

# WEXFORD HARBOUR BOAT & TENNIS CLUB

## CONSTITUTION AND RULES

Amended AGM November 2017

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## 1. NAME

- 1.1. The Club shall be known as Wexford Harbour Boat & Tennis Club and the name or title “Club” without qualification in this Constitution shall mean Wexford Harbour Boat & Tennis Club where the context so admits or requires. The Club’s purpose is the encouragement of sailing, other water sports and tennis.
- 1.2. The Club is fully committed to safeguarding the well being of its members. Every member of the Club shall at all times show respect and understanding for the rights, safety and welfare of other members and conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport in Ireland.
- 1.3. The colours of the Club are white and crimson. The burgee of the Club shall be the Old Coat of Arms of the Town of Wexford.
- 1.4. The officers of the Club shall be the Commodore, Vice-Commodore, Honorary Secretary, Honorary Treasurer, Boating & Watersports Captain, Boating & Watersports Vice-Captain, Tennis Captain and Tennis Vice-Captain.
- 1.5. The Commodore and Vice-Commodore shall serve in their respective capacities for a maximum of three consecutive years.

## 2. RULES

- 2.1. The rules of the Club shall apply to all members and visitors without exception.

## 3. MEMBERSHIPS

The membership of the Club shall consist of the following categories:

- 3.1. Adult Member: A person over eighteen years of age, not in full time education, and who pays the full subscription and entrance fee, if any.
- 3.2. Family Members: A *bona fide* couple, together with their children under eighteen years of age at 1<sup>st</sup> January and their children who are under 21 and in full-time education at that time, and who pay the full subscription and entrance fee, if applicable.
- 3.3. Senior Member: An Adult member who has been a member for 5 consecutive years and has attained the age of 65 years who pays the full subscription (subject to any waiver set by the Management Committee not exceeding 50%).

- 3.4. Family Senior Members: A couple who have been Family members for 5 consecutive years, one of whom has attained the age of 65 years who pays the full subscription (subject to any waiver set by the Management Committee not exceeding 50%).
- 3.5. Honorary Member: A person who is an adult member (Includes a person who is an adult in family membership) for 30 years in their life time will become an Honorary Member in the January after their 79<sup>th</sup> birthday. On occasion the Committee may also propose someone outside of the above category whom the Club wishes to acknowledge as having rendered exceptional service to the Club or whose distinguished position or public service would render special advantage to the Club. Annual Subscriptions are waived for Honorary Members.
- 3.6. Student Member: A person over 18 years of age on 1<sup>st</sup> January who is in full-time education with an up-to-date student card who pays the relevant subscription.
- 3.7. Junior Member: A person under 18 years of age on 1<sup>st</sup> January who pays the relevant subscription.
  - 3.7.1. Parents or Guardians shall be responsible for all actions of Junior members.
  - 3.7.2. On 1st January following their 18th birthday Junior members must amend their membership to the appropriate category e.g. Student, Adult, Pavilion and must pay the appropriate subscription thereafter.
- 3.8. Pavilion Member: A person over 18 years of age who is only entitled to use the Club House and who pays the relevant subscription. Pavilion members are not entitled to avail of or to pay for Club boating or tennis amenities or services.
- 3.9. Country Member: A person whose principal private residence is outside County Wexford and who pays the appropriate subscription and entrance fee, if any (subject to any waiver set by the Management Committee).
- 3.10. Temporary Member: The Management Committee shall have the power to elect Temporary Members. Temporary membership shall cease at the end of the calendar year in which s/he is admitted. Temporary members whose period of membership has expired may be readmitted by decision of the Executive. Fees for Temporary Members shall be set by the Management Committee.
- 3.11. Introductory Member: A person who has not been a member of the Club previously and who's subscription rate will equate to 75% of the normal rate in their first year and normal rate upon renewal. (**This membership category to be reviewed at 2018 AGM**). This Introductory Rate is applicable to Adult, Family, Junior, Country and Student Memberships.

