issued by the General Committee from time to time in respect of camping, car, trailer and boat parking. Members using the Club car park must display current stickers.
3. Any Member responsible for wilful damage to the Club or its property may have their membership revoked permanently, and will be liable to prosecution.
4. Any unruly behaviour will be dealt with in such a manner as deemed appropriate by the General Committee.
5. The General Committee reserves the right to refuse entry to any Member who is unable to identify him or herself by membership card or written authority. Any Member or guest who does not comply with Club Rules, Bylaws or Regulations may also be refused entry. By the authority of the General Committee, the Steward has the right to refuse service at the bar to any such Member or guest.
6. Members with or parents of children and other young persons shall be responsible for their behaviour. The General Committee reserves the right to impose whatever sanctions it deems to be appropriate upon those responsible for children who persistently misbehave or cause a nuisance.
7. All liquor consumed on Club premises must be purchased over the bar. This applies in all situations including wine taken with meals. To protect the club agreement with the catering franchise all food consumed on the club premises shall be purchased from the franchisee. This rule shall apply to anyone hiring the club. Members will be allowed to consume their own modest packed meals, on an individual basis, for personal consumption after water activities
8. The Club premises may be hired for members' and other private functions subject to approval being granted by the General Committee. Such approval will not convey exclusivity to the hirer. Catering for members' or other private functions shall be provided by the Galley Franchisee or in accordance with other arrangements agreed between the Franchisee, Hirer, General Committee.
 - 8.i. In the case of private functions, the Club may be hired to bona fide organisations upon application to the General Committee. The approval of such applications will provide for the admission to the premises of persons other than members and their guests, and for the sale of intoxicating liquor to them by or on behalf of the Club for consumption on the premises pursuant to Section 49(1) of the Licensing Act 1964.
9. Dogs (with the exception of guide dogs accompanying visually impaired Members or guests) are not allowed in the Club.
10. Members are requested not to enter the lounge bar or crows-nest in wet clothing or sailing boots.
11. For safety reasons, the maximum number of people allowed in the crows-nest at any one time is five.
12. Club rescue boats may only be used for purposes and by persons authorised by the Rescue Officer. The Club launching vehicle may only be driven by persons similarly authorised.
13. All complaints from Members should be reported in writing to the Secretary who in turn will pass them on to the General Committee for whatever action it deems to be appropriate.
14. Felixstowe Ferry Sailing Club will not be responsible for any damage howsoever caused, or the loss or theft of any property, money or other articles belonging to Members or Guests.

15. Felixstowe Ferry Sailing Club will not be liable for any death or injury of members or guests whilst carrying out any duties for or on behalf of the Club. (Members who assist with rescue duties etc. are advised to take out personal accident insurance).
16. If, at any time, facility fees payable to the Club by any member or former member shall **not** be three months or more in arrears:
- (i) The General Committee shall be entitled to remove the boat and/or trailer without being liable for any loss of, or damage to, the boat and/or trailer howsoever caused.
 - (ii) The General Committee shall be entitled upon giving one month's notice in writing to the member or former members, at his/her last known address shown in the register of members, to sell the boat and/or trailer and to deduct any monies due to the Club (whether by way of arrears of subscription, mooring or facility fees or otherwise) from the net proceeds of sale before accounting the balance (if any) to the member or former member.
 - (iii) Alternatively, any boat and/or trailer which, in the opinion of the General Committee, cannot be sold may, upon such notice as aforesaid, be disposed of in any manner the General Committee may think fit and the expenses recovered from the member or former member. Any arrears as aforesaid shall be deemed to be a debt owing to the Club by the member or former member.
 - (iv) Further, the Club shall at all times have a lien over the members' or former members' boats and/or trailers parked or moored on the Club's premises or the Club's moorings in respect of all monies due to the Club, whether in respect of arrears of facility or mooring fees or subscriptions or otherwise. Where a member is in arrears of any payment of monies owed to the Club by at least six months, the Club may in the event take possession of the member's boat and/or trailer.
17. Members who undertake safety boat duties must note the following:
- (i) The primary safety boat function is to save lives and the secondary function is the recovery of craft. Members must be fit and able to fulfil these duties at all times whilst afloat.
 - (ii) Adequate personal buoyancy must be worn at all times whilst afloat in Club safety boats.
 - (iii) The Sailing Committee and RTC (Commercial and Youth Sailing) to determine and publish rules for each area of operational usage.
18. The club has a number of boats which are available for hire by club members only. Approval to use the boats for the current year must be sought from a member who is on the approval list. Users must have a minimum of RYA Level 2 or equivalent experience. Individual approvals will stipulate which of the club boats may be used and which approval level applies.
- Level 1 – Club organised events only i.e., club racing and training events when there is rescue cover available.
 - Level 2 – Use of boats up the river from the public launch slipway.
 - Level 3 – Use of boats in levels 1 and 2 plus taking them out to sea.
- The hirer must complete and sign an Annual Boat Hire Agreement.
19. All enclosed areas of the club premises shall be deemed as Non-Smoking areas.