

The Constitution of the

RYA York Cruiser Training Centre

Section 1 Name and Objects.

- 1.1 The name of the Centre shall be **The RYA York Cruiser Training Centre**. (Herein after referred to in these rules as the Centre).
- 1.2 The object of the centre is to promote and facilitate by education the safety of all who go to sea for recreational purposes in small boats. From both a theory and practical aspect.

Section 2 Officers.

- 2.3 The officers of the Centre shall be fully paid up members of the Centre and shall consist of;
- Chairman
Vice Chairman
Hon Secretary
Hon Treasurer
Chief Shorebase Instructor (CSI)
Chief Practical instructor (CPI)
Managing committee (as many members as may be found necessary to form this committee)
- All officers shall be elected at the annual general meeting in each year and shall hold office for one year.
 Officers shall retire at the annual general meeting. All such officers shall be eligible for re-election.
 The managing committee may as they feel necessary co-opt members to the managing committee.

Duties of Honorary Secretaries

- 1.4 The Honorary Secretary Shall;
- (a) Keep a register of club members their names and addresses
 - (b) Conduct the correspondence of the club
 - (c) Keep in good custody all club records
 - (d) Keep full minutes of all meetings of the club, the committee, and sub-committees which shall be confirmed and signed by the appropriate chairman upon the agreement of the club, the committee or sub committee at the next following meeting of that committee or sub committee.
 - (e) Administer such insurance policy or policies as may be needed to fully protect the interests of the centre its Officers and its members.

- (f) Maintain contact with the centres Legal Adviser to ensure that the centres affairs are managed in accordance with current law. Maintain any such certificates or registrations, and complete any non financial returns as may be required by law.

2.5 The Position of Hon Secretary may be divided in order to reduce workload. A second position of Hon Secretary may be created at the discretion of the committee.

Duties of the Honorary Treasurer

2.6 The Honorary Treasurer shall:

- (a) Cause such books of accounts to be kept as are required to give a true and fair view of the state of the finances of the centre.
- (b) Cause all returns as may be required by law in relation to such accounts to be rendered at the due date.
- (c) Prepare an Annual Balance Sheet in each year and cause such a Balance Sheet to be audited annually. The Annual Balance Sheet shall be published in due time for distribution and discussion at the annual general meeting.
- (d) Make available all accounts, books and documents for an Audit, which may be required by the Managing committee, by the instruction of an annual general meeting or a special general meeting.

2.7 The Auditors shall;

- (a) Be appointed by the managing committee, by an Annual general meeting or a special general meeting.
- (b) The auditors may be two appropriately qualified members of the Centre
- (c) Such appointed auditors shall audit the accounts of the Centre when called upon to do so and shall give such a certificate of assurance as to the accuracy of the said accounts as shall be required by law or by the committee

Section 3

Membership

3.1 Categories;

- (a) There shall be two categories of membership.
- (b) A Full Member, being a person who has fully paid their subscription for that one-year.
- (c) An Honorary Member. This being a category duly conferred on a member by the recommendation of the managing committee and confirmed by the AGM.
- (d) A Full Member shall have full voting rights.
- (e) A Honorary member shall have no voting rights

- 3.2 Membership Subscription;
- (a) The rate of Subscription shall be recommended by the managing committee each year and shall be ratified by a majority vote at the annual general meeting.
 - (b) All subscriptions shall become payable on the 1st September each year.
 - (c) Only fully paid up members may attend classes either theory or practical.
 - (d) Further charges may be made at the discretion of the committee on the occasion of any lecture or event organised by the Centre.
 - (e) Where an event is featured in the annual programme that form part of a joint venture with the RYA or similar organisation non-members will be admitted at fee, which will be agreed at the rate, advertised at that time. Members of the centre may be entitled to a discounted entrance fee.
 - (f) No refunds of subscriptions will be made.

3.3 **Limitation of the Centres Liability**

- (a) Members of the centre, their guests and visitors attending any class lecture or Practical course or any other event organised by the club do so entirely at their own risk and impliedly accept: The centre will not accept any liability for any damage to or loss of property belonging to members or their guests or visitors to any event, class or course.
The Centre will not accept any liability for personal injury arising from the attendance at any event, class or course either sustained by the member, guest or visitor or caused by the said member, guest or visitor whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of the above, the Officers or Committee or servants of the Centre

- 3.4 Membership of the Centre and acceptance of these rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data protection Act 1984.

Section 4 Management Committee

- (a) The managing committee (herein referred to as the Committee) shall consist of Officers, Ex officio and not less than four full members of the Centre and shall be elected each year at the Annual general meeting and hold office until the termination at the next annual general meeting.
- (b) At the annual general meeting all members of the committee shall retire but may offer themselves for re-election.