- 3.12. Volunteer Support Member: A member who actively assists the Club in organising and running Junior events. It is only available to parents and guardians of Junior Members and on the invitation of the Boating or Tennis Captains. Such members cannot have been members of the Club within the prior five years. The subscription will be 10% of full membership. The number of Volunteer Support members cannot exceed 5% of the total Club membership at any time. Volunteer Support Members cannot avail of the Clubs boating or tennis amenities. Bar credit will not be obligatory. The membership lapses at the end of each year.
- 3.13. Changes in membership category must be approved by the Management Committee and may be subject to appropriate Entrance Fee, which may be waived at the discretion on the Management Committee.
- 3.14. Changes in membership category from Pavilion to Adult or Family will be subject to an appropriate entrance fee except in exceptional circumstances.
- 3.15. For changes in membership category from Adult or Family to Pavilion made after January 31 in any year, the subscription shall be calculated in proportion to the length of time the member has spent in each category.
- 3.16. It is the responsibility of all Members to ensure that the Club and its facilities are only used by fully paid up members or Visitors as defined in Section 19.

#### 4. MANAGEMENT

- 4.1. The business and affairs of the Club shall be under the jurisdiction and control of the Management Committee consisting of the Officers of the Club.
- 4.2. The Management Committee shall present the Boating & Watersports Captain and Vice-Captain and the Tennis Captain and Vice-Captain to the Annual General Meeting for ratification as officers of the Club.

#### 5. DUTIES OF THE MANAGEMENT COMMITTEE

- 5.1. The duties and responsibilities of the Management Committee shall be as follows:
- 5.2. To manage the club in an efficient, responsible and financially viable manner in accordance with the Constitution and Rules of the Club. Not to expend, on Capital items, more than 20% per individual project to an annual total of 50% of the amount subscribed in membership fees in the immediately preceding year without the approval of the Club in general meeting.

- 5.3. To promote the Club wherever possible.
- 5.4. To engage in strategic planning and policymaking and to ensure the long-term viability of the Club.
- 5.5. To ensure that the operational capacity of the Club is properly maintained and managed for the benefit of the members.
- 5.6. The Boating & Watersports Captain and Vice-Captain and the Tennis Captain and Vice Captain shall liaise with, assist and represent any sub-committees appointed by the Management Committee to organize and manage sports activities.
- 5.7. To employ all necessary staff and independent contractors.
- 5.8. To appoint sub-Committees and to define the scope of their authority, and to delegate and confer on such committees the powers necessary for the discharge of the functions for which such sub-committees are formed.
- 5.9. To co-opt ex-officio members to the Management Committee from time to time at their discretion.
- 5.10. At meetings of the Management Committee five of those entitled to attend and vote shall form a quorum.
- 5.11. The Chair of Management Committee meetings shall be taken by the Commodore or, if absent, by the most senior member present (*cf* Appendix I).
- 5.12. The Chairperson at a meeting shall, when necessary, exercise a casting vote in addition to their deliberative vote.
- 5.13. The Management Committee shall appoint at least one Children's Welfare Officer each year. Such persons shall be ex-officio officers of the Club and, without obligation to do so, shall be entitled to attend management committee meetings. The responsibilities of Children's Welfare Officer shall be to ensure, in so far as possible, that the Club shall have regard to and implement where appropriate the guidelines set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport published by the Irish Sports Council in July 2003, the principal points which relate to the activities of the Club being set out in Appendix IV.

## 6. GOVERNING BODIES

- 6.1. To ensure that the Club follows the best practice it shall work closely with the appropriate Governing Bodies; namely **Irish Sailing** and Tennis Ireland. In order to promote the best practice in children's sport, the Club shall comply with the guidelines of the Irish Sports Council's Code of Ethics and Good Practice for Children's Sport as set out in its Section 2.7 (Sports Clubs).

## 7. TRUSTEES

- 7.1. The Club shall have at least four Trustees
- 7.2. Such Trustees shall be nominated by the Management Committee and be ratified by the members at the next Annual General Meeting.
- 7.3. Every two years, in rotation, one of the Trustees shall resign and may allow his/her name to go forward for re-nomination. No Trustee shall serve more than two consecutive terms of 8 years. A person may allow his/her name to go forward again after an eight year gap. To start the rotation names shall be selected by lottery.
- 7.4. The Trustees shall remain in office until they cease to be participating voting members of the Club, resign or be removed from office at a General Meeting of the Club.
- 7.5. The property of the Club shall be vested in such Trustees and they shall deal with such property as directed by Resolution of the Management Committee of which an entry in the minute book shall be sufficient evidence.
- 7.6. The Trustees shall be indemnified against such losses and expenses that may be incurred by them in their capacity as Trustees and by reason of same, by the members of the Club for the time being if the assets of the Club are insufficient.
- 7.7. The Trustees shall not be Officers of the Club and when appointed to the Management Committee shall resign their Trusteeship but shall be eligible for reappointment in the future in accordance with Rule 7.2.

