

BYE-LAWS
OF
FELIXSTOWE FERRY SAILING CLUB LTD. (THE "CLUB")

COMPANY NUMBER 10082659

ADOPTED BY SPECIAL RESOLUTION: 29TH JANUARY 2023

PART 1: INTERPRETATION

1 INTERPRETATION

1.1 These Bye-laws are made pursuant to Article 13.4.2.

1.2 In these Bye-laws, unless the context requires otherwise:

Articles means the Articles of Association of the Club from time to time and **Article** refers to a particular provision in them;

Associate Member means a member of the Club who is not a Club Member, and who therefore neither has voting rights at general meetings nor any other rights to which members of companies are entitled under the Articles or the Companies Acts, and **Associate Membership** shall be interpreted accordingly;

Boating & Watersports in General. means sporting, recreational and other activities carried out in water-borne craft of any description powered by the wind or by mechanical means;

Bye-laws means these Bye-laws of the Club made pursuant to Article 13.4.2, and **Bye-law** refers to a particular provision in them;

Club Facilities means the Clubhouse, all premises of the Club, the water controlled by the Club, any equipment made available by the Club (whether for a fee or without charge), all changing and washing facilities, all access and storage facilities, and

	any other facilities made available (whether for a fee or without charge) at the Clubhouse or on the Club's premises from time to time;
Clubhouse	means the clubhouse situated at Felixstowe Ferry Sailing Club Clubhouse, The Ferry, Felixstowe. IP11 9RZ;
Club Member	means a company member of the Club, as that term is defined by section 112 of the Companies Act 2006, and Club Membership shall be interpreted accordingly;
Fees	shall have the meaning given in Bye-law 6.1;
Member	means all members of the Club, whether Club Members or associate members, and Membership shall be interpreted accordingly;
Royal Yachting Association and RYA	means the Royal Yachting Association, a company limited by guarantee registered in England and Wales with registered company number 00878357
Club Secretary	The elected secretary to the general Committee, can fulfil the Company Secretary role if qualified and approved by the directors, where no separate Company Secretary is appointed.
Secretary	means the company secretary of the Club, as appointed

- 1.3 These Bye-laws are supplemental to the Articles. Nothing in these Bye-laws is intended to contradict the Articles or the provisions of the Companies Acts and, in the event of any inconsistency between any provision of these Bye-laws and any provision of the Articles, the Articles will prevail.
- 1.4 Unless the context otherwise requires words or expressions contained in this document bear the same meaning as in the Articles.
- 1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time

to time, taking account of any subordinate legislation from time to time made under it, and any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

PART 2: MEMBERSHIP

2 MEMBERSHIP

- 2.1 Membership shall be open to anyone interested in the sport of Boating and Water Sports in General on application, regardless of sex, age, disability, race, sexual orientation, gender reassignment, pregnancy or maternity, religion or belief. Membership may, however, be limited according to available facilities on a non-discriminatory basis.
- 2.2 Article 11.4 gives the General Committee the power to create different classes of Membership, and to decide who will be eligible for admission to them and what their rights and obligations will be. For the avoidance of doubt, Associate Membership conveys neither Club Membership nor any of the rights or privileges of Club Membership under the Articles or the Companies Acts.
- 2.3 There shall be the following classes of Club Membership:
- 2.3.1 Adult Members;
 - 2.3.2 Adult Senior Members;
 - 2.3.3 Adult Family Members;
 - 2.3.4 Adult Senior Family Member;
 - 2.3.5 Young Adult Members
 - 2.3.6 Student or Apprentice Member
 - 2.3.7 Life Member
- 2.4 There shall be the following classes of Associate Membership:
- 2.4.1 Cadet Member
 - 2.4.2 Honorary Members;
 - 2.4.3 Provisional Members

