

BYE – LAWS

1. **Nominations**

Nominations for Officers and Committee members due for election at the Annual General Meeting shall be made in the form prescribed by the Executive Committee, not less than two months before the Annual General Meeting (AGM).

2. **Postal Votes**

Applications to vote by post must be made in writing to the Executive Committee by the date of the Executive Meeting prior to the scheduled general meeting. At the discretion of the Committee, ballot forms and marked envelopes will be issued, which, when completed, must be returned to the Hon. Secretary who will deliver them unopened, to the teller at the AGM or Special General Meeting.

3. **Committee Minutes**

- (a) The minutes of all Committees shall be a full and complete record of the business transacted, shall be read at the next meeting and, if approved, signed by the Chairman.
- (b) The business of each Committee shall be reported to the Executive Committee Meeting next following the Committee meeting.
- (c) A position of responsibility within the club as identified by the Executive Committee that is non executive and therefore not covered by Constitution rule 3 (d) shall be formally offered to all members. Interested parties may then formally apply and the position will be allocated subject to a majority vote at the next executive meeting.

4. **New Members**

- (a) Prospective members must attend a New Members meeting for interview by the Membership Committee, complete an Application Form and submit it, together with the appropriate subscription and entrance fees, to the Hon. Secretary. There will be no new members meeting in December. The entrance fee for all members, except Temporary members, shall be as decided at the AGM. Temporary and Cadet members shall not be required to pay an entrance fee.
- (b) The Hon. Secretary shall display the completed form on the notice board for a period of not less than 14 days following the receipt of the application. Any member who has grounds for objecting to any of the persons named on the application form becoming members of the Club, shall advise the Hon. Secretary and state the grounds for his objection. At the first meeting of the Executive Committee held after the expiry of the 14 days, the application will be considered together with any objections received by the Hon. Secretary.
- (c) In the event of the application being accepted, the person will be advised accordingly and a membership card issued. In the event of the application being rejected, the subscription and entrance fee will be refunded.
- (d) The Club is exempt from registration under the Data Protection Act 1998 and as such is not required to obtain consent from individual members to the holding of relevant personal data in electronic or manual format. However, in order for the Club to administer its affairs efficiently and accurately, personal data supplied by members is retained as electronic and manual records. Direct access to these records is restricted to elected officers of the Club and relevant details will only be supplied to third parties in order to meet Harbour Board or legal obligations.
- (e) It is a requirement of all Club members to provide the Hon. Secretary with details of changes to any personal data relevant to Club records (i.e. name, address, telephone number, family or dependents, email or other contact details)
- (f) Neither the Club nor any of its members shall be liable for any loss or damage howsoever caused resulting from the rejection of an application to join the Club. The signing of an application form shall be accepted as an agreement by all the persons named on the form to abide by the Constitution and Bye-laws.

5. Visitors and Guests

- (a) Members may introduce up to four guests at any one time. The Visitors' Book must be completed with the name and address of the guest(s) and be signed by the introducing member. Any member introducing a guest will be held responsible for the conduct and behaviour of the guest during the period of his/her stay on the premises, and for the payment of the guest's fee.
- (b) Unaccompanied Visitors. Such facilities as are available will be freely extended to all visitors who arrive by sea.
- (c) All other visitors who wish to use the Club in any way will be offered temporary membership as per Constitution Rule 14(d).

6. Club Fees and Subscriptions

- (a) The Financial Year shall run from 1st August to 31st July
- (b) Subscriptions shall fall due on 1st February.
- (c) New membership applications completed between 1st July and 31st December may be charged reduced rates as determined by the Executive Committee.
- (d) Members who have not paid their annual subscription by 1st March will be resigned automatically and must re-apply for membership as for new members. This penalty involves the forfeiture of mooring and compound space and the payment of the current joining fee.

Note: A Cadet becomes a full Member in the year in which their nineteenth birthday falls.