## 8. DUTIES OF THE COMMODORE

- 8.1. The Commodore shall, wherever possible, preside at all Management Committee and General Meetings of the Club and shall give his casting vote in the event of a tied vote. S/he shall see that all the rules of the Club are complied with and shall have the authority, within the parameters set from time to time by the Management Committee, to decide all matters relating to Club property.
- 8.2. The Commodore or his representative shall represent the Club at official functions.
- 8.3. The Commodore shall report to the members at all general meetings.
- 8.4. The Commodore shall call a meeting of the Management Committee with the Club Trustees twice a year.

## 9. DUTIES OF THE VICE-COMMODORE

- 9.1. The Vice-Commodore shall manage, on a day to day basis, all employees both temporary and permanent.
- 9.2. The Vice-Commodore shall manage the Club property – with the exception of the Club boats which shall be managed by the Boating and Watersports Captain – and the environs of the Club with the assistance and co-operation of the Management Committee, the staff, the Sub-Committees and the members.
- 9.3. The Vice-Commodore shall deputise for the Commodore.
- 9.4. The Vice-Commodore shall promote a safe environment in the Club and its environs.

## 10. DUTIES OF THE HONORARY SECRETARY

- 10.1. The Honorary Secretary shall call meetings as provided by the Rules and keep proper minutes of such meetings.
- 10.2. The Honorary Secretary shall keep a register of members of the Club.
- 10.3. The Honorary Secretary shall on behalf of the Management Committee ensure that all correspondence is dealt with efficiently.
- 10.4. The Honorary Secretary shall on behalf of the Management Committee liaise with the Club Solicitor and Statutory Bodies when necessary.

## 11. DUTIES OF THE HONORARY TREASURER

- 11.1. The Honorary Treasurer shall administer the financial affairs of the Club and, in particular, shall keep full and detailed accounts, books and records showing the financial affairs, receipts and disbursements of the Club to be duly audited by the Club auditors for presentation to the Annual General Meeting.
- 11.2. The Honorary Treasurer shall ensure that all Bank Accounts are kept in the name of the Club, clearly identified as such, in such bank as the Management Committee shall from time to time determine. All cheques shall be signed as authorised by the resolution of the Committee.
- 11.3. The Honorary Treasurer shall present bi-monthly management accounts to the Management Committee.
- 11.4. The Honorary Treasurer shall ensure that all monies due to the Club are collected promptly and that all liabilities are discharged as directed by the Management Committee and shall liaise with financial institutions on behalf of the Club.

## 12. DUTIES OF THE BOATING & WATERSPORTS AND TENNIS CAPTAINS

- 12.1. The Boating & Watersports and Tennis Captains shall chair meetings of their respective subcommittees and report to and liaise with the Management Committee on their behalf.
- 12.2. The Captains shall each call a general meeting not more than 6 and not less than 2 weeks before the Club AGM at which the Captain and Vice-Captain for the following year shall be elected, subject to ratification by the AGM.

## 13. DUTIES OF SUBCOMMITTEES DEALING WITH BOATING AND WATERSPORTS

- 13.1. To promote water sports within the Club.
- 13.2. To organise Club and open races and sailing championships.
- 13.3. To ensure that all requirements for boating are provided within the overall budget of the Club.
- 13.4. To prepare an annual Capital and Current Expenditure Budget before the end of December in each year for ratification by the Management Committee.
- 13.5. To promote the safe use of the Club among its members.
- 13.6. To ensure that all sailing races are raced under the relevant rules and regulations.
- 13.7. To promote safety awareness on the water.
- 13.8. To promote, through the appointment of a Junior Committee, the sport at junior level.