2.4.4 Occasional Member

3 ELIGIBILITY FOR MEMBERSHIP

- 3.1 **Adult Membership** is open to any individual aged 26 to 64, together with two children within their guardianship under the age of 18, who is interested in the sport of Boating and Water Sports in General. Full Adult Members are **Club Members** with the right to attend and vote at general meetings in accordance with the Articles and the Companies Acts.
- 3.2 **Adult Senior Membership** is open to any individual aged 65 or over, together with two children within their guardianship under the age of 18, who is interested in the sport of Boating and Water Sports in General. Full Adult Senior Members are **Club Members** with the right to attend and vote at general meetings in accordance with the Articles and the Companies Acts.
- 3.3 **Adult Family Membership** is open to each of the members of a family grouping of one or two adults aged between 26 and 64, together with any number of children within their guardianship under the age of 18, who are interested in the sport of Boating and Water Sports in General. The Adult members will be **Club Members**. The family group will pay a single-family subscription. Each other member of the family group will be an **Associate Member**. For the avoidance of doubt, only the adult members will have the right to receive notice of, and to attend and vote at, any general meeting.
- 3.4 **Adult Senior Family Membership** is open to each of the members of a family grouping of one or two adults aged between 26 and 64, together with any number of children within their guardianship under the age of 18, who are interested in the sport of Boating and Water Sports in General. Adult Senior members will be **Club Members** The family grouping will pay a single-family subscription. Each other member of the family grouping will be an **Associate Member**. For the avoidance of doubt, only the adult members will have the right to receive notice of, and to attend and vote at, any general meeting.
- 3.5 **Young Adult Membership** is open to any individual aged between 18 and 25 who is interested in the sport of Boating and Water Sports in General. Young Adult Members are **Club Members** with the right to attend and vote at general meetings in accordance with the Articles and the Companies Acts.
- 3.6 **Student or Apprentice Membership** is open to any individual aged between 18 and 25 who is interested in the sport of Boating and Water Sports in General and holds a recognised and current Student Union Card on application (copy

of the card is required at each renewal). Student or Apprenticeship Members are **Club Members** with the right to attend and vote at general meetings in accordance with the Articles and the Companies Acts.

- 3.7 **Cadet Membership** is open to any individual under the age of 18 who is interested in the sport of Boating and Water Sports in General. Cadet Members are **Associate Members**, and as such have no right to attend or vote at general meetings.
- 3.8 **Life Membership** the general Committee from time to time may decide to offer Club Members the opportunity to purchase a life membership. Such Members are **Club Members**, with the right to attend and vote at general meetings in accordance with the Articles and the Companies Acts. This membership is non-transferable.
- 3.9 **Honorary Membership** may be awarded to individuals. The General Committee may nominate for election at an AGM, such persons as Honorary Members as they think fit. The total number of Honorary Members shall not, however, at any time, exceed 5% of the total number of Members. The election of Honorary Members shall be put to the vote at the AGM and such persons shall be granted Honorary Membership if approved by special resolution of the Club Members at the AGM. Honorary Members are **Associate Members**, and as such have no right to attend or vote at general meetings.
- 3.10 **Provisional Membership** People who have submitted a membership application form shall be members for a period of up to nine consecutive weeks in any one membership year. Provisional Members are **Associate Members**, and as such have no right to attend or vote at General Meetings.
- 3.11 **Occasional Membership.** The General Committee at their discretion, grant to Visitors living more than 100 miles away who wish to make occasional use of the club occasional membership. They shall have no entitlement to benefits other than use of the club facilities on up to four occasions per year. The rate of subscription shall be determined by the General Committee from time to time. Occasional Members are **Associate Members**, and as such have no right to attend or vote at general meetings.
- 3.12 For the avoidance of doubt, where the type of Membership available to, or subscription payable by, an individual is related to age it will be determined by the age of the individual on the date of registration of his Membership, or its renewal date.

4 BECOMING A MEMBER

An application for Membership shall be in the form from time to time prescribed by the General Committee, and shall include the name and address of the applicant.

