

DHEKELIA SERVICES SAILING CLUB – CHARTER

References:

- A. Service Funds Regulations
- B. Army General Administrative Instructions, Volume 1, Chapter 18.
- C. SOP 225(A).
- D. Constitution of Dhekelia Services Sailing Club

GENERAL

1. The Constitution of the Club (reference D) provides for the generic organisation and structure of the club, as a charity under the auspices of the Ministry of Defence, and registered with the Charities Commission. The Charter is subsidiary to the Constitution and shall determine the internal structure and organisation of the Club, with regard to the responsibilities of the Trustees (executive officers), general meetings and other internal procedures. Both the Constitution and the Charter, as well as the Administrative Rules, and the Sailing Rules shall be binding on all members. In case of any conflict, the Constitution shall take precedence over the Charter, and the Charter shall take precedence over the Rules.
2. **Name and Location.** The Club shall be known as the DHEKELIA SERVICES SAILING CLUB (DSSC). It is located at Fisherman's Cove, Dhekelia Station.
3. **Aim of Club.** The aim of the Club is to provide and encourage all aspects of Dinghy sailing and power boat training for service personnel, their dependants, and other entitled personnel and other club members.
4. **Affiliation.** The Club shall be a member club of the Army Sailing Association (ASA) and shall be affiliated to the Royal Yachting Association (RYA).

MEMBERSHIP

5. **Eligibility.** Membership shall be open to Entitled Personnel and their families, and Non-Entitled personnel within any limitations stipulated by HQ BFC. The Executive Committee shall have the right to refuse membership without giving reason, to any applicant.
6. **Membership Categories.** Membership types will be classified in various membership categories, as determined by the Executive Committee from time to time.

THE COMMODORE

7. The Managing Trustee as referred to in the Constitution, shall be the Commander, Dhekelia Station. The Commander shall appoint the Chairman of the Club, who will be known as The Commodore. The Latter shall be responsible to the Commander, Dhekelia Station for the correct and efficient operation of the Club..
8. The Commodore has the following powers:
 - a. All appointments to the Board of Trustees (known as the Executive Committee) must be approved by the Commodore.
 - b. The Commodore has the authority of veto over any proposal made by a member or Committee.
 - c. The Commodore has the authority to revoke the membership of a member who fails to meet the standards of behaviour and discipline expected by the Club.

OFFICERS AND COMMITTEE

9. The affairs of the Club shall be managed and administered by The Commodore as Chairman, in conjunction with a Board of Trustees, to be known as the Executive Committee.
10. . The Executive Committee shall comprise the Trustees listed below, to be known as Executive Officers. These Officers shall be Club Members or Honorary Members and shall be appointed or elected to a

post on the committee. Temporary Sailing members may not be appointed as Executive Officers, unless full membership is taken up.

- a.** Commodore (Chairman).
- b.** Vice Commodore
- c.** Rear Commodore Sailing
- d.** Rear Commodore House
- e.** Principal.
- f.** Treasurer.
- g.** Membership Secretary.
- h.** Secretary.
- i.** Training Coordinator

11. The Executive Committee (EC) may at its discretion, appoint additional Club Officers, to assist in the administration of the club, and to undertake specific responsibilities and tasks such as the EC may determine from time to time. These additional club officers will not be members of the executive committee, but may be invited to attend EC meetings on an ad hoc basis.

Additional officers may include the following examples, but not exclusively so:

- a.** Chief Instructor, Sail.
- b.** Chief Instructor, Power
- c.** Bosun.
- d.** Safety Boat Officer.
- e.** Property Officer
- f.** Safeguarding Officer

Any additional club officer appointed by the EC, (unless already an EC member) shall undertake their responsibilities under the direction of the relevant EC member whose responsibility includes these responsibilities.

12. The Vice Commodore, Principal, Treasurer and Secretary shall be appointed by the Commodore. All other Executive Officers shall be elected by ballot at a General Meeting of Club members. The Commodore may appoint any suitable member of the Club to fill any elected EC vacancy, but shall submit such appointments to the next General Meeting for ratification. A member shall not hold more than two executive committee posts.

13. The quorum for an Executive Committee shall be a minimum of four, which must include either the Commodore, or the Vice Commodore. The Executive Committee shall meet at such frequency as determined by the Commodore.

POWERS OF THE EXECUTIVE COMMITTEE

14. The Executive Committee under the direction of the Commodore shall be responsible for the entire management of the Club funds, property, premises and activities, provided it shall not take action nor make any regulation that alters or is at variance with the Club Constitution or Charter. When a matter requires urgent action an Executive Officer (or in the absence of an Executive Officer any other Club Officer) is empowered to make such decision or regulation as deemed necessary in the circumstances. Such action shall be reported to an Executive Officer as soon as practical and, until a meeting of the Executive Committee can be called, shall have the force of a resolution of the Executive Committee.

