



HIGHCLIFFE SAILING CLUB (Founded 1962)
“Sea Vixen”, Mundeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

CONSTITUTION

BYE-LAWS

STANDING ORDERS



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mundeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

CONSTITUTION

1. NAME AND OBJECT

- 1.1 The name of the club shall be ‘HIGHCLIFFE SAILING CLUB’ and the burgee of the club shall be a flaming torch in orange in a white circle on a blue background.
- 1.2 The object of the club shall be to promote and facilitate the amateur sport of yachting in Christchurch and community participation in the same.

2. MEMBERSHIP

- 2.1 The election of members shall be vested solely in the committee. The committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- 2.2 Any person of amateur status, whether the owner of a boat or not, who is keen and interested in sailing is eligible as a candidate for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 2.3 The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Classes of membership shall be as follows: -
 - Family
 - Single
 - Intermediate
 - Junior
- 2.4 **Family Membership** is defined as HUSBAND and WIFE, HUSBAND and COMMON LAW WIFE and CHILDREN residing in the family home up to 25 years of age.
- 2.5 **Single Membership** for single persons over the age of 21 years.
- 2.6 **Intermediate Membership** for persons between the ages of 19 and 25 years. The children of family members not residing in the family home become eligible for election to Intermediate membership and subsequently to Single and Family membership without the payment of an entrance fee.
- 2.7 **Junior Membership** for persons between the ages of 8 and 18 years whose parents are not members of the club.
- 2.8 Applications for Junior membership must be accompanied by a covering letter from a parent or guardian giving permission to apply, nominating a named member to be responsible for the junior when on club premises.
- 2.8a **Block Membership** (Educational) is available to registered students who are on full time study and are members of their established Sailing Association, and Block Membership (Commercial) is available to members of private or public sector sports bodies and interested in Sailing. Block membership shall be limited to a minimum of 10 and a maximum of 40 named individuals, an annual fee for block membership is to be determined on the basis of use of



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mundeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

facilities against current entry and subscription levels, and shall be renewed annually. Block membership shall have no voting rights.

- 2.9 The age of the candidate at the start of the club year, namely 1st October, shall be taken when assessing the class of membership to apply to any member.
- 2.10 N/A
- 2.11 The candidate shall furnish such information and particulars as may from time to time be required by the committee and shall send the application to the Honorary Secretary.
- 2.12 N/A
- 2.13 Applications from membership shall be considered at any meeting of the committee convened for that purpose and election shall be by majority vote.
- 2.13a A full membership application may be provisionally granted by two members of the committee (including at least one flag officer) upon receipt of correct fees. It will then be presented at the next full membership committee meeting, rescinded if necessary and fees returned.
- 2.14 In special circumstances the club may, on the recommendation of the committee at a general or special meeting, elect certain members to a Life Membership.
- 2.15 The committee shall have power to elect from time to time as honorary members, Ladies or Gentlemen of distinction, or who have rendered valuable service to the club.
- 2.16 The committee shall have power to elect bona-fide members of other Sailing Clubs not being residents in this area, to temporary membership for a period not exceeding one month, at such time a fee as the committee may from time to time prescribe. Such temporary membership shall include husband, wife and children or Helm and Crew.
- 2.17 All Family, Single, Intermediate, Junior, Life, Honorary and Temporary members shall be entitled to enjoy the full facilities, and participate in the corporate life of the club.
- 2.18 Every member on joining the club shall undertake to comply with the club constitution, Bye-Laws, Standing Orders, and Sailing Instructions. Any refusal or neglect to do so, or any conduct which in the opinion of the committee is either unworthy of a member, or otherwise injurious to the interests of the club shall render the said member liable to expulsion by the committee, provided that before such expulsion the committee shall call on the member for an explanation and shall give the member an opportunity of defending himself or herself or of resigning from the club.
- 2.19 The name, address and occupation of such candidate, and the name of his or her proposer and seconder, shall be posted on the club notice board at least seven days before the day on which the name of the candidate is to be submitted for election.
- 2.20 Any member, who is of opinion that any candidate so proposed would not be a desirable member, shall inform the Honorary Secretary who will communicate the objection to the committee.
- 2.21 Before any application is rejected the committee shall require the attendance of the proposer and seconder and may require the attendance of the candidate to answer such questions as may be put to them.