- 4.1 Upon receipt of an application for Membership by completion of the application form (physical or electronic) shall be sent to the Membership Secretary, who shall enter such application in a Register of Applicants and the applicants shall be granted Provisional Membership for a period of up to nine consecutive weeks in any one calendar year until the General Committee consider the application for Membership at their next meeting. The admission of all classes of Members is vested in the General Committee and shall be a simple majority vote of those General Committee members attending the meeting
- 4.2 The General Committee may refuse applications for Membership only for good cause, such as conduct or character likely to bring the Club or the sport of Boating and Water Sports in General into disrepute. Appeals against the General Committee decision to reject an application for Membership may be made to the Club Members in a general meeting.
- 4.3 The Membership Secretary shall inform each applicant in writing as to whether or not the applicant's application for Membership has been approved and the Membership Secretary shall provide successful applicants with a copy of the Articles and these Bye- laws, and the Membership Secretary shall also request payment of any applicable fees.
- 4.4 Every successful applicant shall, upon becoming a Member, provide the Membership Secretary with an up-to-date address which shall be recorded in the Register of Members, and any notice sent to such address shall be deemed to have been duly delivered.

5 RIGHTS AND PRIVILEGES OF MEMBERSHIP

- 5.1 The rights and privileges of each class of Membership shall be as follows, subject in each case to the provisions of the Articles and these Bye-laws:
 - 5.1.1 Adult members, Adult Seniors, Adult Family members, Adult Senior Family members, Young Adult members and Student or Apprentice members, Cadet Members, Life Members, Occasional Members and Honorary Members and Provisional Members shall have the full use of all the Club Facilities;

5.1.2 Guest Visitors & Competitors shall have full use of the Club Facilities, but they:

- (a) shall have no right to enter Club races or regattas unless specifically authorised by a member of the General Committee
- (b) shall have no right to bring guests to the premises of the Club;
- (c) shall have no right to take any part in the management of the Club;
- (d) are deemed to have notice of and impliedly undertake to comply with the Articles and these Bye-laws; and
- (e) shall be liable to be expelled from the Clubhouse and/or prohibited from using the Club Facilities if, in the opinion of the General Committee, they have not reasonably complied with the conditions set out in the Articles and these Bye-laws in force from time to time.

5.2 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.

5.3 Members can apply for sight of the accounts which can be granted by the General Committee if they agree. A member can apply to the Secretary in writing or by email. If the General Committee agree to release the information, the Profit and Loss Account and Balance Sheet will be made available on the applicant signing a declaration that the information will not be disclosed outside the membership and will be destroyed securely by them after sight. The account information will be available within nine weeks (maximum length or period between General Committee meetings).

6 MEMBERSHIP SUBSCRIPTIONS AND FEES

6.1 The following fees (the **Fees**) shall be payable by Members, as applicable in accordance with this Bye-law 6:

6.1.1 an annual subscription fee in respect of their Membership; and

6.1.2 for those Members wishing to avail themselves of additional annual facilities provided by the club (boat park, dinghy shed permits etc.)

and granted by the General Committee shall pay an agreed fee as set by the General Committee from time to time.

- 6.2 The Fee rates for each class of Membership shall be proposed by the General Committee to the Club Members at the AGM in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative on the first day of the month following the AGM
- 6.3 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
- 6.4 New Members joining and those renewing their Membership after a lapse of two years, may have their subscription discounted at a rate to be determined by the General Committee from time to time
- 6.5 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 the General Committee decide otherwise.
- 6.6 The current Fee rates shall be prominently displayed in the Clubhouse, membership application form and on the Club's website.
- 6.7 Members shall pay the applicable Fees for their first year of Membership within one calendar month of becoming a Member, and thereafter on the first day of the month following the month of membership expiry

7 EXCEPTIONS TO THE REQUIREMENT TO PAY FEES

- 7.1 Currently we have no Bye-laws for exception for fees payments

8 TERMINATION OF MEMBERSHIP

- 8.1 If a Member fails to pay any applicable Fees that are due within one calendar month of becoming a Member, their Membership shall be automatically terminated.
- 8.2 A Member wishing to cancel their Membership shall give notice in writing to the Membership Secretary of the termination of their membership shall not then be liable to pay the subscription for the following year. A Member who retires in

accordance with this Bye-law shall not be entitled to have any part of their Fees refunded.