- (e) The following fees shall be charged in addition to Club subscriptions:
 - (i) Compound charges, payable at a rate decided at the AGM payable annually with subscriptions.
 - (ii) Cruiser Winter Lay-up charges, at rates decided at the AGM payable to the Moorings Bosun in advance when booking winter lay-up space.
 - (iii) Cruiser Tender Compound charges at rates and payable as (i) above.
 - (iv) Harbour Board Compound charge for boats normally kept in the compound but excluding tenders to boats normally on moorings. Payable to the Club at rates governed by the Harbour Board.
 - (v) Mooring fee payable to the Club at rates governed by the Harbour Board.
 - (vi) Compound fee for launching trolleys, road trailers or cradles stored in the compound during the summer months, at rates decided at the AGM.
 - (vii) Cruiser Summer Fitting-out charges payable, at a rate to be decided at the AGM. Payable to Bosun at the time of booking compound space.
- (f) Keys to the Club premises may be issued to members after payment of the deposit decided by the Executive Committee. This deposit will be refunded upon the return of the key.
- (g) Keys must be given up if the member resigns or ceases to be a member. In such cases the deposit paid will be refunded.
- (h) All keys remain the property of the Club. The Executive Committee may make a full investigation into the loss before a lost key is replaced.

7. Levies

- (a) The Executive Committee may recommend to the AGM that a levy not exceeding 100% of the subscription, should be imposed on all members. The proceeds of such a levy shall be devoted exclusively to the development programme of the Club and the Executive Committee, in assessing the amount to be levied, shall take into consideration the long term development programme and not solely that of the forthcoming year.
- (b) Maintenance Levy - this to be charged at a rate decided at the AGM. This levy will apply to one individual of class (a) and (c) memberships with the exception of Committee members. This levy may be discharged by the member working for the Club for a number of hours decided by the Executive Committee.

- (c) A member who fails to attend a rota'd club duty, intended to contribute towards that member's maintenance, shall be deemed to have forfeited that maintenance, and at the discretion of the Executive Committee may be fined up to four hours maintenance in recognition of the inconvenience caused.

8. Use of Club Premises

- (a) The Executive Committee will be responsible for managing Club Premises, within the terms of the Lease and Club Policy, in such a manner as to further the principle objectives and financial security of the Club.
- (b) No person other than Members and their guests are entitled to use the premises.
- (c) The Executive Committee reserves the right to refuse admission to Club property and buildings any boat or other item if it considers it to be in the interests of the Club to do so.
- (d) The Club does not accept responsibility for damage or loss of property brought into the Club premises howsoever occasioned. Members and guests using the Clubhouse and premises shall not leave food, wrappings, bottles etc., behind upon departing.
- (e) Smoking is not permitted within any Club building.
- (f) Members may request the use of Club Premises for a function and must comply with such terms and conditions as may from time to time be laid down by the Executive Committee.
- (g) No person other than approved Club Member may serve behind the Bar. When the Club Bar is open, only drinks purchased from the Bar may be consumed in the Clubhouse, with the exception of drinks provided by the Club at social functions. Members hiring the Club for a private function may, by prior arrangement, supply their own wine subject to a corkage charge.
- (h) Members and guests attending a function must not park cars inside any perimeter fence of Club premises.
- (i) Motorised vehicles or bicycles must not be taken into the Clubhouse. Motorised vehicles must not be parked within the Clubhouse Compound. The Executive Committee may, exceptionally, waive this Rule for individual members.
- (j) Cars must be parked, whenever possible, in the area provided for club parking. Cars may be parked in the Tender area of the compound but must not impede the use of the compound by other members. Cars are not permitted to enter the sailing dinghy area of the compound.
- (k) The Club workshop may be used by members at the discretion of the Bosun, at a fee to be set by the Executive Committee.

