

PENARTH YACHT
CLUB
(est 1880)

RULES
AND
BYE-LAWS
2014

July 2014

RULES AND BYE-LAWS

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CLUB RULES

1 NAME, BURGEE AND OBJECTS

1.1 Name

The Club shall be called the “Penarth Yacht Club”.

1.2 Burgee

The Club Burgee shall be a red St. George’s Cross edged blue on a white ground with a gold Welsh harp in the centre.

1.3 Objects

The objects for which the Club is formed are

1.3.1 To encourage:

1. Sailing
2. Amateur oarsmanship
3. Yacht and boat racing

By the promotion of Regattas and Open Meetings and by any other means which may from time to time be determined by the Club

1.3.2 To provide and maintain a Clubhouse for the use of members of the Club.

1.3.3 The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club’s facilities. No profit or surplus will be distributed.

2 MEMBERSHIP

The Club shall consist of Full Members and Associate Members.

2.1 Full Members

2.1.1 All persons over the age of 18 shall be eligible for Full Membership

2.1.2 Life Members may be elected or nominated as described under rule 3.5 and shall be Full Members.

2.1.3 Family Members shall each be Full Members.

2.1.4 Only Full Members may attend General Meetings and vote in any ballot.

2.2 Family Members shall mean a husband and wife or a man or a woman and his partner, so that the decision of the Committee shall be final and conclusive on the

evidence required of the relationship upon nomination and at any time thereafter and whether it is sufficient for the purposes of this Rule.

2.3 Associate Members

Associate members shall not hold any office in the Club other than as a member of a Sub-Committee. They shall be entitled to the use of such rooms and amenities, as the Committee shall from time to time decide in respect of each class of Associate Membership.

Categories of Associate Members: -

2.3.1 Student Members

Persons over the age of 18 who are articulated, apprenticed or otherwise engaged as students in full time education may, at the discretion of the Committee, become Student members until the end of the year in which their 23rd birthday or the completion of their full time education occurs, whichever is the sooner

2.3.2 Junior Members

Persons over 15 and under 18 shall be eligible for Junior Membership

2.3.3 Cadet Members

Subject to the availability of sufficient nautical training facilities, persons of at least 7 and under 15 years of age shall be eligible for Cadet Membership.

Children between the ages of 8 and 18 who wish to use Club facilities (otherwise than use of the Main Deck Bar in the company of a parent) must be Cadet or Junior Members, as appropriate.

2.3.4 Honorary Members

Any member of a recognised Yacht Club or Rowing Club or of the Armed Forces or Merchant Navy visiting the neighbourhood temporarily shall be eligible for admittance as an Honorary Member of the Club during such visit upon proving his entitlement to the Secretary or two members of the Committee and entering his name and address and details of his club or Service (and his age if under 18) in the Temporary Members' book countersigned by the Secretary or two members of the Committee.

2.3.5 Temporary Members (Visitors)

Any visitor to the neighbourhood not included in the qualifications for Honorary Membership may, subject to the signed approval of four Members of the Committee entered in the Temporary Members Book, be introduced by a member subject to the following requirements:

1. The entry shall be made at least forty-eight hours prior to his introduction and shall include the name, address and occupation (and age if under 23) of the proposed Temporary Member
2. The proposed Temporary Member must live outside a 25-mile radius from the Clubhouse.

2.3.6 Temporary Members (Prospective Members)

The Committee may grant temporary membership to any person who expresses an interest in joining the Club. Such membership shall be for a period of three months which shall not be extendable or renewable and shall be on payment of the appropriate fee. The name and address of any person granted such temporary membership shall be entered in the Temporary Members' Book with the dates during which it applies.

2.3.7 Block Membership

The Committee may grant membership to members of other organisations as a group. The Committee shall determine the fees for such block membership. The Committee shall approve the persons entitled to use such membership. The Committee need not give any reason for not approving any individual.

3 ELECTION OF MEMBERS

3.1 General

- 3.1.1 All candidates for membership (other than as Honorary, Temporary or Block members) shall be proposed and seconded in the Candidates' Book by Full Members who must be personally acquainted with the candidate.
- 3.1.2 No Member may propose or second a candidate for membership unless he is a Full Member who has held continuous full membership of the Club for a period of at least 2 years.

3.2 Election Procedure

- 3.2.1 The details of all candidates shall be entered in the Candidates' Book and shall include the name, address, occupation and date of birth (if under 23) of the candidate, the class of membership for which the candidate is proposed and the signatures of the Proposer and the Secunder.
- 3.2.2 In the case of an application for Family Membership where neither is already a Full Member, the details of both candidates shall be placed in the Candidates' Book and their applications shall be considered together so that either both shall become members or neither. Where one is already a Full Member then the other shall be entered in the Candidates' Book, and the application considered as for a Full Member with, in each case, annotation of the intention to become a Family Member and the name of the existing Full Member.