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mundeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

- 2.22 If a candidate does not appear before the committee when required to do so, or send a satisfactory excuse for not doing so within three weeks, his or her election shall not be proceeded with. The committee can at all times use its discretion in exceptional cases.
- 2.23 No candidate elected by the committee shall be deemed a member of the club, or participate in its privileges and benefits, until he or she has paid his or her entrance fee and first subscription.
- 2.24 No rejected candidate shall again be proposed as a member until the expiration of one year from the date of such rejection.
- 2.25 No person who shall have been expelled from the club shall ever again be proposed as a candidate, or make use of the club premises, except after the special consent of the committee shall have been obtained to his or her so proposed or so using the club.
- 2.26 When members of this club reach state pensionable age for retirement, and have been members for 10 years or more, they become eligible to have their annual subscription reduced by 50%, on application.

3. RESIGNATION OF MEMBERSHIP

- 3.1 Any member wishing to resign must send a written notice to the Honorary Secretary together with any subscription due up to the date of its taking effect, and shall thereupon cease to be a member.

4. CESSATION OF MEMBERSHIP

- 4.1 Membership shall terminate: -
 - (a) On resignation (see rule 3.1).
 - (b) On expulsion (see rule 12.8).
 - (c) On non-payment of subscriptions (see rule 6.3).
 - (d) Leave of absence (see rule 6.6).

5. ENTRANCE FEE

- 5.1 There shall be an entrance fee of such sum as the committee may from time to time prescribe, payable upon election to the club.

6. SUBSCRIPTION

- 6.1 The annual subscription shall be such a sum as the committee may from time to time prescribe, except that if such a sum exceeds by 20% or more than that prevailing during the previous year, shall be subject to approval at an annual or special general meeting, payable upon election to the club and thereafter on the first day of October each year.
- 6.2 A member elected after the 31st August in any year who shall have paid his or her subscription for that club year shall not be required to pay any subscription for the following club year.
- 6.3 Any member who has not paid his or her subscription by the 31st OCTOBER SHALL BE DEEMED TO HAVE RESIGNED from the club and his or her name shall be removed from the list of members by the committee.
- 6.4 Lapsed members may make written application to the committee for reinstatement, each application to be dealt with by the committee on its merits,



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

but only allowed in exceptional circumstances. Ex members of the club who wish to rejoin, have their entrance fee waived for a period of 3 years.

- 6.5 Every member shall produce the receipt for his or her subscription, or card of membership, whenever called upon to do so by any person authorised by the committee to make such a demand on the club premises.
- 6.6 Any member being a full time registered student of a University or College or undergoing full time vocational training or any member going overseas on a medium term business contract may, always providing he or she intends to return, apply to the committee in writing through the Honorary Secretary for leave of absence. The member will cease to be a member of the club but upon re-applying for membership the entrance fee will be waived. This concession to be applied for annually. Full time students between the ages of 21 to 25 years pay the same membership fee as the current intermediate fee. Only to be allowed on production to the committee of a current students union card or a letter from their teacher or tutor.

7. CHANGE OF ADDRESS

- 7.1 Any member changing his or her address shall within 14 days, give notice to the Honorary Secretary in writing of such change of address, and until such notice is given, all communications shall be deemed to have been served upon such member.

8. OFFICERS

- 8.1 The Officers of the club shall consist of a Commodore, a Vice-Commodore, a Rear Commodore (Sailing), a Rear Commodore (Clubhouse), an Honorary Secretary and an Honorary Treasurer, who shall be elected at the annual general meeting each year, to hold office until the conclusion of the next Annual General Meeting. All Officers of the club shall be eligible for re-election, except that no member shall be eligible to serve as Commodore for more than three consecutive years.
- 8.2 The club shall maintain appropriate officers and trustees' liability indemnity insurance.

