

Sailing By-Laws

RMYC – Port Hacking Sailing

Objectives

1. To develop and encourage the sailing of yachts in a safe and friendly manner, building camaraderie between members and all those interested in sailing.
2. To run and administer yacht racing and to encourage cruising.
3. To aid with training and advice to all those interested in sailing.
4. To be active and self-funding.
5. To be affiliated with, and to comply fully with, the rules and requirements of Australian Sailing.

Membership

PHS has three types of membership – the first two are subject to an annual subscription additional to the RMYC-PH membership subscription.

Sailing Boat Members who must also be a financial Boat Owner, Veteran or Life members of RMYC-PH. Sailing Boat Members shall have voting rights at any Annual General Meeting (AGM), Special General Meeting or Skippers Meeting of PHS. They have full access to the marina.

Sailing Crew Members who must also be an Ordinary, Associate or Crew Member of RMYC-PH. Sailing Crew Members shall have voting rights at any Annual General Meeting (AGM), Special General Meeting excluding Skippers Meeting of PHS. They have limited access to the marina.

SailPass Member a temporary PHS membership category to comply with sailing rules and part of the revSPORT system.

Administration

1. Generally:

Being a sub-club of the RMYC-PH, our members are subject to the RMYC-PH Constitution, as well as the various By-Laws of the RMYC-PH (copies of which are available at the RMYC-PH office). The RMYC-PH conducts monthly Board meetings and the PHS submits minutes from its committee meetings for review.

2. Management:

The management is vested in the Port Hacking Sailing Committee.

The PHS Committee is elected at the AGM by way of a vote by those members eligible to vote. There are five executive committee positions as follows: Captain, Vice-Captain, Secretary, Treasurer and Chief Special Regulations Auditor.

This committee may, from time to time, include additional positions that the committee deems to be to the benefit of Port Hacking Sailing.

3. PHS Committee - Eligibility Requirements:

Throughout this document, membership classes are as defined in the RMYC-PH Constitution.

3.1 The positions of Sailing Captain and Sailing Vice-Captain must be filled by **Sailing Boat Members** who are registered Boat Owners with RMYC-PH and should have served at least one year on the PHS committee.

3.2 Other positions on the PHS Committee must be filled by **Sailing Boat Members** or **Sailing Crew Members** with at least 50% being Sailing Boat Members.

3.3 If insufficient nominations are received for the PHS Committee positions, subject to the requirements of 3.1 and 3.2 above, members may be proposed and seconded for the vacant positions at the AGM or any adjournment thereof.

Members wishing to stand for election to the PHS Committee must be proposed and seconded by financial Port Hacking Sailing members on the appropriate form published with the meeting advice.

The nominees must sign their concurrence to stand for election on a form, which also bears the signature and names of the nominator and seconder.

Nominations must be lodged with the secretary of PHS at least 7 days prior to the date of the AGM.

This may be done by sending the completed form by email to: - secretary@sailing-rmycph.org.au

A member of the PHS Committee ceases to be a member of the committee when he or she resigns by notice in writing to the PHS secretary or has been absent from PHS Committee meetings without written reasons for more than six months.

The PHS Committee shall have the power at any time to appoint any eligible PHS member to the committee to fill a casual vacancy until the conclusion of the next Annual General Meeting.

Outgoing PHS Committee members must pass over all materials and information relating to their position to a newly elected committee member.

4. Powers and Duties of the Committee:

- *To set membership subscription rates and prepare financial budgets for submission to RMYC-PH management annually.*
- *To administer and manage all aspects of Port Hacking Sailing's activities including:*
 - *Sailing calendar maintenance and implementation of the PHS's Sailing Rules, including Safety Standards of boats.*
 - *Racing competitions and interclub competition organisation as required from time to time.*
- *Organisation, communication, and management of social functions with the objective of encouraging camaraderie and development of Port Hacking Sailing.*
- *Awards dinner and trophy maintenance.*
- *Communicating with PHS members by newsletter, email, SMS, social media and/or other communication mechanisms as be appropriate from time to time*
- *Management and control of membership and the Sailing Boat Registers.*
- *Financial management of all PHS expenses and the seeking of sponsorship and other fundraising projects.*
- *Recommendations for PHS capital expenditure.*
- *Maintain a close and harmonious relationship with RMYC-PH management, other sub-clubs, Australian Sailing, and other affiliated sailing clubs to ensure that the club has an effective communication channel on all issues.*
- *To provide consultation, leadership, and innovation in planning the PHS's direction.*
- *Any other activities deemed appropriate by the PHS Committee from time to time.*

5. PHS Committee Meetings:

PHS Committee meetings are to be held with a formal agenda for items to be discussed and minutes documented to record decisions made. Additionally, meetings with members will be held when required.