- 8.3 The General Committee may terminate, without notice being given, the Membership of any Member whose Fees are more than one month in arrears (in whole or in part), provided that the General Committee may, at their sole discretion, re-instate any such Member upon payment of arrears. No Member whose Fees are in arrears (in whole or in part) may enter any Club event or regatta or (if applicable) vote at any general meeting.
- 8.4 Appeal against termination of Membership may be made to the Club Members by submitting a written notice to the General Committee, who shall, upon receipt of such a notice, include the appeal on the agenda for the next general meeting.
- 8.5 Upon termination of Membership, the General Committee may dispose of the former Member's boat and/or trailer in accordance with Bye-law 18
- 8.6 Fees on membership termination. A Member whose Membership is terminated under Article 12.3 shall not be entitled to a refund of any subscription or Membership fee and shall remain liable to pay to the Club any subscription or other sum owed by him

9 CONDUCT OF MEMBERS & DISCIPLINARY ACTION

- 9.1 Every Member is deemed to have notice of, and undertakes to comply with, the Articles and these Bye-laws.
- 9.2 Any breach of Bye-law 9.1 or any conduct which, in the opinion of the General Committee, is either unworthy of a Member or otherwise injurious to the interests of the Club, shall render a Member liable to disciplinary action by the General Committee, which may include suspension for a specified period of time or expulsion.
- 9.3 Before taking any disciplinary action against a Member, the General Committee shall ask the Member in question to provide a written explanation of their conduct and shall give the Member the opportunity to explain their conduct to the General Committee or to voluntarily cancel their Membership.
- 9.4 The General Committee (or any person to whom the General Committee shall delegate this power) may temporarily suspend or exclude a Member from particular Club activities, if they consider in their sole discretion that such action is in the best interests of the Club.

- 9.5 A Resolution to apply any sanction shall be carried by a simple majority vote by those General Committee members present and voting on the Resolution by the General Committee.
- 9.6 Appeal against suspension/expulsion may be made to the Members in a General Meeting.
- 9.7 Upon suspension/expulsion the Member/former Member shall **not** be entitled to have any part of the annual Membership fee refunded and must return any Club or external body's trophy or trophies held forthwith.
- 9.8 Upon expulsion of a Member, the General Committee may dispose of the former Member's boat and/or trailer in accordance with Bye-law 18.
- 9.9 A Member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by a member of the General Committee.
- 9.10 A Member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without permission of [the House Secretary](#).
- 9.11 A Member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any Club Rule relating to the settlement of such indebtedness.
- 9.12 Complaints of any nature relating to the management of the Club shall be addressed in writing to the Secretary and be passed on to the General Committee for whatever action is deemed to be appropriate.
- 9.13 Under no circumstances shall a servant of the Club be personally reprimanded by a Member.

10 GUESTS

- 10.1 Members shall enter the names of all guests in the guest book. Not more than two guests may be introduced in any one day and the same guest may not be introduced more than three 48-hour periods in any one calendar year.
- 10.2 A member of any club affiliated to the Royal Yachting Association (a list of which is published by the Royal Yachting Association) or any other sailing club or watersports organisation, may be authorised to use the Club Facilities by any member and must sign the visitors book, periods of over 24 hours need to be authorised by a member of the General Committee. Such authorisation shall specify the dates on which that person may use the Club Facilities.

- 10.3 Any person who is a competitor, crew member or in support in any race sponsored by or on behalf of the Club is entitled to the use of the Club Facilities within a period of 24 hours before and after the race in which they are competing providing they enter and settle agreed fees.
- 10.4 General Public attending Functions. Members of the General Public attending open club functions or people attending the club for a hire function, are deemed to be guests and must abide by and are subject to the current Bye-laws.
- 10.5 General Public attending the club.
- 10.5.1 General Public attending the club when the bar and club are closed. General Public attending the Restaurant Area Only. Members of the General Public may be admitted to the Restaurant Area Only, at times prescribed and agreed by the General Committee in line with the franchise agreement, for the purchase and consumption of Food and Non-alcoholic beverages from the Galley Franchisee. These people are classed as Guests whilst attending the club.
- 10.5.2 General Public attending the club when the bar is open. Shall not use or purchase drinks in the main bar area. They may be served from the Restaurant bar hatchway.
- 10.6 The Secretary or any other person who has received the authority of two General Committee members, may expel, temporarily or permanently, any person who has the right to the use of the Club Facilities under this Bye-law