- 3.2.3 On the Monday following entry of the candidate's details in the Candidates' Book, the Secretary shall post in the Cabin, and on the Main Notice Board, notices containing details of such entry, which shall remain there for fourteen days prior to the next meeting of the Induction Committee. If any Full Member objects for any reason to the election of that candidate, he shall inform the secretary and proposer in writing during the fourteen-day period.
- 3.2.4 If no objection is received, the member shall be deemed elected at the end of the 14 day period
- 3.2.5 If an objection is received, the proposer will have the option of withdrawing the candidate, or proceeding to a ballot of full members of the Club as prescribed in rule 3.3
- 3.2.6 At the close of the election process, the election or rejection of the candidate shall be declared and recorded in the Candidates Book by the Secretary or his representative, witnessed by one Full Member, and if elected the Secretary shall forthwith send to the Candidate notice thereof, together with a copy of the Club Rules.
- 3.2.6 After election, and before using the facilities of the Club as a member (and on change of classification then as a member of the new classification) the candidate will be met by the Induction Committee being a sub committee of the Committee, appointed and functioning in accordance with the General Byelaws of the Club. The Induction Committee shall meet at least monthly. The purpose of this meeting will be to make the newly elected member aware of the Club's Rules and the standards of behaviour expected by the Club.
- 3.2.7 A candidate not elected shall not be proposed again for election within a period of twelve months, or such lesser period as the Committee may decide.
- 3.2.8 No candidate shall be a member until he has paid his entrance fee and subscription for the current year, the subscription to be paid within 2 months or the election shall be null and void.
- 3.2.9 Any member wishing to withdraw the name of a candidate proposed by him may do so by addressing a letter to the Secretary at any time prior to the close of the election procedure.

3.3 Election By Ballot

- 3.3.1 If a written objection is received by the Secretary a ballot of full members will be carried out as follows:
 - 3.3.1.1 The Secretary shall post in the Cabin, and on the Main Notice Board, notices containing details of such requirement, which shall remain there for fourteen days. The ballot will open at 10 a.m. on the

Monday following expiry of that period, and will close at 10 a .m. on the succeeding Monday. Votes shall be recorded by being placed in the Ballot Box. In the ballot each adverse vote shall cancel one favourable vote, and no candidate shall be elected unless there remain after such cancellation at least thirty votes in his favour

- 3.3.1.2 Following the completion of the ballot procedure the conditions of rule 3.2.6 will apply.

3.4 Associate Members

- 3.4.1 Similar notices in respect of candidates for Student, Junior and Cadet Members shall remain on the notice boards for 7 days and thereafter the candidates shall be considered for election by the Committee at the next Committee meeting, if necessary by ballot of the Committee.

- 3.4.2 At such a ballot one adverse vote shall cancel two favourable ones.

3.5 Life Members

- 3.5.1 A General Meeting shall have power to elect a Life Member by ballot on the recommendation of the Committee. Members who have completed 40 years Full Membership shall be proposed for Life Membership at the next Annual General Meeting. The name and address of the proposed Life Member shall be posted on the Notice Boards fourteen clear days before the date of such General Meeting. A Life Member shall have the full rights and privileges of membership, but shall pay no subscription.

- 3.5.2 For Full members and Family Members who were formerly Lady Members the period that they were Lady members prior to 1st January 1999 shall be included in the calculation but thereafter only any period after they elect to become Full Members shall be included. A person who has a relationship to a Life Member of the natures set out in Rule 2.2 but who is not a Life Member may apply to be treated as a Family member and if the application is agreed by the Committee shall pay a subscription of the difference between the subscription payable by a Full Member and that payable by a pair of Family Members.

- 3.5.3 The Committee may also agree to raise funds for the Club by the sale of Life Memberships to existing members of the Club and to a maximum of six in any one year. On receipt of the required consideration the Committee may nominate the existing member of the Club to be a Life Member who shall have the full rights and privileges of membership but shall pay no subscription and the nomination/s shall be reported to the next following Annual General Meeting.

3.6 Resignation

- 3.6.1 Every Member not giving notice of resignation to the Secretary before the 31st December shall be liable for the ensuing year's subscription.

3.7 Re-admission

- 3.7.1 Any Member, having resigned, shall, on application in writing to the Secretary, be allowed to re-join, after approval by the Committee, without being balloted for or paying a further entrance fee.

