

Club Constitution, Rules and Regulations Document



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WWYC- Club Constitution, Rules and Regulations

**AGREED BY MEMBERS AT THE ANNUAL GENERAL MEETING HELD ON 19TH NOVEMBER
2023, Revisions for Approval at the AGM 23rd November 2025**

Constitution:

NAME

1. The name of the Club shall be *THE WEST WICK YACHT CLUB* herein after referred to as *The Club*.

OBJECT

2. The object for which The Club is formed is to promote and facilitate the sport of Yachting and Motor Boating with the provision of Club cruise, Formal and Social events other facilities for members as may be from time to time determined.
To encourage safe seamanship, education and training in boating skills.
To foster community spirit and friendship amongst members

MEMBERSHIP

3. There shall be the following categories of members, at the commencement of the Annual subscription year, or part of.

Full Members (Helmsmen) which expression shall include, if necessary, living partner.

Crew Member (On deck Crew) Which expression shall include those wishing to support Full members for on water activities and socials.

Social Member (Harbour Social) which expression shall include those wishing to support the club on land activities and socials.

Trustee Members (Trustee) which expression shall include appointed Honorary members for service to the club.

VOTING

4. Every candidate for membership shall be nominated by one Full Member and Seconded by another such Full member. An application for membership shall be in such Form that the Committee may prescribe and shall contain the name and address of Candidate and any other particulars that the Committee shall require and be signed by the candidate's proposer and seconder. The Details will be required to be

Resubmitted/ reviewed/updated on the Annual Subscription Form and held in line with our Data Privacy GDPR Policy

APPROVAL OF MEMBERS

5. Members shall be Approved at a meeting of the Club Management Committee. Candidates will be approved by Club Management Committee ballot by majority agreement.

6. Every member, on joining The Club impliedly undertakes to comply with these Regulations and any bye-laws appended hereto and any refusal or neglect to do any Conduct which, in the opinion of the Club Management Committee, is either unworthy of a member Otherwise injurious to the interests of The Club, shall render a member liable to Expulsion by the Club Management Committee, provided that, before expelling a member, the Club Management Committee Should call upon him or her for an explanation of their conduct and shall give the Opportunity of defending themselves, or of resigning their membership. The vote Resolution shall be by ballot and the resolution for expulsion shall be by ballot, a Resolution only be carried if not less than three quarters of the members of the Club Management Committee present vote in favour of the resolution.

SUBSCRIPTIONS

7. All annual subscriptions are due by the renewal date as set by the Committee. A Member who has not paid their dues Three months after the renewal date shall not exercise any rights or privileges of membership until their subscription for that year and all arrears-if-any- have been paid. Any New Members Join the Club, shall pay a joining Fee for Administration and Welcome Pack.

OFFICERS

8. The Officers of The Club shall consist of a Commodore, a Vice Commodore, a Rear Commodore (non-Elected), an Honorary Secretary, and Honorary Treasurer, who shall be elected At the Annual General Meeting each year, and hold office until conclusion of the following Annual General Meeting. The retiring officers shall be eligible for re-election.

9. NO candidate for election to any office (other than retiring officers) shall be proposed unless the name of such candidate and proposer is sent to the Honorary Secretary at least fourteen days prior to the date of the Annual General Meeting

OFFICERS ROLES and RESPONSIBILITIES

10. The role of the Principal Officers will vary from Club to Club but may typically be as follows: -

The Commodore leads the club and ensures the overall efficient functioning of the club in Accordance with the wishes of the general membership. They should ensure that the Club Management Committee is adequate and composed of the right people, although the officers of The Club are elected to the Club Management Committee by the members, the Commodore should ensure that appropriate members put themselves Forward for election. The Commodore normally represents The Club at outside events. (CAYF and CHA and HORRC)

The Vice Commodore acts as a general deputy to the Commodore in general management and may be given specific tasks such as organisation of the Social Calendar and may also Help to represent The Club at social events hosted by other clubs and organisations.