## 14. DUTIES OF SUBCOMMITTEES DEALING WITH TENNIS

- 14.1. To promote tennis within the Club.
- 14.2. To organise competitions both closed and open.
- 14.3. To ensure that all requirements for tennis are provided within the overall budget of the Club.
- 14.4. To prepare an annual Capital and Current Expenditure Budget before the end of December in each year for ratification by the Management Committee.
- 14.5. To promote the use of the Club among its members during the year.
- 14.6. To ensure that all tennis events are run under the rules and regulations of Tennis Ireland except by rules varied by the Club.
- 14.7. To promote, through the appointment of a Junior Committee, the sport at junior level.



## 15. AUDITORS

- 15.1. The Management Committee shall ensure that the Club Auditor issues an audited statement of the affairs of the Club for the financial year for consideration by the Management Committee and for presentation and approval by the members at the Annual General Meeting.
- 15.2. The Auditors shall be appointed at the Annual General Meeting.

## 16. ELECTION OF NEW MEMBERS

- 16.1. Every candidate for admission to membership of the Club must be proposed and seconded by two voting members and balloted for by the Management Committee at their next meeting. A probationary period may apply.
- 16.2. The candidate shall complete and sign the Club application form (Appendix III) and have same completed and signed by the proposer and seconder and send same, together with the appropriate Entrance Fee and Annual Subscription and Clubhouse Credit charges if appropriate to the Honorary Secretary who shall place same in a conspicuous place in the Club for about one week before the date of election. Two-thirds majority shall elect the candidate.
- 16.3. New members may not use the Club facilities until notified by the Management Committee or its servants.

## 17. CATEGORIES OF VOTING MEMBER

The following shall be *voting members* and shall be entitled to attend and vote at all annual general and extraordinary general meetings of the Club:

- 17.1. Adult members & Introductory Adult or Family Members.
- 17.2. Family members – both adult members shall be entitled to vote.
- 17.3. Senior members.
- 17.4. Family Senior members – both members shall be entitled to vote.
- 17.5. Honorary members.

The following shall be *non-voting members* of the Club and shall not be entitled to attend or vote at annual or extraordinary general meetings of the Club:

- 17.6. Pavilion Members.

- 17.7. Student Members.
- 17.8. Junior Members.
- 17.9. Country Members.
- 17.10. Temporary Members.
- 17.11. Volunteer Support Member.

## 18. ANNUAL SUBSCRIPTIONS

- 18.1. All categories of members except Honorary Members shall be obliged to pay an annual Club subscription.
- 18.2. All subscriptions shall be payable on 1<sup>st</sup> January each year.
- 18.3. The amount of the Entrance Fee, Annual Subscription and Clubhouse Credits shall be recommended by the Management Committee and ratified by the members at the Annual General Meeting.
- 18.4. Penalties for late payment and Incentives for prompt payment of subscriptions shall be at the discretion of the Management Committee.
- 18.5. Any member whose subscription shall be unpaid on March 31<sup>st</sup> in any year shall cease to be a member of the Club.
- 18.6. The Management Committee may re-elect such member without re-nomination or re-posting within two months from the date when the subscription becomes due on payment of all subscriptions and other monies due to the Club and in addition to a fine to be decided by the Management Committee.
- 18.7. Notwithstanding 18.6 above, the Management Committee, in extraordinary circumstances, may decide all matters relating to subscription.

## 19. VISITORS

- 19.1. The Management Committee shall have the right to admit visitors to the Club. These can include: crews of visiting yachts, visiting tennis teams, visiting members of other yacht and tennis clubs and all those taking part as competitors in a sailing or tennis event organised by the Club and those associated with such events. The names of such visitors shall be entered in the visitor's book as provided.
- 19.2. Members may introduce guests to the Club occasionally and at the discretion of the Management Committee.
- 19.3. Visitors other than the above who wish to use the facilities of the Club will be subject to an appropriate fee as determined by the Management Committee.

## 20. LICENSING LAWS

- 20.1 The Club complies with the provisions of Section 56 of the Licensing Act of 1927 as amended. (See Appendix V)
- 20.2 The Management Committee may alter or add to Appendix V for the purpose of complying with the provisions of the Registration of Clubs Act 1904 – 1999 or of any statute amending same.