4 FEES

4.1 Entrance Fees and Subscriptions

- 4.1.1 The entrance fees and subscriptions for Full Members shall be as determined from time to time at a General Meeting of Full Members. Should Family Members cease to be eligible to be such or should either request to cease to be such then upon written request either or both may become Full Members in their own right without any requirement to pay an entrance fee. The subscription paid by the Family Members shall be split in two and each shall be credited with one half towards the subscription payable as a Full Member and the balance shall be paid in accordance with these Rules. If in such circumstances either shall not elect to become a Full Member and pay the appropriate subscription within one month that person shall be deemed to have resigned.
- 4.1.2 The entrance fees and subscriptions for Associate Members shall be as determined from time to time by the Committee.
- 4.1.3 Full Members under the age of 23 shall pay a lesser annual subscription provided that for Family Members this shall only apply where both are under the age of 23.
- 4.1.4 Members over the age of 65 shall pay a lesser annual subscription
- 4.1.5 Out Port Members – Full Members residing outside radii of 25 miles and 100 miles from the Clubhouse, or, at the discretion of the Committee, a Full Member serving in the Armed Forces or Merchant Navy, whatever his home address, shall pay lesser subscriptions.
- 4.1.6 The annual subscription becomes due on 1st January. Payment may either be made in full or by instalments in accordance with such instalment arrangements as may be specified by the Committee.

Any member failing to make payment or to make instalment arrangements by 28th February shall receive written notice from the Secretary. The name of any member still in default on 31st March shall be posted on the Club notice board and the member shall be notified of such posting. Any member failing to make payment or to make instalment arrangements by 30th April shall cease to be a member of the Club. The Secretary shall advise him accordingly and such member shall be debarred from the Club. Any member thus removed may be restored again on giving a satisfactory explanation to the Committee.

Any member who has made arrangements to pay by instalments and who is in arrears with such instalments shall receive written notice from the Secretary. In default of payment within 28 days of such notice he shall cease to be a member. The Secretary shall advise him accordingly and such member shall be debarred from the Club. Any member thus removed may be restored again on giving a satisfactory explanation to the Committee and paying any outstanding subscriptions.

- 4.1.7 The Secretary shall maintain on the Club Notice Boards a list of the categories of Membership and the fees payable by each category.
- 4.1.8 A Temporary Member introduced under Rule 2.3.5 shall pay, in advance, a fee pro-rata to the annual fee for the category of membership for which the Temporary Member is eligible (or if eligible for more than one category then the lowest such annual fee). A Temporary Member introduced under rule 2.3.6 shall pay in advance a fee of one quarter of the annual fee for the category of membership for which the person is eligible and has expressed interest, such fee to be credited against the full fees if the person subsequently becomes a member.
- 4.1.9 Notwithstanding the foregoing the Committee are authorised annually to increase the entrance fee and subscriptions by an amount not exceeding 5% without recourse to a General Meeting or Special Meeting of the Full Members.

5 MANAGEMENT

5.1 Officers

The Officers of the Club shall be the President, Vice-Presidents, Commodore, Vice-Commodore, Rear-Commodore, Rowing Captain, Honorary Secretary of the Sailing Committee, and the Honorary Treasurer. Only Full Members may be Officers of the Club.

5.2 Committee

- 5.2.1 The management of the Club shall be vested in a Committee consisting of the Officers of the Club and eight other Full Members. The Immediate Past Commodore shall be an additional member of the Committee for one year after ceasing to be Commodore, but will not be eligible for election as Vice Commodore or Rear Commodore until he or she has subsequently been re-elected as a member of the Committee at an Annual General Meeting. Such Committee shall manage the affairs of the Club in accordance with the Rules of the Club. At the first meeting of the newly constituted Committee in each year they shall elect one of their number to act as Chairman. The Committee may appoint Sub-Committees with such powers as the Committee may, in their discretion, deem necessary. The Rowing Club and the Sailing Committee are Sub-Committees of the Club

and only Full Members are eligible to be Rowing Captain, and Honorary Secretary of the Sailing Committee. Subject to the approval of the Committee, Associate Members may be appointed to Sub-Committees.

- 5.2.2 In particular the Committee shall appoint a Sub-Committee to deal with the purchase for the Club and supply by the Club of intoxicating liquors to be known as the "Wine Committee". The Wine Committee shall consist of Members of the Committee elected at an Annual General Meeting of the Club. Ex-officio members of the Committee and members appointed to the Committee by the Committee shall not be eligible for membership of the Wine Committee.