9. Rules Governing Vessels Allowed on Club Premises or Moorings

9.1 General

- (a) Permits for boats on moorings or in the dinghy park will only be issued upon confirmation by the member that they hold a current Third Party Insurance of not less than £100,000. These permits will be renewed annually on payment of Club subscriptions. The charge for a boat permit is to be decided at the AGM.
- (b) The granting of a permit shall not render the Committee or members of Tudor Sailing Club liable for any loss or damage to the boat or equipment howsoever occasioned whilst on Club premises or moorings.
- (c) Permits are not transferable and will apply only to the particular member and the boat named and described thereon.
- (d) Members having more than one boat will be required to apply for a permit for each boat, except that a permit for a boat normally kept on an approved mooring during the sailing season may be endorsed to include a dinghy not less than 7ft 9ins in length and up to a maximum of 10ft in length, used as a tender to the moored craft. This tender must be fitted with a removable bung which ensures that water drains completely from the vessel.
- (e) Boats shall not be brought into Club compounds or placed on moorings without the written consent of the Bosun.

- (f) If a new or existing member wishes to introduce a sailing dinghy into the dinghy park the craft:
 - (i) shall not exceed 19' overall (inclusive of boat all gear, trailer/trolley) .
 - (ii) shall be a monohull without outriggers or floats of any kind.
- (g) Except in emergency, or for momentary use, moorings and compound spaces may only be lent or borrowed subject to the requirements specified by the Bosun Committee, having first applied in writing. Members involved will be required to agree and sign a disclaimer.

9.2 Moorings

- (a) If a new or existing member wishes to introduce a boat on to Club moorings the craft:
 - (i) shall be a monohull without outriggers or floats of any kind.
 - (ii) shall not be longer than 10 metres (32' 10") Tudor Boat Length. Maximum permissible draft shall be 1.22 metres (4'). Applications will be decided at the discretion of the Executive Committee advised by the Bosuns Committee. The definition of Tudor Boat Length (TBL) shall be from the stemhead to the aftermost point of the hull or anything in the normal moored, stowed position, attached to the hull. Acceptance of a Club mooring places upon the Mooring Holder a mandatory obligation to comply with any properly taken, minuted and communicated instruction of the Executive or Bosuns Committee designed to remedy damage or hazard to the boat(s) of a fellow member(s).
 - (iii) shall not be a power driven planing hull. Cathedral hulls shall be accepted only at the discretion of the Executive Committee.
 - (iv) shall in the opinion of the Executive Committee be seaworthy and of reasonable upkeep and appearance.
 - (v) shall if having a single keel, not have a Beam to Draught ratio of less than 3:1, where Beam is the widest part of the vessel measured at the waterline and Draught is the deepest part of the vessel below the waterline.
- (b) Mooring holders will have the right to use their allocated mooring as long as their membership continues and so long as they comply with Club Rules. In order to maintain the accurate placement of mooring blocks, any alteration to an allocated mooring must receive written approval of the Bosuns Committee in respect of specification and execution of the necessary work.
- (c) When a change of boat or owner is proposed for any mooring this shall be recorded in the Minutes of the Bosuns Committee and displayed on the notice board for one month before the change takes place. Neighbouring mooring holders are to be notified by the Bosuns Committee. Objectors must notify the Bosuns Committee in writing before this date. The Bosuns Committee will then reconsider the change and notify the owner and objector in writing of their decision.
- (d) In the case of a boat in shared ownership, all part owners must be existing members of Tudor Sailing Club. One of the owners must be nominated as the responsible person for all matters relating to the boat and its mooring.
- (e) Waiting lists for moorings will be kept up to date by the Bosuns Committee and displayed on the Club notice board. There will be a waiting list for first time allocation of moorings and one for members requiring a change of mooring. Members on the waiting list for a mooring change will have priority over those on the list for first time allocation.
- (f)
 - (i) Applications for moorings must be in writing and must be forwarded to the Bosun. Allocation will be made in order of receipt of application. The Mooring Bosun in consultation with the Bosuns shall determine the suitability of the mooring giving consideration to neighbouring vessels and the sea bed so as to reduce the possibility of damage and collision. Any affected member may petition the Executive Committee to review a mooring allocation.
 - (ii) Upon allocation of a mooring, the member has 28 days to accept and pay for that mooring or that mooring will become available for reallocation.

