

QUEENSMEAD SAILING CLUB

Definitions

The name of Queensmead Sailing Club shall be referred to in this document as the 'Club'. The 'Committee' is responsible for administering the 'day to day' business of the Club. Hillingdon Outdoor Activities Centre (HOAC) is the area of water and associated facilities that is used by the club. HOAC is managed by the Colne Valley Youth & Community Association (CVY & CA) in partnership with the London Borough of Hillingdon. Address: Dews Lane, Harvil Road, Harefield, Middlesex UB9 6JN.

Terms of Reference/Aims & Objectives

1. To introduce young people to the sport of sailing and to encourage and facilitate their continued involvement in the sport.
2. To extend this aim to the whole community thereby providing a support network for the young people as well as creating a balanced club community.
3. To promote healthy competition and the attainment of excellence by encouraging club members to compete locally and at National level.
4. To advance the aims of the Royal Yachting Association with courses and training material published by the RYA.
5. To actively encourage equal opportunities for all club members and seek to ensure access to all members of the community, regardless of gender, race, disability, creed and sexual orientation.
6. To assist in publicising the sport of sailing to the general public.
7. To raise funds to supplement those provided by membership subscription and donations to further the activities of the Club.
8. To provide a forum for new ideas and suggestions to CVY&CA for proposed developments at HOAC.
9. To provide two newsletters per year for all club members.
10. To keep records of income and expenditure and to publish same, duly signed by an Independent Examiner and the Chairperson, at the end of each financial year.
11. To exercise all duties and safety procedures according to the policies of CVY&CA and codes of practice published by the RYA.

Constitution

12. The Committee shall be appointed for a period ending on the 31st September each year. Members shall remain in office until the appointment of their successors if such appointments should not be made before the date of expiry of their term of office.
13. The committee shall consist of:
 - 13(a) Commodore/Chairman
 - 13(b) Vice Chairperson
 - 13(c) Treasurer
 - 13(d) Secretary
 - 13(e) A minimum of two elected members.
14. The Committee may invite additional advisors to attend meetings as appropriate. Advisors shall attend in a non-voting capacity.
15. The Committee may appoint working groups for special purposes to report back to the committee.
16. A Committee member may resign membership at any time by giving notice, preferably in writing, to the secretary. The resignation shall take effect on receipt of such notice and shall be reported to the next meeting of the committee.
17. Individual club members may have their membership terminated if they fail to observe the aims of the Club or engage in any activity likely to cause harm to the reputation or name of the Club. The termination would take the form of a resolution put to the Committee at any scheduled committee meeting or at any special meeting convened for this purpose. The member in question would be

contacted by letter with the reasons for their membership termination.

The member may appeal against any decision made by submitting in writing, or by attending the next scheduled committee meeting, to give an explanation or defence he or she may think fit.

The Committee will consider any appeal submitted and will convey in writing, its final decision, for which no further appeals will be accepted.

18. A committee member shall cease to be a member of the committee if they are absent without the permission of the committee from all the meetings held within a period of six months and the committee resolve that their membership of the committee is terminated.
19. There shall be an Annual General Meeting (AGM) in October and a minimum of four other meetings of the committee each year. Special meetings may be called at the Committee's discretion.
21. The Committee shall be appointed at the AGM. The same meeting shall elect the Chair, Vice-Chair, Secretary and Treasurer.
22. The AGM shall receive reports from the Chair and Treasurer.
23. The AGM shall be open to the general public, members of the club and any other interested parties. Observers shall be welcome at all meetings of the Committee with the Committee's agreement.
24. An Emergency General Meeting (EGM) may be called at any time if 20 % or more of the Club membership request it. A request for an EGM shall be made in writing to the Club Secretary, stating the reason for the EGM and supported by the signatures of 20% of the Club members.
25. No business shall be transacted at a meeting of the Committee unless there are a minimum of four voting members present (quorum). If there is no quorum, the meeting may continue, but decisions must be deferred until a later meeting.
26. The order of business at every meeting shall be:
 - (a) to choose a person to preside if the chair or vice-chair are absent
 - (b) to agree the minutes of the previous meeting, which shall then be signed by the person presiding
 - (c) to receive reports
 - (d) to consider items raised on the agenda
 - (e) to consider items of any other business and accepted by the Chair.
27. All matters requiring a decision shall be proposed and seconded and be decided by a simple majority of those present and entitled to vote. Individual members shall have one vote. In the case of a tie, the Chair shall have a second or casting vote.
28. Reminder notices of the AGM should be given to all club members with ten working days notice.
29. The agenda of meetings, including the AGM shall be displayed on a notice board at HOAC at least five working days prior to any meeting.
30. Anyone wishing to raise an item for inclusion on the agenda of a meeting may do so by contacting the Secretary directly or through any committee member.
31. Items of other business may be raised directly at meetings at the discretion of the Chair.
32. Minutes shall be kept of the attendance, proceedings and resolutions of the Committee and be available for inspection. The minutes, including AGM and EGM minutes, shall be displayed on a notice board in the club private store (excluding any matters of a confidential nature). The minutes shall be circulated to members of the committee. Minutes of the AGM and EGM shall be circulated to all those who attended same.
33. Audited accounts for the preceding year (April 1- March 31) will be circulated to all members with the autumn edition of the newsletter.
34. All financial transactions resulting from activities or events promoted by the Committee shall be passed through the Club Fund account. The Committee shall not operate independent funds.
35. The Committee may authorise expenditure from the Club Fund Account.
36. Changes to the Constitution may only be proposed at an AGM or EGM.
37. Any proposal to wind up the Committee and disband the Club shall be subject to the approval of the AGM or an (EGM) called for that purpose. In the event of disbandment of the Club, the committee

shall dispose of the assets; all proceeds of which shall become the property of: -

- (a) HOAC as the Colne Valley Youth and Community Association (charity no. 1012242). If HOAC/CVY&CA is no longer active or is unable to accept the proceeds, then the proceeds shall instead become the property of: -
- (b) Bury Lake Young Mariners Ltd (BLYM) charity no. 1102162. If BLYM is no longer active or unable to accept the proceeds, then the proceeds shall instead become the property of:-
- (c) Andrew Simpson Foundation Ltd (charity no. 1153060).

Should none of the above be able to accept the proceeds, then the proceeds shall become the property of The Royal National Lifeboat Institution (charity no. 209603).