5.3 Election of officers and Committee

- 5.3.1 The Committee shall, prior to the Annual General Meeting, elect the President, Vice-Presidents, Commodore, Vice-Commodore, Rear-Commodore and Honorary Treasurer, and announce their decision at the Annual General Meeting. To be eligible for election as Commodore, Vice Commodore or Rear Commodore a candidate must have previously been a member of the Committee for a period of two years, not necessarily immediately prior to his election subject to fulfilling the condition in Rule 5.2.1.
- 5.3.2 The Rowing Captain shall be elected at the Annual Meeting of the Penarth Rowing Club, and the Honorary Secretary of the Sailing Committee at the Annual Meeting of Sailors and Boat Owners, and their names shall be submitted to the Annual General Meeting for approval or otherwise.
- 5.3.3 Of the eight other members of the Committee, three (or in every third year, commencing in 2005, two) shall go out of office at each Annual General Meeting and shall be eligible for re-election. The members who retire shall be those who have been longest in office since their last election (subject to paragraph 5.3.5.1 below), and the vacancies so caused shall be filled at the Annual General Meeting. In the event of there being vacancies other than such vacancies, the additional vacancy or vacancies shall also be filled at the Annual General Meeting
- 5.3.4 A candidate for membership of the Committee shall be proposed and seconded by Full Members of the Club and the details of such candidate shall be given in writing to the Secretary signed by the proposer and seconder not less than 21 days before the Annual General Meeting. The name of the candidate together with the name of his proposer and seconder shall be posted on the Notice Boards not less than fourteen clear days immediately preceding the date of the Annual General Meeting and shall be included in the Notice of Annual General Meeting.
- 5.3.5 Where under paragraph 5.3.3 there are more than three (or two, as the case may be) vacancies to be filled, then all the elections shall be held on the same ballot paper, and the principal vacancies shall be filled by the candidates gaining the greater number of votes, and the additional vacancy

or vacancies by the candidate or candidates gaining successively the greatest number of votes

5.3.5.1 A candidate filling any additional vacancy shall hold office for such term only as the original holder would have held office

5.3.5.2 A ballot paper shall be valid notwithstanding that it shall contain votes for fewer candidates than the total number of vacancies to be filled.

5.4 Vacancies

The Committee shall have power to co-opt a Full Member of the Club to fill any vacancy in any office (except that of Rowing Captain or Honorary Secretary of the Sailing Committee) or on the Committee which may occur, but such co-opted member shall only hold office until the next Annual General Meeting.

5.5 Committee Meetings

5.5.1 Committee Meetings shall ordinarily be held on the third Monday in each month, and each member of the Committee shall receive written notice of every meeting from the Secretary.

5.5.2 The Secretary shall call a Special Committee Meeting at the request of the Chairman or any three members of the Committee.

5.5.3 Six members of the Committee shall form a quorum.

5.5.4 For a resolution to be carried at least five Committee members shall vote in favour of it.

5.5.5 Full Members shall have access to minutes of Committee meetings on giving reasonable notice to the Secretary.

5.6 Borrowings

The Committee shall not commit the Club to borrowings in excess of an aggregate of £50,000 without the approval of the members in general meeting.

5.7 Trustees

The property of the Club shall be vested in four trustees who shall be appointed by the Committee and the property of the Club shall be vested in them to be dealt with by them as the Committee may from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence). The trustees shall be indemnified against risk and expense out of the Club property. The trustees shall hold office until death or resignation or until removal from office by the Committee. Where by reason of such death, resignation or removal it is necessary that a new trustee or trustees be appointed the Committee shall nominate the person or persons to be appointed the new trustee or trustees. For the purpose of giving effect to such nomination the Commodore is hereby

nominated as the person to appoint new trustees of the Club within the meaning of Section 36 of the Trustee Act 1925, and he shall by deed duly appoint the person or persons so nominated by the Committee.

5.8 Limitation of Liability of Trustees

(To be incorporated in every contract, lease, licence or other agreement entered into by the Trustees of the Club.)

The liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club.

5.9 Data Protection Act

The Secretary shall make such arrangements as he shall consider appropriate from time to time to keep details of the names and addresses of members, their class of membership and details of their subscriptions by manual or computerised means and to the extent that they are kept on computer membership of the Club and acceptance thereby of this Rule shall constitute consent to the holding of such relevant personal data for the purpose of the Data Protection Act

6 COMPLIANCE WITH THE RULES

6.1 Compliance with the Rules

Every member of whatever class on becoming a member of the Club impliedly undertakes to observe the Rules and Bye-Laws of the Club.

6.2 Power to make Rules

6.2.1 The Committee may from time to time make such Bye-Laws, not being inconsistent with these Rules, as they may deem necessary for the proper management and control of the Club, and any such Bye-Laws may be added to, altered, or repealed by subsequent Bye-Laws.

6.2.2 The Committee is empowered, in case of emergency, to alter or repeal these Rules or any of them, and such alteration or repeal shall have effect for such period as the Committee may prescribe. Any action by the Committee under this power shall be reported at the next Annual or Special General Meeting, when any such alterations or repeals then in force shall be submitted for confirmation or otherwise.