The Rear Commodore looks after all matters in connection with cruising Events which lie on moorings off The Club or elsewhere, as well as organising a sailing/Cruising program for the members. He also prepares and supervises the whole of the racing programme including the appointment and supervision of officers and personnel to manage each race and regatta. A sailing committee may be formed to assist the Rear Commodore for Sailing or Powerboating in these duties.

The Honorary Treasurer is concerned with the financial affairs of The Club. The Treasurer shall keep proper accounts and present them for independent examination annually. They also manage and present the Accounts monthly to the Club Management Committee and advise on financial affairs. and any authorising to Spend Funds must be agreed with at the Club Management Committee meetings.

The Honorary Secretary is the administrative hub of any organisation and is responsible for ensuring compliance with all legal and regulatory matters. They also deal with all the mail and if unable to reply, they must pass the correspondence to the appropriate officer of the Club. The Secretary is responsible for organising any meetings of the general membership and the Club Management Committee and writing the minutes of the meetings and the AGM.

RESIGNATIONS

11. A Member shall cease to be a Member if he gives written notice to the Honorary Secretary of such resignation which is received by the Honorary Secretary.

12. A Full Member/Crew Member/Social Member whose Annual Subscription is more than Two months in arrears with Subscriptions for any Nominee and shall have been sent a reminder and upon a resolution of the Club Management Committee shall be deemed to have resigned unless expressly otherwise set out in these Rules.

CLUB MANAGEMENT COMMITTEE

13. The management of The Club is deputed to a committee consisting of the officers and Members who shall be elected at the Annual General Meeting. The Committee shall consist of no less than five in total.

14. Candidates for election to the Committee shall be those members of the retiring committee who shall offer themselves for re-election and such other members of The Club whose nominations duly proposed and seconded by members of The Club in writing, shall have been sent to the Honorary Secretary at least fourteen days before the date of the Annual General Meeting. If The Club are unable to form the necessary, Officers at an Annual General Meeting under rule 10, consisting of a Commodore, Vice Commodore, Rear Commodore, but have, Honorary Secretary, Honorary Treasurer, The Club can form a Club management Committee, The Club Management Committee shall consist of a Managing Chairman and a Committee who will carry The Club forward to the next A.G.M.

15. The Honorary Secretary will record all the names and positions of the Management team, including that of Honorary Secretary, Honorary Treasurer, Trustees to be signed at the A.G.M. By the Managing Chairman of the Managing Committee and the Honorary Secretary and recorded into the Minute Book. At each A.G.M. thereafter, if this rule has been exercised; The Club members are given the right to reform The Club under the Original constitution.

16. If a casual vacancy occurs by death or resignation, The Club Management Committee may co-opt a member to fill the vacancy.

17. A representative of the Marina owners may be invited to attend Club Management Committee meetings but shall have no vote at any meeting.

18. If the number of candidates duly proposed and seconded, exceeds the number of vacancies to be filled, then the decision shall be by ballot.

19. The Club Management Committee shall manage the affairs of The Club according to the rules and shall apply the funds of The Club and shall make such byelaws, rules and regulations as they think fit as to the management of The Club or

premises. The Club Management committee or the Honorary Secretary as agents for The Club and its members shall enter into contracts only so far as they are expressly authorised by implication, from the rules. Neither the Club Management Committee nor the Honorary Secretary shall without the express authority of the membership pledge the credit of the membership beyond the subscription payable by such membership in accordance with rule 17 hereof.

20. A member of the Club Management Committee and the Honorary Secretary or Honorary Treasurer in transacting business for The Club shall disclose to third parties that they are so acting and enter and sign such in The Club Minute Book.