- (c) Four Members personally present shall form a quorum at a meeting of the committee.
- (d) If the number of candidates for election exceeds the number of vacancies to be filled then there shall be a ballot.
- (e) If the number of candidates is equal or less than the number of vacancies then all candidates shall be deemed to be elected.
- (f) If for any reason a casual vacancy occurs the committee may, as they feel fit co-opt a full member until the next following Annual General meeting.
- (g) A retiring Chairman should if possible serve as an ex officio member of the committee in the year following his retirement.
- (h) The committee shall meet every month or less than every two months as it may decide. The Chairman or in his absence a person elected by those present shall preside.
- (i) Voting shall be by show of hands and the case of equality the chairman shall have a second casting vote.
- (j) Four members personally present shall form a quorum at a meeting of the committee.

4.1 Powers of the Committee

- (a) The Committee shall manage the affairs of the Centre according to the rules and shall cause the funds of the Centre to be applied solely to the objects of the Centre or for a benevolent or charitable purpose nominated by the membership at a general meeting.
- (b) The committee will ensure that sufficient teaching staff with the required qualifications will be in place to accommodate the number of students for the required study level in each academic year.
- (c) The committee will ensure that all teaching both theory and practical shall be in line with the curricula as set by the Royal Yachting Association (RYA).
- (d) The committee shall make such By laws and regulations as it from time to time think fit and where possible publish these at least one month before implementation. Such bylaws and regulations shall remain in force until approved or set aside by a vote at the next General Meeting.
- (e) The committee may appoint such sub committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and /or required by law. Such sub committees shall consist of such members of the committees of the Centre as the committees think fit. Officers of the Centre shall be Ex officio members of all such sub committees.
- (f) A member of the committee or of a sub committee or any officer of the Centre, in transacting business for the Centre shall disclose to third parties that he is so acting.
- (g) The committee or any person or sub-committee delegated by the committee to act, as agent for the Centre or its members,

shall enter into contract only as far as expressly authorised, or authorised by implication, by the members. No one shall without the express authority of the members in a general meeting, pledge the credit of the membership.

- (h) In pursuance of the authority vested in the committee by the members of the Centre, members of the committee are entitled to be indemnified by the members of the Centre against any liabilities properly incurred by them or any one of them, on behalf of the Centre wherever the contract is of a duly authorised nature and entered into on behalf of the centre.
- (i) The limit of any individuals' indemnity in this respect shall be a sum equal to one year's subscription at the then current rate for that member unless the committee has been authorised to exceed such a limit by a general meeting.

4.2 Honorary Members

- (a) The committee may nominate for election at an annual general meeting such honorary members as the committee may think fit.

Section 5 - Academic Management

Duties of Chief Shorebase Instructor

- (a) The Chief Shorebase Instructor (CSI) shall ensure that the teaching of theory courses will follow the curriculum exactly as that detailed by the RYA for each level of qualification.
- (b) The CSI will ensure that the lecturers taking each class of students will have the qualifications as specified and laid down by the RYA instruction on teaching establishments.
- (c) The CSI will ensure that sufficient time as is recommended will be given to each and every subject in each level of qualification.
- (d) At the end of each Academic Year the CSI will ensure that examinations shall be organised and that such examinations shall be conducted in a fair and proper manner.

Duties of The Chief Practical Instructor

- (a) The Chief Practical Instructor (CPI) will ensure that the practical courses shall ensure that all his or her qualifications are those as prescribed by the RYA and further ensure that any assistant instructor shall also be so qualified.
- (b) The CPI shall ensure that the Boat Borrowed or Chartered by the Centre shall comply with the standard as detailed in the RYA directives for boats used for instruction.

- (c) The CPI or his designated instructor shall ensure that the boat used for instruction be examined before each course to ensure as far as is practically possible that it is seaworthy and safe and is equipped with all recommended safety aids before proceeding to sea.
- (d) At the end of each course the CPI or his designated instructor shall examine the vessel and report to the owner any defect found during that course. At all times the interests of the Centre shall be protected.
- (e) If any damage to the vessel is caused by the students the owner or his agent shall be notified and a full report be made out and filed by the instructor as soon as is practically possible after the incident. Such a report will be sent to the secretary of the centre. Such a report shall be brought to the attention of the managing committee at the first possible opportunity in the form of the CPI's report.
- (f) The centre will indemnify the practical instructor against any third party claim for negligence or loss during a practical course
- (g) A safety policy shall be initiated by the committee and shall be available to any interested party

Section 6. Annual General Meeting (AGM)

- (a) The committee shall organise an AGM each year and within 15 months of the last AGM.
- (b) Notice of the date of the AGM shall be given 4 weeks before such a meeting.
- (c) The following shall be sent to all members of the centre two weeks before the AGM. (a) The Agenda. (b) A copy of the Accounts. (c) A Nomination paper.
- (d) The meeting will need 10 members to have a quorum.
- (e) Only the items on the agenda may be considered at an AGM.