6.3 Interpretation of Rules

6.3.1 The Committee shall be the sole authority for the interpretation of these Rules and of the Bye-Laws made thereunder, and the decision of the Committee upon questions of interpretation or upon any matter affecting the Club and not provided for by these Rules, or by the Bye-Laws made thereunder, shall be final and binding on the member.

- 6.3.2 In these Rules and any Bye-Laws made under them, any reference to the masculine shall also be construed as referring to the feminine and vice versa.

6.4 Infringement of Rules

The Committee shall deal with any infringement of the Rules and Bye-Laws of the Club as they in their absolute discretion think fit.

6.5 Conduct of Members

- 6.5.1 Should the conduct of any member, either in or out of the Club, be such as is, in the opinion of the Committee or of any seven Members (who shall certify the same to the Committee in writing), likely to endanger the welfare, good order, or good repute of the Club, the Secretary shall communicate with such member informing the member of the details of the complaint.
- 6.5.2 The member concerned shall have the opportunity of explaining to the Committee orally or in writing or of resigning from the Club, and if the member wishes to adopt the former course, or if no resignation be forthcoming, the Secretary shall call a meeting of the Committee, who are empowered to deal with the matter. If two thirds of the Members of the Committee present and voting vote for the member's suspension or expulsion, the member shall be suspended or expelled.
- 6.5.3 A notice under this Rule shall be held to be duly given if sent by prepaid post to the address of the member appearing in the Club books.
- 6.5.4 Should any member in the opinion of the Flag Officers be open to an allegation of misconduct the Flag Officers are empowered to suspend such member from the Clubhouse pending a full investigation into the cause of the complaint. These powers may be carried out by such Flag Officers as are reasonably available.

6.6 Termination of Rights

A Member ceasing to be a Member of the Club by virtue of resignation or otherwise under the Rules of the Club, shall forfeit all such rights to or claims upon the Club or its property or funds as he otherwise would have by reason of Membership.

7 ACCOUNTS

7.1 Accounts

The Accounts shall be made up to 31st December in every year and shall be reported upon by a professionally qualified accountant appointed at the Annual General Meeting.

7.2 Payment and Receipt of Monies

- 7.2.1 The Secretary shall receive all monies due to, and pay all debts incurred by the Club after accounts for the same have been passed and voted for payment by the Committee. All cheques shall be signed in accordance with the bank mandate approved by the Committee from time to time.
- 7.2.2 No Member or employee of the Club shall individually give orders to tradesmen for any article to be supplied to the Club or in any way pledge the credit of the Club unless specifically authorised by the Committee via the Secretary. In the event of an emergency, the available Flag Officers and Treasurer may take action to protect the Club's interest.
- 7.2.3 All members are to pay every expense (except as mentioned in Rule 10.2) which they may incur in the Clubhouse before they leave it.

7.3 Commodore's Expenses

The Commodore shall be paid a contribution toward expenditure properly incurred in the execution of his duties, the amount of such contribution to be determined each year by the Committee.

8 MEETINGS

8.1 Annual General Meeting

- 8.1.1 The Annual General Meeting of the Club shall be held at the Clubhouse at 8.00 p.m. on a Monday in February. Thirty members shall form a quorum.
- 8.1.2 Members having business to bring forward at the Annual General Meeting, including suggestions for the alteration of any Rule, shall notify the Secretary in writing of their proposals at least 28 days before the meeting. The Secretary shall include in the notice of Annual General Meeting details of such proposals notified to him and shall post copies of such proposals on the Notice Boards at least 14 clear days before the meeting.
- 8.1.3 The Secretary shall forward to each Full Member at least 14 days before the meeting a copy of the Annual Accounts and of the Agenda.
- 8.1.4 Any member who has not paid his subscription in full by 31st January or having made arrangements to pay by instalments is in arrears with such instalments, may not attend any General Meeting or vote in any ballot until he has made such payment.
- 8.1.5 Each Full Member shall have one vote.

8.2 Special General Meeting

The Secretary shall, on the instructions of the Committee, or at the written request of any 30 Full Members, call a Special General Meeting and shall give 14 clear days' notice to each Full Member stating the purpose for which the meeting is called. Thirty full members shall form a quorum

8.3 Minutes

Minutes of the proceedings of Annual and Special General Meetings and of Committee Meetings shall be entered in a book kept for that purpose, and shall be signed by the chairman of the succeeding meeting of the same class.

8.4 Ballots

Ballots for whatever purpose shall be taken by placing the voting papers in a box provided for the purpose, and the ballot shall be regarded as closed when the box is removed by the scrutineers

9 CLUB RACES AND REGATTAS

9.1 Club Regattas

In the event of the Club holding any Regatta the Committee shall agree a programme and appoint officers for carrying it out. These officers shall hold office only for the purpose of such Race or Regatta.