11 LIMITATION OF CLUB LIABILITY

- 11.1 Members or guests who use the Club Facilities do so entirely at their own risk and accept that:
- 11.1.1 the Club will not be responsible or accept any liability for any damage, howsoever caused or loss or theft of money or any other articles belonging to Members, or Guests;
- 11.1.2 Members or guests are responsible for any injury, damage or loss to the extent caused by their own actions or omissions.

- 11.1.3 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
 - 11.1.4 Members or guests who assist with Rescue duties are advised to take out personal accident insurance
- 11.2 Bye-law 11.1 shall be exhibited in a prominent place within the Clubhouse:

PART 3: MANAGEMENT

12 OFFICERS

- 12.1 Only Club Members shall be eligible to stand for election as Officers and General Committee members, to be appointed in accordance with Article 6.
- 12.2 The officers of the club are the Commodore (chairman of the General Committee), Vice Commodore, Rear Commodore Water, Rear Commodore House (the Flag Officers), the Secretary and Treasurer (Officers) and between two and five other Club Members as agreed. These people constitute the General Committee and positions are listed in Bye-laws section 15 below, together with appointed positions. All positions will have defined rolls and responsibilities assigned.
- 12.3 The Club Secretary shall address the following actions and provide required copies to the Company Secretary:
 - 12.3.1 cause a register of Members' names and addresses, including the class of Membership for each Member to be maintained by the membership secretary;
 - 12.3.2 provide Company's House with change of director information within 14 days of the change, or provide the Company Secretary with the information to submit within 14 days and verify action has been taken.
 - 12.3.3 conduct the correspondence of the Club;
 - 12.3.4 keep custody of all Club documents;
 - 12.3.5 keep full minutes of all General Committee meetings, general meetings (including AGMs), and meetings of any committees

established by the General Committee from time to time, and all minutes shall be confirmed and signed by the appropriate chairman upon the agreement of the General Committee, Club Members, or relevant committee (as appropriate) at the next following General Committee meeting, general meeting, or relevant committee meeting;

- 12.3.6 administer such insurance policy or policies as may be needed fully to protect the interests of the Club, its Officers, General Committee members, employees, and Members;
- 12.3.7 maintain contact with the Club's legal advisor to ensure that the Club's affairs are managed in accordance with all applicable laws; and
- 12.3.8 maintain any such certificates or registrations, and complete any such non-financial returns as may be required by law.

12.4 The Treasurer shall:

- 12.4.1 cause such books of account to be kept as are necessary to give a true and fair view of the state of finances of the Club, in compliance with all legal requirements applicable to companies;
- 12.4.2 cause all returns as may be required by law in relation to the accounts of the Club to be rendered at the due time; and
- 12.4.3 prepare annual report and accounts as at March 31st in each year and cause such report and accounts (as necessary) to be reviewed at least once annually and shall then cause the same to be exhibited in the Clubhouse and placed on the Club's website for at least fourteen days before the date of the next AGM.

13 DIRECTORS

- 13.1 The board of Directors shall be called the General Committee and consist of the Flag Officers, Club Secretary, Treasurer (Officers) and not less than two nor more than five Club Members. All except two directors will be elected at the AGM each year to hold office until the termination of the next following AGM.
- 13.2 Commodore and Vice Commodore shall be eligible to serve for a maximum of two consecutive years in the same Flag Office, and shall retire automatically after two years in that same Flag Office, but shall be eligible for re-election to

the same office after one year has elapsed. They are eligible to stand for the other Flag Office on automatic retirement. In the event of a Commodore not being proposed within 21 days of an AGM a Commodore completing a 2-year term of office may be retained in office for a further year if agreed by the General Committee