- (g) (i) Members shall ensure that each boat or tender kept stored or laid-up by them in the Club dinghy park or on moorings shall be clearly identified on the hull with the name of boat and in the case of tenders, the words 'Tender To' followed by the boat's name. In addition, boats and tenders in the compound must display clearly, during the time of its validity, any identification mark issued by the Club. Members shall further ensure that trolleys, cradles and boat covers are also marked with either the owner's name or the name of the boat to which they relate.
- (ii) Except in emergency, or for momentary use, moorings and compound spaces may only be lent or borrowed subject to the requirements specified by the Bosun Committee, having first applied in writing. Members involved will be required to agree and sign a disclaimer
- (h) The Bosuns Committee will be empowered to relocate, impound or otherwise secure any, boat tender or trolley which
- (i) does not comply with the requirements above within the time limit specified in any notice given by the Bosuns Committee to the owner.
- (ii) is considered by the Bosuns Committee to be in an unseaworthy condition or serious state of neglect, the owner be asked to remove the vessel from the compound or mooring and reapply to the Bosun's Committee for a new dinghy or mooring allocation when the vessel has been repaired.
- (iii) regarding vessels that collide with each other when on the moorings. If after all advice/suggestions have been exhausted and no other alternative solutions are available to the boat owners, the offending incoming vessel involved will be moved to another mooring but will not be advantaged in the move, but may be disadvantaged due to availability and be set back, and will have to reapply for a new improved mooring.
- Any boat so relocated, impounded or otherwise secured shall remain so until the said regulations have been complied with or necessary work to the vessel has been carried out and a release fee, the amount of which shall be decided by the Executive Committee, has been paid.
- (i) The Club may terminate the membership of any member who fails to comply with any notice served under paragraph 9.2 (g) above.
- (j) Where in the opinion of the Executive Committee, the ownership of a boat, tender, trolley or cradle cannot be established after reasonable enquiries, or where a boat, tender, trolley or cradle belonging to a lapsed member remains in the Club dinghy park after notification has been given to the owner, or all reasonable attempts to deliver such notice have been made, the Club shall be empowered by Executive Committee decision, to sell or otherwise dispose of the said boat, tender, trolley or cradle. In the case of sale, the Club shall deduct any expenses incurred from the proceeds thereof. Where the boat has been disposed of other than by sale, the owner shall be liable to reimburse the Club for any expenses incurred in the course of such disposal.
- (k) Any owner of a boat which appears to have not been used for 12 months (i.e. Club membership year from 1st February to 31st January) will be required to show good reason for non-use or that the boat has in fact been used. Failure to satisfy the Executive Committee may result in the owner being required to remove the boat from the Club.
- (l) Persons renewing or applying for membership shall authorize the Executive Committee to deal with any boat, tender, trolley or cradle owned by the said person, in the manner set out in this Bye-law.
- (m) All boats, tenders, trolleys or cradles must be either in their allocated space or mooring. They are not permitted elsewhere on Club premises or on the beach adjoining the Club property except as provided by these Bye-laws. Trailers, trolleys, cradles and other laying up gear which have not been allocated a summer compound space must be removed from the compound within one week of launching the boat to which they belong. Items not removed within this time limit will be charged at a weekly rate to be decided by the Executive Committee.
- (n) Members who resign from membership must vacate their allocated mooring or dinghy park space. If the mooring chain is removed the sinker is to be marked. Sinkers are to be left in place.
- (o) If a boat permit is not renewed the mooring or dinghy park space must be vacated promptly, as in paragraph (m) above.
- (p) Unauthorised vessels on Club moorings may be removed by the Harbour Master if so requested by the Executive Committee.

- (q) A member who disposes of a moored boat may retain his mooring space for the season following that in which the disposal takes place. After that the mooring space will be re-allocated.
- (r) Mooring holders must maintain their allocated mooring to minimise the risk of breakage of mooring gear by regular inspection and renewal as necessary, to the club standard as dictated by the Bosuns Committee.
- (s) All members who have been allocated a club mooring must use that mooring during the sailing season (March – October) of each year when the boat is not in use. This applies to all vessels unless deemed sick and away for repair, providing the owner has informed the Bosun's Committee of this in writing. If the owner is going on an extended cruise, the Bosun's Committee should again be informed.