15. Any act of the Executive Committee may, on the proposal of any member and properly seconded by another member, be considered at a General Meeting of the Club. The act under consideration may be confirmed or overridden by a simple majority at the General Meeting, excepting that the Commodore (or vice commodore in his absence) shall have the power of veto.

16. The Executive Committee is, in particular, empowered to:

- a.** Define and amend the Charter and Rules of the Club, which shall govern any matter pertaining to the Club that is not governed by the provisions of the Constitution.

b. Expend the funds of the Club, except that it shall not, without the consent of a General Meeting, contract any debt or commitment that cannot be discharged from existing or anticipated disposable assets of the Club.

c. In the name of the Club, to carry out with any person, company or other body any business or transaction that shall be binding upon the Club.

d. Appoint such additional club officers as it shall, from time to time, consider necessary to assist in the discharge of any of these functions. Such officers shall consist only of members of the Club, excluding temporary members.

CLUB EXECUTIVE RESPONSIBILITIES

17. Vice Commodore. The Vice Commodore will deputise for the Commodore in his absence and may be delegated any ad hoc or specific tasks or responsibilities as the commodore shall from time to time determine. In the absence of the Commodore, the powers of the Commodore, as determined in this Charter, shall become vested in the Vice Commodore.

18. Rear Commodore Sailing. The Rear Commodore Sailing is responsible to the Executive Committee for the co-ordination of all general club sailing & power boat affairs including training and safety on the water in accordance with References B and C and co-ordination of racing.

19. Rear Commodore House. The Rear Commodore House is responsible for all house, property and other shoreside matters, not falling within the responsibility of another Executive.

20. Training Coordinator. The Training Coordinator is responsible to:

- a. Maintain adequate stock of RYA training literature
- b. Carry out monthly stock checks of above
- c. Organise training courses & Try-sails
- d. Report to RC(S) monthly on courses to be run, courses completed and student numbers
- e. Maintain a record of students next of Kin and course review forms
- f. Keep a record of instructors qualifications and their expiry dates
- g. Ensure that instructors are made aware of any changes brought about by the RYA and maintain a record of confirmation of personnel having read the instruction

21. Principal. . The Principal is the primary contact point for the RYA and ASA, and is responsible for training safety and procedures.

22. Treasurer. The Treasurer is responsible to the Commodore for the following:

a. Arranging with station accounts, for the payment of legitimate invoices for goods and services procured by Club Officers, subject to the current expenditure authorisation policy.

b. Accepting payments from members in respect of membership and training course fees or any other charges imposed by the club, and depositing with station accounts on a regular basis.

c. Presentation of financial reports to the Executive Committee at its regular meetings, and presentation of the annual accounts to the committee and the membership at AGMs. The format and content of the financial reports and accounts to be determined by the Executive Committee.

d. To advise the Executive Committee on financial matters affecting the club.

e. Holding bar takings, checking the bar stock on a regular basis, and submitting to station accounts.

23. Secretary. The Secretary is responsible for the following duties:

a. Arranging Executive Committee meetings, and taking minutes thereof.

- b.** Arranging AGM's and EGMs as necessary, complying with the agendas and other relevant notices and producing and distributing minutes.
- c.** Arranging for the publication and amendment to the Club Constitution, Charter and Rules as a result of changes authorised at General Meetings and Executive Committee meetings, as appropriate
- d.** .Maintaining Club records.

24. Membership Secretary. The Membership Secretary is responsible for:

- a) Recording details of new members and maintaining a database of club members,
- b) Notifying members about membership fees when due, collecting membership and related fees and passing them promptly to the Treasurer,
- c) Compiling membership reports for Executive Committee meetings.
- b) Distribution of general communications from the EC to members.

SUBSCRIPTIONS & CHARGES

25. Membership Subscriptions. The Executive Committee shall decide and publish the rates of membership subscriptions and other fees to be paid by the various classes of member. Fees shall be payable in advance for such minimum periods as the Executive Committee may decide. The Fee Schedule shall be displayed at the Club and published on the club website.

26. Training Fees. Training courses are offered to members and non-members and are subject to additional charges, according to the schedule of course fee prices determined by the Executive Committee from time to time. Training fees are due in advance of the relevant course.

27. Non-payment of Subscriptions & Fees. The Executive Committee may take appropriate action against any member; after a request for payment has been made to him/her, remains in default by more than 30 days without reasonable excuse. At the discretion of the Executive Committee, such a member may be suspended from the benefits of membership whilst he so remains in default or his membership may be terminated.

28. Additional Charges. The Executive Committee shall not impose any charge upon members of the Club, other than the membership subscriptions, for sailing in Club boats, except when prizes are to be awarded for a race or series of races, an entry fee may be charged to defray the cost of such prizes. Where a member pays a reduced membership fee which excludes sailing of club boats, an additional daily fee will apply if he/she wishes to use a club boat from time to time. Charges may also be levied on members for any function or activity, sufficient to defray the cost of such function or activity.