- 13.3 At the AGM each year, the two Directors who are not Officers and who have been longest in office shall retire. In the case of equal length of service in office, the order of retirement shall, failing agreement between the Directors concerned, be determined by lot. Directors retiring under this Bye-law shall not be eligible for re-election as Directors until the AGM next following the meeting at which they retire. Exceptionally, they can be reappointed if the General Committee agree it is appropriate.
- 13.4 The General Committee may at any time co-opt any individual who is a Club Member to fill a vacancy in their number or (subject to the maximum stated in Bye-law 13.1) as an additional General Committee member. Once co-opted they must be immediately registered with Companies House as a Director. But a co-opted General Committee member holds office only until the next AGM when they can be ratified as a director by the members.
- 13.5 Candidates for election as General Committee members (not being Officers) shall be those Club Members whose nominations (duly proposed and seconded in writing by other Club Members) have (with their consent) been received by the Secretary at least twenty-eight days before the date of the AGM in each year. Such nominations, together with the names of the proposer and seconder shall be posted at the Clubhouse and be distributed electronically at least fourteen days prior to the date of the AGM.
- 13.6 If the number of candidates for election as Officers at any AGM is equal to or less than the number of vacancies to be filled then all candidates shall be elected if two thirds of those present in person or by proxy and entitled to vote at the AGM vote in favour of such election.
- 13.7 If the number of candidates for election as General Committee members at any AGM is greater than the number of vacancies to be filled then there shall be a ballot. If the ballot fails to determine the General Committee members to be appointed because of an equality of votes, the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot.

- 13.8 The General Committee members shall meet at least every two months making such arrangements as the conduct, place of assembly and holding of such meetings as they wish, in accordance with the provisions of the Articles which requires at least eight meetings annually.
- 13.9 General Committee meetings shall be convened under the direction of one flag officer, or by requisition of any three members of the General Committee. Seven days' notice of any such meeting shall be given to all committee members. Four shall form a quorum to include two flag officers
- 13.10 The quorum for meetings of the General Committee shall be four members of the General Committee.

14 GENERAL MEETINGS

- 14.1 The Annual General meeting will follow the requirements as set out in the Felixstowe Ferry Sailing Club Ltd. Articles of Association "section 13 General Meetings"
- 14.2 The Annual General meetings shall be held in the last quarter of the Calendar year.
- 14.3 The Club Members have statutory responsibilities which must be discharged, including electing the officers and any other person of the General Committee, deciding club business brought before them by the General Committee, including membership classifications, fee's structure and approving Bye-laws put before them.
- 14.4 General Meeting management is identified and discharged by the General Committee in accordance to "section 13 of the Felixstowe Ferry Sailing Club Ltd. Articles of Association"
- 14.5 The adoption of reports, accounts and minutes and the outcome of elections shall be determined by a majority of those voting who are present or represented by proxy.
- 14.6 A General Meeting Quorum is 10% of eligible Club Memberships
- 14.7 Any proposals for changes in the Articles and Bye-laws shall be signed by ten members of the club and submitted in writing to the Secretary. A General meeting will be convened within 30 days of being received and 14 days' notice of the meeting shall be given. A general meeting may also be called by order of the General Committee or written requisition by any ten members.

- 14.8 Any proposal to change the Articles of Association or Bye-laws requires a 75% majority of those present or represented by proxy to be adopted.

PART 4: MISCELLANEOUS

15 ADDITIONAL CLUB APPOINTED POSITIONS & COMMITTEES

- 15.1 Other Positions. In Previous years, in addition to the General Committee other positions have been Appointed. These positions may be appointed to enable the club to run effectively. All appointed positions and/or sub committees will report to a General Committee member and operate to defined rolls and responsibilities. Activity updates will be reported to the General Committee via the responsible General Committee member.