9. COMMITTEE OF MANAGEMENT

- 9.1 The committee of management shall consist of the Officers and not more than six other members of the club elected at the Annual General Meeting to serve until the conclusion of the next Annual General Meeting.
- 9.2 Candidates for election to the committee of management shall be those members of the retiring committee who offer themselves for re-election and such other members of the club whose nominations duly proposed and seconded by two members of the club shall have been sent to the Honorary Secretary in writing at least twenty-one clear days before the date appointed for the Annual General Meeting. If the number of candidates exceeds the number of vacancies, the election shall be by majority vote at the Annual General meeting in accordance with Rule 15.7 of this constitution.
- 9.3 Deleted completely.



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

- 9.4 Any officer or committee member shall be removable at any time by a majority of two-thirds of the members at a special General Meeting for that purpose. Voting shall be in accordance with Rule 15.7 of this constitution.
- 9.5 Any casual vacancy, occurring amongst the officers or committee members, shall be filled by the committee who shall appoint a person to fill the office. Any person so appointed shall retain his office so long only as the vacating member would have retained the same if no vacancy had occurred.
- 9.6 Any officer or committee member shall vacate his office if suspended from membership or on ceasing membership from any cause.

10 THE AUDITOR

- 10.1 The members at an Annual General Meeting shall elect an auditor to audit the accounts of the club for the ensuing year. The auditor shall have access to all books and accounts of the club.
- 10.2 Deleted completely.
- 10.3 He shall examine the accounts and the receipts and expenditure, funds and effects of the club, and shall verify the same with the vouchers relating thereto, and shall either sign the same as found by him to be correct and duly vouched or shall specially report in what respects he finds them incorrect or unvouched.
- 10.4 A copy of the balance sheet for the year, with the report of the auditor, if any, shall be posted on the club notice board at least seven days before the Annual General Meeting.
- 10.5 No officer of the club or member of the committee shall be an auditor of the club.

11. TRUSTEES

- 11.1 The committee of management shall nominate four candidates for such office, having first satisfied themselves as to their suitability, and post their names in the club at least seven days before each Annual General Meeting at which meeting they shall be elected annually and be eligible for re-election at each Annual General Meeting.
- 11.2 No member of the club shall be elected as a trustee who is a committee member of any other Sailing Club or serves on any committee associated with a local Residents or Trade Association.
- 11.3 All the property of the club shall be vested in the trustees, who shall be admitted to all meetings of the committee and may take part in its proceedings without power to vote.
- 11.4 All property whether real or personal vested in the trustees, shall be held by them upon trust for the club and furthering the objects of the club as provided by Rule 1.2 of this constitution. In the event of the club being dissolved, all such property after payment of the outstanding obligations of the club, if any, shall be held by the trustees for furthering the objects of the club in such manner, as the trustees shall in their absolute discretion determine. (AGM 25/11/16)
- 11.5 All Leases and other agreements should contain where appropriate a provision that the trustees act on behalf of the club and that their personal liability will in



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

no case exceed the amount by which they can be indemnified out of club funds. Club funds shall be made available to trustees to meet such liabilities by authority of the committee.