21. In pursuance of the authority vested in the Club Management Committee by the members of The Club, members of the Club Management Committee are entitled to be indemnified by the members of The Club against any liabilities properly incurred by them or by the Honorary Secretary on behalf of The Club through Insurance Cover to the Limit value of the Club assets. The limit of a member's indemnity in this respect shall be equal to one year's subscription at the current rate, unless the Club Management Committee has been authorised otherwise by a meeting called under rule 22 hereof.

HONORARY AUDITOR

22. At the Annual General Meeting in each year, a suitable member or other suitable person shall be appointed as Honorary Auditor, whose duty it shall be to audit the Accounts of The Club for the current year. In the event that they are unable to act, the Club Management committee shall appoint a subset to hold office until the next Annual Meeting.

CLUB ACCOUNTS

23. A copy of the Audited Accounts shall be available via application to the honorary secretary or Honorary Treasurer.

GENERAL MEETINGS

24. An Annual General Meeting shall be held no later than the End of November by the Club Management Committee. The Honorary Secretary shall, at fourteen days before the date of such meeting, or any General Meeting, as hereinafter mentioned, shall communicate to each member, notice thereof and of the business to be brought forward there at.

25. No business except the passing of the Accounts, the election of the Officers, Club Management Committee, and Honorary Auditor and any other business that the Club Management Committee may order to be inserted in the notice convening, shall be discussed at such meeting unless notice thereof be given to the Honorary Secretary at least twenty eight days before date of the Annual General Meeting. On the closing of the Annual General Meeting. There will be an open forum, when members may discuss

any Club business and put forward proposals for the Club Management Committee to consider in the future.

26. The Club Management Committee may, at any time, upon giving twenty one days' notice, call a General Meeting of The Club for any special business, the nature of which shall be stated in the Summons convening the meeting and discussions at such meeting shall be confined to the business stated on the notice sent to members.

27. The Club Management Committee shall also call a General Meeting on a written request addressed to the Honorary Secretary by at least twelve members, or one fifth of the members, which Ever shall be less.

28. At the Annual General Meeting of The Club, provided that the appropriate Subscription has been fully paid

A member shall have one vote.

A voting member is defined by, one fee-one vote.

29. Those entitled to vote at a General Meeting show vote by a show of hands or ballot paper.

CLUB MANAGEMENT COMMITTEE MEETINGS

30. There shall be a minimum of five regular Committee meetings each year, unless any Extra meetings should be convened plus the annual General Meeting.

31. West Wick Yacht Club, Club Management Committee reserve the right to ask any member of The Club or Public to leave The Clubs area or event forthwith, and no reason need be given.

FINIANCE

Income and Expenditure

32. The Financial year runs from AGM to AGM (December to November)

33. The financial affairs of the Club shall be supervised by the Commodore and be the responsibility of the Club Management Committee. The Commodore shall report or procure that a report is provided on the financial affairs of the Club at each meeting of the Club Management Committee. A Financial Policies and Procedures document will be maintained and approved by the Club Management Committee at least annually.

34. All monies payable to the Club shall be deposited in a bank account or bank accounts in the name of the Club

35. Sums shall be drawn from such bank account or accounts only as follows:

For sums of less than £200 by cheques or by electronic bank transfers or by debit card provided that each cheque is signed by and each electronic bank transfer is authorised in writing by the Honorary Treasurer, Honorary Secretary or any member or the Club Management Committee.

For sums more than £200 by cheques or by electronic bank transfers or by debit card provided that each cheque is signed by and each electronic bank transfer is authorised in writing by agreement of the Club Management Committee.

36. The income of the Club shall be applied only in the furtherance of the objectives of the Club, and no part thereof shall be paid by way of bonus, dividend or surplus to any Member.

37. The Club Management Committee shall be responsible for the management of any of the assets of the Club and shall determine investment strategy although it may delegate the implementation and management of the strategy to the Commodore, Honorary Treasurer and Honorary Secretary.

RECIPROCAL ARRANGEMENTS

38. The Club may enter arrangements with yacht and other clubs both nationally and locally to offer reciprocal arrangements for Members on terms determined by the Club Management Committee.