9.3 Dinghy Park

- (a) The Bosun may where necessary to make best use of dinghy park space, re-allocate spaces, informing permit holders either verbally or in writing of this change.
- (b) Permit holders of dinghy park spaces are to keep their allocated space clear of rubbish and weeds.
- (c) All members are required to secure boats in the compound against capsize.
- (d) Old tyres will not be brought on to the club premises under any circumstances.

9.4 Craft on the Club Foreshore

- (a) Boats are not allowed to moor off or tie up to the sea wall for longer than 48 hours. The Public Footpath must not be obstructed in any manner.

9.5 Use of Slipways and Trolleys

- (a) Use of these facilities must be booked through the Bosun for boats greater than 16ft 6in LOA.
- (b) Users will be responsible for any damage done to Club equipment, or injury caused to other Club members by their negligence. Members using Club equipment to launch or recover vessels longer than 16' 6" must comply with guidance detailed in any risk assessment compiled to minimize the risk of injury or accident associated with the identified hazards. All vessels must be covered by appropriate insurance whilst being moved or stored on club premises.
- (c) Motor vehicles are allowed on the slip for the purpose of launching or recovery of boats with prior arrangement with the Bosun. During this process motor vehicles must not be left unattended by the driver.

The sole exception to this rule is for the emergency recovery of a vessel damaged in such a way as to present imminent danger of sinking.

Launching trolleys, motor vehicles and related launch/recovery gear must occupy the slip for the minimum possible period.

Unattended dinghy launching trolleys are NOT to be left on the concrete slipway or approach roads.

- (d) Club trolleys, the dumper and other equipment may be used only by prior arrangement with the Bosuns Committee.

Motorised Plant may only be driven by Club authorised drivers.

- (e) Use of Scrubbing Posts, and use of the slipway for scrubbing off or any other purpose, is only by prior arrangement with the Bosun and for a maximum period of 24 hours.

Boats using the Scrubbing Posts must be secured to and lying against both posts at all times. No boat so secured must be left unattended whilst there is water around the boats' keel or blocks placed beneath the keel.

Boats using the slipway must be grounded on side of the slipway and parallel to the edge so that launching and recovery of other boats is unimpeded. Boats grounded on the slip must not be left unattended whilst there is water around the keel or blocks placed beneath the keels.

All debris and litter must be cleared from the slip immediately upon completion of the operation.

- (f) Club Mooring - this mooring may be used by members for loading, unloading or awaiting a tide for a maximum of 24 hours.

9.5.1 Use of Tractor & Boat Hoist

- (a) As From 17 October 2005, all members that have a club mooring and wish to bring their vessel ashore will use the club hoist to launch and recover, with the exception of existing members who currently have their own trailers. All vessels will be lifted only by prior arrangement with the bosuns committee and taking into account slipway byelaws.

Existing members who have regularly brought their own boat ashore using the club trolley may continue to use this method, with prior arrangement of the bosun's committee and taking into account slipway byelaws, until either the equipment becomes unserviceable or they change their boat.

- (b) Members using the tractor and hoist to recover or launch their vessel will be responsible for washing down the equipment after use. To minimise corrosion this shall be done as soon practicable after the vessel has been safely positioned and will take priority over further work on the vessel.
- (c) All club members using the tractor and hoist will abide by the Tudor Sailing Club Health and Safety guidelines related to the lifting of any vessel.
- (d) Any damage that is caused as a result of using the tractor and hoist to either club premises or vessel(s) must be reported in writing by the vessel owner and driver of the tractor.
- (e) All club members using the tractor and hoist must have appropriate insurance that includes the recover and re-launch of the vessel.