9.2 Housing of Boats

The permission of the Committee must be obtained annually for the housing of boats on the property of the Club. The Committee shall fix the scale of charges for boat accommodation and a list of such charges placed on the Club Notice Boards. Any owner must remove his boat from the boathouse on receiving seven days' notice from the Committee, and in default of such removal the Committee shall have power to remove the boat and store it at the expense and risk of the owner, who shall be notified by prepaid letter sent to his address (as shown in the records of the Club) of the place of storage. If the owner does not remove the boat from storage within one month of the giving of such notice then the Committee may dispose of the boat and apply the proceeds if any to defray the expenses of such removal and storage, and shall hold the balance if any in their General Current Account for payment to the owner on demand after deduction therefrom of any other monies owed to the Club.

10. CLUBHOUSE

10.1 Visitors

10.1.1 Full and Student members may introduce visitors to the Club and the name and address of every visitor so introduced shall be entered in the Visitors' Book and signed by the member introducing him. No person shall be

introduced as a visitor on more than six occasions in any period of twelve months. A visitor may only use those parts of the Club which the member introducing the visitor is permitted to use, and may not use parts of the Club which would not be open to the visitor if the visitor were to become a member of whatever class the visitor would be eligible to join.

10.1.2 A visitor shall not pay for any excisable goods, and the member introducing him shall be responsible for any other liability incurred by the visitor or on the visitor's behalf.

10.1.3 No person who shall have been proposed as a candidate and rejected, or who shall have been expelled from the Club, or to whose admission the Committee object, shall be introduced as a visitor.

10.2 **Breakages**

Any property of the Club damaged by members must be paid for by them and the Committee, whose decision under this Rule will be final, shall fix the personal liability and the amount payable.

10.3 **Periodicals**

No member shall take from the Clubhouse, or deface, any newspaper, periodical, book, pamphlet or other article belonging to the Club

10.4 **Notice Boards**

No paper or placard, written or printed, shall be placed on any of the Club Notice Boards or in any other part of the Club without the sanction of the Committee or any Sub-Committee appointed by them

10.5 **Tariff**

The Wine Committee shall regulate the price of wines, spirits and other articles, and the tariff placed in the Cabin and Main Deck. No member shall be entitled to demand any article not named in the tariff.

10.6 **Gratuities**

No member shall give money or gratuities to the servants of the Club except by subscription to any fund authorised by the Committee.

10.7 **Complaints**

10.7.1 Should a member of the Club wish to make a complaint of a general nature, he shall enter particulars of his complaint in the Complaints Book.

10.7.2 No entry relating to the conduct of a servant of the Club shall be inserted in the Complaints Book, but should a member think it necessary to complain he shall send a signed statement to the Secretary stating the

nature of the complaint. In no instance shall a servant of the Club be reprimanded directly by a member.

- 10.7.3 No entry relating to the conduct of, or infringement of the Rules by, a member, shall be inserted in the Complaints Book, but should a member think it necessary to complain of another member, he shall send a signed statement to the Secretary, stating the nature of the Complaint, which shall be then dealt with in accordance with Rule 6.5.

10.8 Hours

- 10.8.1 The Clubhouse shall be open daily from eight o'clock in the morning until midnight, or such later hour as the Committee may authorise.

- 10.8.2 The bars shall be open at such times as the Committee may from time to time decide in compliance with statutory requirements.

10.9 Use of Club Rooms and Amenities

- 10.9.1 The Committee may decide that such members or their guests who satisfy such conditions as the Committee decide, either generally or in relation to a specific occasion, may only use certain or all rooms or amenities. Where possible such decision shall be taken by a resolution of the Committee but where a decision is needed prior to the next meeting of the Committee, may be made by two of the Commodore, Vice Commodore and Rear Commodore

- 10.9.2 The General Bye Laws of the Club shall provide for the period and manner in which notice of any decision of the Committee or Officers under Rule 10.9.1 shall be publicised.

10.10 Children

Members may bring their children under the age of 18 into such parts of the premises of the Club as the Committee may from time to time decide. Members are responsible for the conduct of their children on Club premises whether or not the children are Associate Members.

10.11 Dogs

No animals except guide dogs may be brought into any internal area of the Club premises used by members.

10.12 Mobile Telephones

Mobile telephones shall not be used in the Main deck, Cabin or snooker room.

GENERAL BYE LAWS

1. INDUCTION COMMITTEE (RULE 3.2.6)

- 1.1 This Committee shall consist of people drawn by the Officers from the Officers and members of the Committee from time to time together with such past Officers as shall be requested by the Committee to serve on it and who agree to do so. It shall have a quorum of two.