The aim of the PHS committee is to thoroughly review all issues and agree to their decisions by consensus. In the event of a consensus not being reached, a vote is taken with the majority being recorded as the decision. In the event of an equal vote, the chairman of the meeting will have a casting vote to resolve the issue.

A quorum of the PHS Committee shall be 50% of the PHS Committee.

If a quorum is not present, the meeting will be adjourned and set for a new meeting date.

Any PHS member wishing to attend a PHS Committee meeting on a casual basis may be invited at the discretion of the committee. All PHS members wishing to attend, or to have tabled any issue for discussion, must do so in writing 7 days prior to the scheduled committee meeting by submitting their documented request to the PHS secretary.

Any PHS member attending on a casual basis shall have no voting rights at the committee meeting to which they attend.

6. Conduct of the Annual General Meeting:

The Annual General Meeting (AGM) of the PHS is to be held at the RMYC-PH as close as possible to the week after the RMYC-PH Annual General Meeting which will usually be on or about the third Wednesday in August. The purpose of the meeting is to elect the PHS Committee for the coming year and to consider resolutions which have been advised in writing to the PHS Secretary 7 days prior to the meeting.

Nominations for PHS committee positions and any other business on which the meeting is required to vote must be lodged with the PHS Secretary in writing with a Proposer and Secunder at least 7 days prior to the AGM date.

Only financial Sailing Members (over 18 years of age) are eligible to propose, second and vote at an Annual General Meeting.

The meeting is conducted under the supervision of the Sailing Captain together with the Secretary who records minutes and a register of attendees.

Only financial PHS members can vote.

7. Financial Management:

Being a sub-club of the RMYC-PH, the PHS is not required to operate separate financial accounts. The PHS does not operate bank accounts or chequebooks or have any responsibility in these areas. The financial management of Port Hacking Sailing is undertaken by the submitting of an annual Budget to RMYC-PH designed to be self-funding.

Any PHS expenditure requires that the submitted tax invoice be approved and signed by any two of the following: Sailing Captain, Vice-Captain or Treasurer and be coded with the general ledger code. All payments in relation to the PHS are handled by the RMYC-PH Accounts Department.

Should the PHS accumulate surplus funds over the twelve months, the PHS Committee will, considering the needs of the PHS as a priority, make recommendation to the RMYC-PH Board of Directors for the approval and way these funds are to be disbursed or allocated to meet the PHS requirements.

The costs of operating the PHS are significant and each year the committee seeks sponsorship to cover income shortfalls.

Membership fees are determined by the committee to ensure the financial viability of the PHS.

8. Life Membership:

The appointment of Life Membership to the PHS is bestowed upon a Member who has made significant contribution to the success of the PHS "over and above that normally expected" over a substantial period.

The awarding of this honour should be made around the time the outstanding effort has been recognised and achieved, to ensure the contribution is recognised and not lost in the passage of time. A Nominee must be a financial member of the RMYC-PH and the PHS.

The Nominee must have been a member of the RMYC-PH for a period not less than 7 years.

Not more than one Life Member may be elected annually, and there may not be more than four Life Members of the Port Hacking Sailing (PHS) at any one time.

Nominations for Life Membership must be submitted to the PHS Committee by a nominator and a seconder, both of whom must have been financial members of the RMYC-PH and the PHS for the past five years.

A 75% majority at the PHS AGM must be achieved in this ballot in favour of the resolution for a Nominee to be granted Life Membership, whether by a show of hands or a secret ballot if requested.

Once Life Membership has been granted, the recipient will no longer be required to pay annual PHS membership fees and will have his/her name recorded on the PHS's Honour Board for Life Members.

The recipient will be required to continue to pay annual subscriptions to RMYC-PH. Should the recipient cease to be a Member of RMYC-PH, he/she will forfeit any rights attached to Life Membership of the PHS.