9.6 Fitting Out

- (a) The fitting out (laying up) season shall be from one month prior to the yacht hoist lift out weekend or 1st October, whichever is the earlier until month after the yacht hoist lift in weekend or April 30th, whichever is the later. All winter lay up boats must be out of the compound on or before that date.
- (b) Only those boats occupying Club allocated moorings with Club approval will be allowed ashore for laying-up. This facility is subject to considerations of safe handling of vessels whilst ashore.
- (c) Pending enlargement of the Club compound, boats under 23 feet (7m) Tudor Boat Length and existing members' boats will have precedence over members introducing a different and/or larger boat over 23 feet Tudor Boat Length. The following formula will apply to members seeking compound space upon a change of boat: Tudor Boat Length divided by number of years of current membership, lowest number to take priority.
- (d) Pressure washers and hosepipes with spray attachments may only be used in the compound between the start of the fitting out season and 1st January.
- (e) Any boat normally kept on a mooring which has not been removed from the compound by the end of the laying-up season will be charged an additional laying-up fee as determined by the Executive Committee.
- (f) Summer season fitting-out may be granted for a restricted period upon application to the Bosun, but normally only to boats who have not laid-up ashore the previous laying-up season.
- (g) Members must disconnect power cables from the club power supply when vessels are unattended.

10. Notice Boards

The notice boards are only to be used by Club Officers.

Private notices of sale (postcard size, showing the date on which they are first displayed) may be displayed for a maximum period of 3 months if of a nautical nature by application to the Hon. Secretary. Any defacement of notices will be dealt with under Bye-law 12.

11. Offensive Conduct

An officer of the Club shall have the power to order any member or guest committing an offence which is deemed detrimental to the good name of the Club to leave the Club premises. Such members or guests shall have no right of re-entering the Club's premises until the case has been dealt with under Bye-law 12.

12. **Suspension of Membership**

Any member wilfully ignoring these Bye-laws will be liable to suspension, or expulsion in accordance with Constitution Clause 15.

13. **Class Captains**

These shall be elected in October by the members of the Class they represent for presentation to the Nomination Meeting.

14. **Audio and Video Equipment**

Members are not permitted to use personal audio or video equipment on the Club premises which may cause a nuisance to others or be in breach of the Performing Rights Act.

15. **Pets**

Pets are not allowed in the Clubhouse or on any lawned area, with the exception of guide dogs. Members must keep their dogs on leads and under control whilst visiting the Club.

16. **43rd Portsmouth Sea Scouts Group Membership**

The 43rd Portsmouth Sea Scout Group and its members will have only the following privileges in respect of membership of Tudor Sailing Club:

1. To use TSC premises for the storage, launching and recovery of boats for the Group's activities, and to use changing facilities in connection with these activities
2. A maximum number of 20 Sea Scouts to be on the premises at one time accompanied in addition by Sea Scout instructors
3. To store 16 canoes and one patrol boat on TSC premises in a manner directed the Executive Committee. Sailing dinghies belonging to the Sea Scout Group may be stored on TSC premises at the discretion of the Executive Committee.

The 43rd Portsmouth Sea Scout Group and its members will be subject to the following specific conditions of membership of Tudor Sailing Club:

1. To pay a Group Membership fee annually. This fee is to be set by the Executive Committee
2. One Adult Sea Scout Group member will become the contact for membership and administration purposes. This person will act in loco parentis for Group members under 19 years of age. This person will also take full responsibility for the Sea Scout Group and its members and equipment whilst on TSC premises. This responsibility will include the number of and competence of instructors, and the suitability of and safety of participants and equipment. The club will not be responsible for any accident or injury however caused to any member of the Sea Scout Group ashore or on the water.
3. To limit the activities of the Sea Scout Group and its members to times agreed with the Executive Committee. Sea Scouts must only be on TSC premises during Sea Scout Group activities.
4. To keep an attendance register for each period of Sea Scout Group activity. This register to be made available to the Executive Committee on request.
5. To provide evidence of adequate insurance as agreed with the Executive Committee. This insurance to provide indemnity to Tudor Sailing Club against any public liability claim arising from Sea Scout Group presence or activity on or associated with Tudor Sailing Club premises.
6. Keys will be provided only to adult Sea Scout Group members who hold Individual or Family TSC membership. One of these key holders must be on TSC premises at all times in which Sea Scouts are present.