29. Damage Costs. The Executive Committee may impose on any member a charge to recompense the Club for any loss or damage occasioned by a wilful or negligent act of that member or his/her guests. The charge shall not exceed the actual cost of the damage or the insurance excess fee if an insurance claim should be made.

GENERAL MEETINGS

30. AGMs. Annual General Meetings (AGMs) of Club members shall in normal circumstances be held once a year, as determined by the Commodore. In exceptional circumstances (eg. Covid), an AGM may be cancelled in any year by the Commodore.

31. EGMs Extraordinary General Meetings (EGMs) may be called by the Executive Committee or upon a written request being received by the Secretary from ten voting members.

32. Notification. The Secretary shall notify all Club members of the date, time and place of General Meetings, by email, AND by placing an announcement on the club website at least 21 days before AGMs and at least 14 days before EGMs.

33. Agenda Items. Members wishing to discuss subjects at a General Meeting shall notify the Secretary in writing at least 10 days before the date of the meeting. At least 7 days before the date of the meeting, the Secretary shall post details of the Agenda on the club website AND by email to all members.

34. Quorum. A quorum at any General Meeting shall consist of two Club Executives, one of whom shall be the Commodore or the Vice Commodore, plus ten voting members. Members from whom a valid written proxy has been received by the Secretary shall be counted as present for the purposes of the quorum. Decisions shall be made by a simple majority vote, with the exception of Constitutional amendments, which shall require a two-thirds majority vote.

35. Voting Members. Temporary Members, Honorary Members and Associate members shall not be entitled to vote (except as listed below). No member under the age of 16 years shall be permitted to vote. Only those members, who have paid their Club subscriptions, shall be entitled to vote either in person, or by written proxy as follows:

a. All individual sailing and power boat members shall have one vote each on all matters. Dependants and partners of individual members are not entitled to vote.

b. Dual/Family sailing and power boat members, over 18 years of age, shall each have one vote on all matters. (ie.2 votes maximum for a family membership)

c. Honorary Members who are also Executive Officers shall be entitled to vote.

d. Associate Members who are also Executive Officers shall be entitled to vote.

e. Junior, & Temporary members are not entitled to vote.

f. Members unable to attend in person, may appoint the Secretary, or another member to vote on their behalf by written proxy, which must be in the proper form, and provided to the Secretary by email, 24 hours in advance of the relevant meeting.

36. Proposals. Only individuals with voting rights may propose or second motions.

37. Election of Officers. All Executive Officer posts subject to election shall be voted on or confirmed at least once a year at the AGM. Officers appointed to vacant posts by the Executive Committee should be confirmed at the next General Meeting. Should more than two members stand for election for a post the election will be conducted in two stages. Those candidates, who at stage one individually receive fewer votes than the two leading candidates, will stand down. Voting shall then take place between the two remaining candidates.

CHILDREN

38. Children under 12 years of age shall not be permitted on Club premises unless accompanied and supervised by an adult. Parents shall be held entirely responsible for their children's behaviour and safety, in particular parents shall ensure that children under 16 do not go on to the water without supervision. Parent members shall be responsible for the damage costs that may be imposed as a result of their children's actions. Furthermore the Executive Committee reserves the right to suspend children from the Club for persistent misbehaviour.

SAILING RULES & REGULATIONS

39. The Executive Committee shall issue the Club's Sailing Rules and Regulations, to which all members and visitors to the Club shall be bound. The Sailing Rules will be organised as a series of Leaflets, which shall be published on the club website, and made available in hardcopy at the club, and may be amended by the Executive Committee. Amendments to the rules shall be publicised to the Club membership by email and on the club website..

40. The Commander Dhekelia Station provides instructions for the safe use of East Sovereign Base Area waters. The implementation of References B and C is mandated for any activities on the water undertaken as military training, adventurous training or military expeditions. Recreational sailing and water-borne activities shall be run in accordance with ASA guidelines to a level commensurate with RYA standards, whilst following the spirit of References B and C. The Executive Committee shall ensure that the Sailing Rules and Regulations of the Club reflect these instructions.

ADMINISTRATIVE RULES

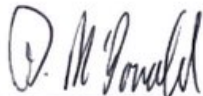
41. The Executive Committee shall issue the Club's Administrative Rules, to which all members and visitors to the Club shall be bound. The Administrative Rules shall be published on the club website and made available in hardcopy at the club. The rules shall expand on and be consistent with this Charter. The Rules may be amended by the Executive Committee and amendments shall be publicised to the Club membership by email and on the club website.

DISCIPLINE

42. The Executive Committee shall have the right, on a majority vote, to suspend or expel any member for inappropriate or unsportsmanlike behaviour, disregard for the Constitution, Charter or the Club Rules or for any other appropriate reason. No member shall be suspended or expelled without first being given the opportunity to explain their actions or omissions to the Executive Committee.

This Charter was approved and adopted by the Executive Committee on 29 March 2023

And ratified by the members at the AGM on 04 June 2023



Col (Retd) Andrew McDonald
Commodore, Dhekelia Services Sailing Club