39. Members shall comply with the rules and standards of clubs offering reciprocity.

40. From time to time, as approved by the Club Management Committee for the purposes of expanding the membership, other parties with a general interest in boating may be encouraged to visit the WWYC but without adversely impacting upon members enjoyment of the facilities.

DINGHY PARK RULES

41. A berth allocation is to be seen as a privilege and not a right of membership. The Club Management Committee reserves the right to have owners remove their vessels from the Dinghy Park if the Rules are not observed.

42. The responsibility for members' dinghies, sailboards, canoes, tenders and Trailers and the safety of all persons using them, while racing or cruising or in the Dinghy Park, shall solely and inescapably rest with the owner or 'owner individual.

43. Owners remain responsible for the condition of their boat whilst stored in the Dinghy Park. This includes conforming with the prescribed method of identifying vessels and trolleys. Covers are to be secure, and boats are to be securely tethered to their allocated berth, including to the chains where provided. Covers should be 'tented' sufficiently to ensure rainwater run-off. The area around the boat is to be kept clear and tidy of loose equipment and weeds.

44. The Dinghy Park is not to be used as a convenient long-term storage solution for a vessel. Active members (those who make the greatest use of their vessels during the year) will be afforded priority allocation the following year, whilst inactive members (often signified by vessels with an underused and overgrown appearance) may be required to Vacate the area.

COMPLAINTS

45. Any complaint shall be made initially in writing or otherwise to the Club Management Committee or to the Honorary Secretary.
46. On receipt of a complaint the Club management Committee shall take action and, where possible, shall thereafter inform the Member who has complained of the action taken appropriate to the circumstances.
47. In no circumstances shall a Member directly censure or reprimand other members.

DATA PROTECTION

48. The club members will comply with the UK GDPR and Data Protection Act 2018 and the Clubs Data Privacy GDPR Policy
49. Members' personal data will be held securely and used only for Club administration and communication inline with Clubs Data Privacy GDPR Policy and held/managed by the Honorary Secretary.

DISSOLUTION

50. The Club may be dissolved by resolution passed by at least two-thirds of those present at a General Meeting.
51. Any remaining assets (equipment and Funds) shall be distributed to a boating charity or community organisation with similar aims. The Club Management Committee will be authorisers of the Dissolution with at least two thirds of the Club Management Committee Agreement.

CLUB RULES and REGULATIONS

52. **Conduct** – Members and guests must behave respectfully towards others, both on and off the water.

53. **Safety** – Lifejackets Should be worn in accordance with RYA safety guidance and Other Marina Regulations on cruises. Skippers remain responsible for their crew safety and equipment. Members are responsible for the safe operation of Their Vessels.

54. **Insurance** – All boats taking part in Club Cruises and water activities must carry current insurance with a minimum of £3,000,000 third-party liability cover.

55. **Events** – Members taking part in cruises, races or social formal events, must register with the Club Management Committee Honorary Secretary.

56. **Guests** – Members may invite guests to events and cruises, who must abide by Club Constitution, rules and Regulations. After three visits, they should apply for the appropriate Membership.

57. **Children & Vulnerable Adults** – The Club will follow safeguarding policies in line with UK child protection law and the Clubs Safeguarding policy.

58. **Environment** – Members and guests must observe local environmental regulations, including waste disposal and wildlife protection.

59. **Subscriptions** – Joining Fees and Membership Annual fees must be paid promptly. Late payment may result in suspension or additional administration fees.

60. **Alcohol & Drugs** – Members must comply with UK maritime law regarding alcohol or drugs while in charge, or on board of a vessel.

61. **Disciplinary Process** – Any breach of rules will be investigated by the Club Management Committee, with the right of appeal via a General Meeting. If a member acts in a way that brings the Club into disrepute, the Club Management Committee may issue a warning, suspend, or expel the member immediately.