2. USE OF CLUB ROOMS AND AMENITIES (RULE 10.9.2)

- 2.1 The Committee shall, except in the case of emergency, cause notices to be exhibited on the Club noticeboards not less than seven days prior to and until any occasion on which the Committee has decided to exercise its powers under Rule 10.9.1. Such notice shall state the Committee's or Officers' decision.

SAILING BYE LAWS

1. DEFINITIONS

- 1.1 'Sailors' means Club members over the age of 18 who have been afloat as a member of the crew of any type of vessel, other than a vessel for which s/he has paid a fee or a charge, six times or more during the preceding calendar year.
- 1.2 'Boat Owners' are those listed in the Club's Annual Handbook for the time being plus such others as may be added to that list by the Sailing Committee during the year.

2. CLUB REGISTER OF YACHTS

2.1 Entry on Register

Any Member of the Club owning a Yacht, sailing boat or other craft wishing to have his boat entered in the Club Register and to fly the Club Burgee must give his name to the Secretary, together with the name, description and tonnage (T.M.) of his craft and the private flag he intends to fly.

3. SAILING RULES

3.1 I.S.A.F. and R.Y.A. Rules.

The Sailing Rules shall be those of the International Sailing Federation and those prescribed by the Royal Yachting Association together with such additions as the

Sailing Committee may from time to time deem it advisable to make to meet local circumstances.

4. SAILING COMMITTEE

4.1 Ex-Officio Members

The Flag Officers and The Honorary Secretary of the Sailing Committee (who shall be elected at the annual meeting of the Sailors and Boat Owners) shall be ex-officio members of the Sailing Committee.

4.2 Election of Sailing Committee

In addition to the ex-officio members the Sailing Committee shall consist of up to eight members who shall not necessarily be boat owners. They shall be elected annually by the Sailors and Boat Owners on the Club Register only, and together with the Honorary Secretary of the Sailing Committee shall hold office until the next Annual Meeting of the Sailors and Boat Owners. Their election shall be subject to the approval of the Committee of the Penarth Yacht Club.

4.3 Chairman and Quorum

The Chairman of the Sailing Committee shall be a member of the Sailing Committee who is a member of the Committee of the Penarth Yacht Club. Three members present shall form a quorum.

4.4 Accounts and Audit

No expenditure shall be incurred by the Sailing Committee without the approval of the Committee of the Penarth Yacht Club.

5. MEETINGS

5.1 Annual Meeting of Sailors and Boat Owners

The Annual Meeting of the Sailors and Boat Owners shall be held not later than one month before the Annual General Meeting of the Penarth Yacht Club, and its date and time shall be displayed on the Club's notice boards at least seven clear days prior to such Meeting.

5.2 Committee Meetings

The Sailing Committee shall meet at such times as shall be necessary for the conduct of matters affecting sailing and in particular shall deal promptly with any protest which may be lodged under the R.Y.A. Rules.

5.3 Indemnity

No boat may be stored on the Club premises (whether in the boathouse, the compound or elsewhere) or sailed in any race or other event organised by or under the auspices of the Club, unless there is in force in respect of that boat comprehensive insurance with a company authorised to carry on insurance business of the appropriate class in England and Wales. This insurance shall include cover for such figure in respect of injury to persons or property involving the boat as shall from time to time be resolved by the Committee. A Member shall if so required by the Secretary produce evidence of such insurance and that it is in force.

6. BOAT HOUSES

6.1 Storage

The use of the Club Boathouse for storage is subject to accommodation being available and not required by Club Sailing or Rowing Boats. No petrol or other inflammable spirit shall be stored or left in the Boathouse or on the Club premises, and all petrol tanks shall be drained outside the Club premises.

7. MOTOR CRAFT AND YACHT TENDERS

7.1 Precedence on Slipways and during Racing

7.1.1 Full precedence for the use of the slipways shall at all times be given to Sailing and Rowing Boats.

7.1.2 At no time shall the speed or course of a motor boat or yacht's tender interfere in any way with sailing or rowing races or practice

8. CLUB SAILING DINGHIES

8.1 Conditions of Use

Members may use club sailing dinghies for sailing as the Committee may from time to time decide. The current requirements will be displayed on the Club's notice boards. Eligible Members must enter the required details in the Register on each occasion.

8.2 Damage

Rule No. 10.2 of the General Rules of the Club shall apply to any damage sustained to or by any Club Dinghy or Boat.

PENARTH ROWING CLUB

ROWING BYE LAWS

(In order to comply with Rules of The Amateur Rowing Association, under whose auspices all Rowing Races must be held, it became necessary in 1928 to form the Penarth Rowing Club as a section of the Penarth Yacht Club, and the following Rules, as approved by the Yacht Club, shall apply to all rowing in the Club Boats).

1. **Name**

The Club shall be called “Penarth Rowing Club”.