Appointed

- 15.1.1 Membership Secretary
- 15.1.2 Marketing Events and Publicity
- 15.1.3 Training Centre Officer
- 15.1.4 Social Secretary
- 15.1.5 Yachting Captain
- 15.1.6 Rowing Captain
- 15.1.7 Sailing Captain
- 15.1.8 Youth Sailing Representative
- 15.1.9 House Secretary
- 15.1.10 Bar Secretary
- 15.1.11 Bar manager
- 15.1.12 Qualified Designated Premises Supervisor (licensee)
- 15.1.13 Fairways Liaison Officer,
- 15.1.14 Felixstowe Ferry Boatyard Liaison Officer
- 15.1.15 Felixstowe Ferry Community Liaison Officer

- 15.1.16 Dinghy shed controller
 - 15.1.17 Safety Boat Officer (normally appointed by the Rear Commodore Water Activities and approved by the General Committee.)
 - 15.1.18 Training Centre Principal
 - 15.1.19 Other positions as required and deemed necessary for effective management of the club
- 15.2 FFSC President. FFSC has traditionally had one president. The President represents the club at various public events. The position is an honorary title only, bestowed by the club in recognition of service to FFSC. Currently held on a lifetime basis. The position does not have an automatic right to hold a FFSC directorship.
- 15.3 Sub committees may be formed after each AGM to institute and control the day-to-day running of various activities. These subcommittees shall be responsible to the General Committee

16 SALE OF INTOXICATING LIQUOR

- 16.1 The Clubhouse Bar shall be open to Members at such times as the General Committee shall direct.
- 16.2 The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the General Committee, or of a special committee appointed by the General Committee
- 16.3 Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Clubhouse in accordance with the Articles and these Bye-laws. This includes wine consumed with meals.
- 16.4 In the case of private functions, the Club may be hired by bona fide organisations or people upon application to the General Committee. The approval of such applications will provide admission to the premises of persons other than members and their guests, and the sale to them on behalf of the club for consumption on the premises pursuant to Section 49(1) of the Licencing Act 1964.
- 16.5 The General Committee shall cause the bar in the Clubhouse to be opened (subject to terms of the Clubhouse certificate premises licence) at convenient times (and such times shall be prominently exhibited in the Clubhouse) for the

sale of excisable goods to persons stated in Bye-law 16.3, PROVIDED THAT members guests' names and addresses and the name of their introducer shall have been entered in the guest book upon entry to Clubhouse.

- 16.6 No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.
- 16.7 Proper accounts of all purchases and receipts shall be kept and presented at the AGM in each year and such information as the Treasurer may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.
- 16.8 The permitted hours for the supply of intoxicating liquor are as follows:
- 16.8.1 Wednesdays: 1830 to 2200
 - 16.8.2 Fridays: 1830 to 2200
 - 16.8.3 Saturdays: 1200 noon to 1600 or later if sailors are about
 - 16.8.4 Sundays: 1200 noon to 1600 or later if sailors are about
 - 16.8.5 Bank and public holidays as indicated in the club notice board and newsletters on each occasion
- 16.9 The bar in the Clubhouse will be open at the hours set out in Bye-law 16.8 or at such other hours as may be decided by the General Committee, subject to any restrictions imposed from time to time by the Licensing Authority.
- 16.10 A Qualified Designated Premises Supervisor shall be appointed by the General Committee

17 GALLEY

- 17.1 The Galley shall be managed by caterers appointed by the General Committee in accordance with terms and conditions as provided for in a franchise or other agreement determined by the General Committee.
- 17.2 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 Franchise or in accordance with other arrangements agreed between the Franchisee, Hirer and General Committee.

- 17.3 To protect the club agreement with the galley franchise, all food consumed on the club premise shall be purchased from the franchisee. This rule applies 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.