## 21. REMOVAL OF MEMBERS AND SUSPENSION OF MEMBERS

- 21.1. The Management Committee, in conjunction with their advisors, shall investigate and deal with all matters relating to discipline, suspension and expulsion of members with due regard to a member's natural rights under the law of the land.
- 21.2. The investigation shall be done by the Disciplinary Subcommittee consisting of three members of the Management Committee appointed to investigate allegations of misbehaviour or serious rule infringement. Following such investigation, the Disciplinary Subcommittee shall recommend a course of action to the remaining members of the Management Committee.
- 21.3. A member shall have the right to appeal a disciplinary decision through an Extraordinary General Meeting within seven days of notification of the Management Committee's decision. The appeal shall be made in writing to the Management Committee.
- 21.4. Notice of appeal shall be followed within seven days by a requisition to the Honorary Secretary signed by at least 20 members entitled to vote at such a meeting in accordance with Rule 25.1.
- 21.5. During the period of suspension and following an expulsion the member shall not be entitled to enter upon the Club property nor shall the member be entitled to a refund of any part of the Annual Subscription or other fees paid to the Club.
- 21.6. Any member found to have interfered with, damaged or removed from the Club premises without authorisation by the Management Committee any Club equipment relating to health and safety, shall have their membership suspended immediately pending further investigation under rule 21.1.

## 22. ANNUAL GENERAL MEETING

- 22.1 The Annual General Meeting shall, save in exceptional circumstances, be held in the months of October/November of each year.
- 22.2 The Agenda for the Annual General Meeting shall be as set out in Appendix II.
- 22.3 Fourteen days notice at least of the Annual General Meeting shall be given to the voting members of the Club who are the only persons entitled to attend and vote at the Annual General Meeting
- 22.4 The notice of meeting may be sent electronically to members, unless a member chooses in writing to receive notice by post. Club Management will make all reasonable effort to maintain up-to-date member contact details.
- 22.5 Notices of motions and nominations of Officers and members of the Management Committee must be made to the Honorary Secretary in writing at least seven days before the date of the Annual General Meeting. It shall be incumbent upon the outgoing Management Committee to ensure that sufficient nominations have been received to elect a full Management Committee for the coming year.
- 22.6 Such notices and nominations shall be promptly posted on the Club Notice Board.
- 22.7 Notices of motion and nominations not made as required can not be considered at the Annual General Meeting.

## 23. EXTRAORDINARY GENERAL MEETING

- 23.1 Extraordinary General Meetings of the Club may be called at any time by direction of the Management Committee or on a requisition to the Honorary Secretary signed by at least 20 members entitled to vote at such a meeting stating the business to be brought forward, and this matter then shall be the only business considered at the meeting.
- 23.2 On receipt of such requisition it shall be the duty of the Management Committee to have an Extraordinary General Meeting called without delay, and failing notice calling such meeting being issued by direction of the Management Committee within 14 days after the receipt of the requisition by the Honorary Secretary, any ten members who have signed the requisition may issue notice of an Extraordinary General Meeting, which notice shall be sufficient if displayed on the official club notice board and published in two successive issues of the Wexford People or Wexford Echo at least ten days before the date fixed for such meeting.

- 23.3 Fourteen days notice of every General Meeting convened by order of the Management Committee shall be given to members entitled to vote by a circular specifying the time and place of such meetings and the business to be transacted. This notice may be sent electronically to members, unless a member chooses in writing to receive notice by post.

## 24. VOTING AT GENERAL MEETINGS

- 24.1. No proxies shall be allowed.
- 24.2. Voting shall be either by a show of hands or by secret ballot.
- 24.3. Ballot shall mean a vote on a voting paper.
- 24.4. A majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by the rules of the Club.
- 24.5. In the event of a tie the Chairperson shall have and shall exercise a casting vote as provided for.
- 24.6. An election for candidates for membership of the Management Committee shall be by ballot.

## 25. MINUTE BOOKS

- 25.1. The Club shall keep a Minute Book recording the minutes of all General Meetings and also a Minute Book recording the minutes of all Management Committee meetings.
- 25.2. The appropriate minutes may be made available prior to the meeting, or, shall be read out at the next relevant meeting and when adopted as being a correct record, shall be signed and dated by the Chairperson.