2. **Rowing Colours**

The Rowing Colours of the Club shall be red, amber and black.

3. **Officers**

Officers of the Rowing Club shall be the Rowing Captain, Vice Rowing Captain, and the Rowing Secretary.

4. **Committee**

The Management of the Rowing Club shall be vested in a Rowing Committee of six Members. Such Committee shall include the Officers, one member of the Committee of the Penarth Yacht Club and two other Members. Three Members of the Rowing Committee shall form a quorum.

5. **Election of Officers and Committee**

The Officers and the other Members of the Rowing Committee shall be elected at the Annual General Meeting of the Rowing Club, and shall hold office until the next Annual General Meeting when they shall be eligible for re-election.

6. **Vacancies**

The Rowing Committee shall have the power of filling any casual vacancy that may occur during the year.

7. **Membership**

No person shall be eligible for membership of the Rowing Club who is not an amateur in accordance with the Amateur Rowing Association's definition of amateur status, and who is not willing to be bound by the laws of the Amateur Rowing Association.

8. **Qualification**

The qualification for membership of the Rowing Club shall be membership of the Penarth Yacht Club.

9. **Entrance Fees and Subscriptions**

Each member shall pay the appropriate Entrance Fee and Annual Subscription to the Penarth Yacht Club which shall cover his membership of the Rowing Club.

10 **Accounts and Audit**

No expenditure shall be incurred by the Rowing Club without the approval of the Committee of the Penarth Yacht Club. The accounts of the Rowing Club shall be made up to the 31st December in every year and duly audited by the Honorary Treasurer of the Penarth Yacht Club.

11 **Payment of Accounts**

The Rowing Secretary shall receive all monies due to and pay all debts incurred by the Rowing Club after accounts for same have been passed and voted for payment by the Committee. All cheques shall be drawn by the Rowing Secretary and countersigned by the Rowing Captain.

12 **Annual General Meeting**

The Annual General Meeting of the Rowing Club shall be held at least one month before the Annual General Meeting of the Penarth Yacht Club, and all Members of the Rowing Club shall receive seven clear days notice of such meeting.

13. **Referee**

13.1 The Rowing Captain or his representative shall have control over the crews and boats, and shall also be referee in all cases of dispute.

13.2 If any dispute shall occur in the absence of the Rowing Captain or his representative during rowing, the Member rowing Stroke shall be referee.

14. **Umpire**

No Club Race shall be started without an Umpire

15. **Crews for Racing**

All crews for racing shall be composed of amateurs only, as defined by the Rules of the Amateur Rowing Association, and shall be chosen by the Rowing Captain, their names being submitted to the Committee for approval.

16. **Restriction on Entries**

No crew shall contest for any prize under the name of the Rowing Club without the sanction of the Committee.

17. **Housing**

The member rowing stroke shall have command of his crew and shall see that the boat is returned to the Boathouse and stowed properly. Any member of the Crew neglecting his instructions shall be reported to the Committee.

18. **Damage**

The member rowing stroke shall report to the Rowing Captain or his representative any damage or fault in equipment.

19. **Limits**

No Club boat shall be taken beyond Lavernock Point or outside an imaginary line drawn between the Ranie Buoy and the Outer Wrach Buoy without the special permission of the Rowing Captain or his representative.

20. **Blackboard**

No Member shall be permitted to take a Club Boat without writing his name and the time on the blackboard kept in the Boathouse for that purpose

21. **Boats**

No boat shall be taken out without the permission of the Rowing Captain or his representative and subject to such time limits as he may think fit to impose

22. **Time**

22.1 No Member or Members shall be allowed to take any Club boats (except as provided under Rule 21) for longer than one hour at a time without the special permission of the Rowing Captain or his representative.

22.2 Every Club Boat shall be returned to the Boathouse by dusk or at 9.30 p.m. whichever is the earlier, unless the Crew make special arrangements with the Rowing Captain or his representative

23. **Visitors**
No visitors shall be allowed to enter Club boats to the exclusion of a Member of the Club.
24. **Non-Swimmers**
No person unable to swim shall be allowed in outriggered boats
25. **Power to make and vary rules**
The Rowing Committee shall have power to make any Rules and Bye-Laws and to alter and suspend any Rule or Bye-Law, and such action of the Committee shall be subject to confirmation by the General Committee Meeting of the Penarth Yacht Club and/or dealt with at the General Meeting of the Penarth Yacht Club.

BILLIARDS AND SNOOKER

1. **Charges**
Members shall pay such appropriate charges for singles and doubles as are currently in being.
2. **Precedence of Play**
Members must personally record their names (not initials) on the Official Board for right of precedence of play. Tables must be taken in rotation as they become vacant. On commencement of such game their names must be deleted. On completion of a game members may re-enter their names in rotation for further play.