18 ABANDONED BOATS AND/OR TRAILERS

- 18.1 If at any time, any fees payable to the Club by any Member or former Member (whether by way of arrears of subscription or facilities fees, moorings, dinghy park fees or otherwise) shall be one month or more in arrears and/or a boat and/or trailer and/or any other property of a Member or former Member remains upon the Club premises one month or more after the Club has given the Member or former Member notice to remove the boat and/or trailer and/or any other property then the Member or former Member shall remove the boat and/or trailer and/or any other property from the Club or mooring immediately. If the Member or former Member fails to remove the boat and/or trailer and/or any other property then the General Committee may: -

- 18.1.1 Move the boat and/or trailer and/or any other property to any part of the Club premises without being liable for any loss or damage to the vessel howsoever caused
- 18.1.2 Give one months' notice in writing by registered post to the Member or former Member at his last known address as shown in the Club Register and thereafter sell the boat and/or trailer and/or any other property and deduct any monies due to the Club from the net proceeds of sale before accounting for the balance (if any) to the Member or former Member.
- 18.1.3 Alternatively, if the boat and/or trailer and/or any other property is unsaleable, after giving notice in writing as aforesaid, dispose of the boat and/or trailer and/or any other property in any manner the General Committee may think fit and deem the cost of doing and any arrears as aforesaid to be a debt owing to the Club by the Member or former Member

18.1.4 The Club reserves the right to charge storage for the boat and/or trailer and/or any other property until such time as the owner collects the boat and/or trailer and/or any other property or until notice has been served under Bye-law 18.1.2 above

PROVIDED ALWAYS THAT proper evidence is available to show that all reasonable steps have been taken to trace a Member or former Member and that, when and if the boat and/or trailer and/or any other property is sold, if the Club is unable to account to the Member or former Member for the balance of the proceeds of sale pursuant to Rule 18.1.2 above then the balance of the proceeds of sale shall be placed upon bank deposit account and retained against the eventuality of a claim by the owner (whether he be the said Member or former Member or otherwise) for a period of six years.

18.2 In addition to Bye-laws 18.1 and all 18.1 sub clauses, Club shall at all times have a lien over Members' or former Members' boats and/or trailers belonging to Members or former Members parked on the Club's premises or other property in respect of all monies due to the Club, whether in respect of arrears of Fees or otherwise and shall be entitled to retain possession of the boat and/or trailer and/or any other property until such time as all monies due to the Club have been paid in full.

19 GENERAL

- 19.1 The Club shall be an affiliated Club of the Royal Yachting Association (RYA)
- 19.2 The Club burgee shall be a blue ground having on it an upright yellow wing over three yellow wavy lines
- 19.3 All members are requested to assist and comply in keeping the Clubhouse, Dinghy Park and surroundings tidy and free of litter.
- 19.4 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.
- 19.5 Dogs (with the exception of Guide Dogs accompanied by visually impaired members or guests) are not allowed in the Clubhouse.
- 19.6 Members are requested not to enter the lounge bar or crows-nest in wet clothing or sailing boots.

- 19.7 For Safety Reasons, the maximum number of people allowed in the crows-nest at any one-time is five
- 19.8 All enclosed areas of the club premises shall be deemed as Non-Smoking areas:

20 SAFETY BOATS

- 20.1 Members who undertake safety boat duties must note the following:
- 20.1.1 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 duties at all times whilst afloat
 - 20.1.2 Adequate Buoyancy must be worn at all times afloat in club safety boats
 - 20.1.3 The Sailing Committee and RTC (Commercial and youth sailing) to determine and publish rules for each area of operation.
 - 20.1.4 Members who assist with rescue duties are advised to take out personal insurance
- 20.2 Club Safety Boats may only be used for the purposes defined and by persons authorised by the Rescue Officer or event leader.
- 20.3 The Club launching vehicle can only be driven by people authorised.

21 CLUB BOATS

- 21.1 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 National Sailing Scheme 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 level 1 and 2 plus taking them out to sea for up to 1 mile from shore

The Hirer must complete and sign an Annual Boat Hire Agreement.

22 BYE-LAWS

- 22.1 The General Committee shall have the power to make regulations and bylaws in accordance with these Bye-laws from time to time and settle any disputes arising
- 22.2 These Bye-laws may be amended by the General Committee from time to time and ratified by the members at the next AGM

23 ACKNOWLEDGEMENT

- 23.1 The Members acknowledge that these Bye-laws constitute a legally binding contract to regulate the relationship of the Members with each other and the Club.

END OF THE BYE-LAWS