## 26. PERSONAL PROPERTY

- 26.1. Neither the Club nor the Management Committee nor any other Committee shall be responsible for any personal belongings of members or visitors brought to, kept at, or left on the premises of the Club (either in the Clubhouse or outside in the Car Park or elsewhere in the Club premises). Such personal belongings shall be the sole responsibility of the owners thereof, and neither the Club nor any member of the Management Committee or other Committee shall be responsible for any loss or damage thereto howsoever arising. This rule shall not prejudice any claims by the Club against Insurance Companies in case of Fire or when otherwise covered by insurance.

- 26.2. Persons leaving boats and other equipment on the Club premises do so at their own risk. The Management Committee, its servants or agents are entitled from time to time to move same without incurring liability of any kind, always exercising due care.
- 26.3. Boats left on Club property for which no storage charges have been paid for at least one year may be deemed to be abandoned and thereby fall into the ownership of WHBTC.

## 27. CHANGE OF CONSTITUTION AND RULES

- 27.1 No rule of the Club shall be repealed or altered or new rule added except at a General Meeting and by consent of at least two-thirds of the voting members present at such Meeting.
- 27.2 Written notice of the proposed changes must be sent to the members by the Honorary Secretary with the names of the Proposer and Seconder attached at least one week prior to the meeting at which same is to be considered.
- 27.3 The Honorary Secretary shall place the proposal on the Club Notice Board.

## 28 BYE-LAWS

- 28.1 The Management Committee shall have the power from time to time to make such Bye-laws as it considers necessary and to alter and repeal same.
- 28.2 Notice of such Bye-laws must be posted on the general notice board in the clubhouse.
- 28.3 All Bye-laws must be brought before the following Annual General Meeting for ratification either (a) for inclusion in the Rules and Constitution under the appropriate heading or (b) as a Standing Bye-Law which will apply until it is repealed by the Management Committee or a future AGM.
- 28.4 The list of Standing Bye-Laws shall be printed from time to time by the Management Committee and made available to members.

## 29. USE OF CLUB PONTOON

- 29.1 The Code of Practice for using the Club pontoon must be followed by members. The Code of Practice is posted on notice boards in the Clubhouse and at the pontoon.
- 29.2 This rule will be implemented by members of the Management Committee assisted by the groundsman/boatman.

## APPENDIX I

### **Management Committee**

Members going forward for Management Committee should preferably have served on one or more of the Club sub-committees; however other relevant committee experience would be helpful.

The order of seniority on the Management Committee shall be as follows:

Commodore, Vice-Commodore, Honorary Treasurer, Honorary Secretary.

## APPENDIX II

**The Agenda for Annual General Meeting should include some or all of the following:**

1. Apologies
2. Minutes of last Annual General Meeting
3. Matters arising
4. Commodore's Report
5. Treasurer's Report
6. Subscriptions
7. Motions
8. Ratification of byelaws if any
9. Election of members of the Management Committee.
10. Ratification of Boating & Watersports and Tennis Captains and Vice-Captains
11. Election of the Auditors and Solicitor
12. Any other business.

## APPENDIX III

### **Membership Form**

The Management Committee shall make available a suitable membership form for use by those wishing to join the Club. It shall enable the proposed members to supply their name and address; their children's names if appropriate, telephone numbers, email address and other information deemed to be necessary by the Management Committee.

It shall also contain the names and signature of the proposer and seconder who are known to the prospective member and are members of the Club.

When such memberships have been ratified by the Management Committee, the information supplied shall be entered into Club records.

## APPENDIX IV

### **Governing Body of Sport**

To ensure that best practice is being followed, all sports clubs should work closely with their Governing Body of Sport. In promoting best practice in children's sport and in implementing this Code at club level each club should:

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport in Ireland as an integral part of its policy on children in the club. [Code of Ethics in Childrens Sports](#)
- Have its constitution approved and adopted by Club members at an AGM or EGM where relevant.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Clearly define the role of committee members, all Sports Leaders and parents/guardians.
- Appoint at least one Children's Officer as outlined at 2.6.1 in this Code. In the event that a club caters for both boys and girls one Children's Officer of each gender would ideally be appointed designate to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse.(See 5.13.2) Any such reports should be made according to the procedures outlined in this Code/Children First Our Duty to Care.
- Ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members.
- Have in place procedures for dealing with a concern of complaint made to the Statutory Authorities against a committee member of Sports Leader or other members of the club. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities,



should stand aside, while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.

- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents.
- Ensure that any unusual activity e.g. a high drop-out rate, unexpected transfers etc is checked and reported by the Commodore to the Governing Body of Sport.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGM, EGM or Committee etc) are recorded and safely filed.

## APPENDIX V

Section 56 of the Intoxicating Liquor Act, 1927, as substituted by section 26 of the Act of 1988 and amended by section 5 of the Act of 1995

(1) Subject to the exceptions specified in subsections (2) and (3) of this section, no excisable liquor shall be supplied for consumption on the club premises to any person (other than a member of the club lodging in the club premises) or be consumed on those premises by any person (other than such a member) -

- a) At any time on Christmas Day or Good Friday, or
- b) On any other day, outside the hours specified in respect of that day in section 2(1)(b) (as substituted by section 3 of the Intoxicating Liquor Act, 2000) of this Act.

(2) Nothing in the rules of the Club shall operate to prohibit the supplying for consumption on the club premises of excisable liquor to any person of the consumption of excisable liquor on those premises by any person-

- a) on Christmas Day, between 12.00 midday and 10.00 p.m., or
- b) on any other day, for one hour after the expiration of any period in respect of that day during which it is lawful for the club to supply any excisable liquor for consumption on the club premises,

if in each case the excisable liquor is –

(i) ordered by or on behalf of that person at the same time as a substantial meal is so ordered, and

(ii) consumed by that person during the meal or after the meal has ended.

(3) For the purposes of the Registration of Clubs Acts, 1904 to 1999, the rules of the club which at the commencement of section 7 of the Intoxication Liquor Act, 2000, is registered under those Acts, shall, during the transitional period, be deemed to be in conformity with this section.

(4) The Management Committee shall secure the due observance of the provisions of the Registration of Club (Ireland) Act 1904 as amended and of the Intoxicating Liquor Acts and of any conditions attached to any registration Certificate issued to the Club.

No visitor shall be supplied with exciseable liquor in the Club premises unless on the invitation and in the company of a member and that the member shall upon the admission of such visitor to the Club premises or immediately on him being supplied with a drink enter his own name and the name and address of the visitor in a book kept for the purpose and which shall show the date of such visit.

No excisable liquor shall be sold or supplied for consumption outside the premises of the Club except to a member of the Club between the hours of 8 o'clock in the morning and 10 o'clock in the evening.

No excisable liquor shall be sold in the Club premises to any person under the age of eighteen years.

No member of the Management Committee or any other committee in the Club or Trustee of the Club and no manager or employee shall have any personal interest in the sale of exigible liquors therein or the profits arising from such sale apart from any benefit accruing to the Club as a whole.

## STANDING BYE LAWS ENACTED UNDER RULE 28

1. Parking of vehicles is not permitted in the Club boat-yard. Vehicles may be brought into the yard when necessary for loading/unloading etc. but must be removed as soon as practicable. The gate must be closed following entry or exit.
2. Lifejackets must be worn by Club staff, members and guests whenever they are using or being carried in Club boats or on Club property which has been marked out as an area requiring lifejackets to be worn.
3. Tennis Members are responsible for paying green fees for guests they bring on court.
4. Irish law requires the wearing of a floatation device when on board any small boat. The Club also requires all members on the pontoon to wear one.
5. A level 2 Power Boat certificate or equivalent, or approval by direct assessment from a club instructor is required to operate any club powerboat with an installed engine capacity of over 10hp (that is: capable of over 17 knots). This will ensure that the boat is insured. Note that those under 16 years cannot drive such boats by law and are not insured.
6. A level 1 certificate is required to drive a powerboat under 10hp. The driver must be over 12 years old.
7. Use of kill cords is mandatory at all times while underway.
8. Only trained operators may use the crane.
9. Failure to comply with these rules and to respect club property will be a disciplinary offence under the club rules.

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