12. AUTHORITY OF COMMITTEE

- 12.1 The committee shall conduct the general business of the club, regulate the internal management, have power to enforce Rule, and make such Bye-Laws as may be necessary for the conduct of the club in conformity with this constitution.
- 12.2 The committee shall be empowered to raise funds on behalf of the club for specific purposes, including the raising of loans by way of bank overdraft or otherwise, always provided that the members give assent at an Annual or Special General Meeting of the club.
- 12.3 The committee shall be empowered to co-opt up to two members into the committee to serve for a short period, or until the next Annual General Meeting.
- 12.4 It may appoint sub-committees, which shall manage the several departments of the club under the supervision of the committee.
- 12.5 The appointment and dismissal of all the club servants shall be vested solely in the committee.
- 12.6 The committee may close the club premises or part thereof for a period as they may from time to time determine, always providing notice shall be placed on the notice board for seven days prior to such closing.
- 12.7 No resolution passed by the committee shall be rescinded unless notice shall have been given at a previous meeting of the committee of intention to propose such rescission.
- 12.8 The committee shall have power to reprimand, suspend or expel any member who shall infringe any rule of this constitution or whose conduct in or out of the club, shall, in their opinion, be prejudicial to the character or interests of the club and any member guilty of conduct likely to endanger the welfare, unanimity or good order of the club, or whose actions or opinion are found to be inconsistent with this constitution, shall be expelled by the committee.
- 12.9 All officers shall be empowered to order the immediate withdrawal of any member whose conduct is in conflict with this constitution and who, after due warning, persists therein. The matter must be reported to the committee at their next meeting. Such member shall have no right to re-entry to the club premises until summoned to meet the committee. If the committee are of opinion that the complaint laid against any member does not warrant their summoning him or her to appear before them, the member in question must at once be notified to this effect and he or she shall then be free to resume his or her rights as a member. At least seven clear days notice in writing shall be given by the Honorary Secretary to the member of his or her being summoned before the committee, and such notice shall contain a statement of the complaints brought against him or her.
- 12.10 No member, unless convicted of an offence by a court of summary jurisdiction or other court, shall be finally suspended or expelled without being first summoned before the committee, and full opportunity afforded him or her to



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

explain his or her conduct. The committee then present shall vote for his or her expulsion or suspension, and the decision of the committee shall be final. Should the member fail to appear before the committee or give suitable reason for his or her non-appearance, his or her case can be proceeded with and dealt with by the committee in his or her absence.

- 12.11 The committee, or any officer authorised by them in writing shall have power to give orders to tradesmen and others for goods and other things necessary for carrying out the purpose of the club; but nothing in this Rule shall empower the committee, or any officer authorised by them, to incur expenditure except such as is consistent with the purpose for which the club is established.
- 12.12 No claim will be recognised or paid for any work done, or for any goods supplied to the club, without an order from the committee.

13. SUPPLY OF INTOXICATING LIQUOR

- 13.1 The purchase for the club and the supply by the club of intoxicating liquor shall be exclusively controlled by General Meeting and the committee of management or by a special sub-committee duly nominated by the committee of management whose Chairman shall be an officer of the club.
- 13.2 Intoxicating liquor shall not be supplied otherwise than to Senior Members of the club and their bona-fide guests.
- 13.3 ONLY SENIOR MEMBERS ARE PERMITTED TO PURCHASE INTOXICATING LIQUOR.
- 13.4 The hours during which the sale of intoxicating liquors is permitted shall be determined by the committee, and shall be within the licensing hours for the district or extended as permitted by the licensing Justices.

14. DISTRIBUTION OF ASSETS BY WAY OF RECONSTRUCTION (AGM 23/11/17)

- 14.1 A proposal that the club distribute its assets by way of a scheme of reconstruction to a limited company with similar objectives to the Club and then dissolve, shall be passed if supported by two thirds or more of those members present and voting at an annual general meeting. (AGM 23/11/17)

15. GENERAL MEETINGS

- 15.1 The Annual General Meeting shall be held at a place to be named on some day in November to be determined by the committee. The Honorary Secretary shall twenty-eight days clear before the date of such meeting post or deliver to each member a notice thereof.
- 15.2 The committee may, on giving fourteen days notice, call a Special General Meeting of the club for any specific business, the nature of which shall be stated in the notice convening the meeting. The discussion at that meeting shall be confined to that business.
- 15.3 The committee shall call a special General Meeting upon a written request forwarded to the Honorary Secretary signed by not less than Twenty Full Members stating the objects of such meeting. Meetings so summoned shall be held within not less than twenty-one clear days and not more than twenty-eight days from the date of the receipt of the request by the Honorary Secretary.



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

- 15.4 Notice of any motion for inclusion in the agenda of the Annual General Meeting must be received by the Honorary Secretary, in writing at least twenty-one clear days before the date appointed for the meeting.
- 15.5 At an Annual General Meeting no business except statement of affairs, the passing of the accounts, the appointment of trustees, the appointment of an Auditor, and any business which the committee shall have had inserted in the notice convening the meeting shall be discussed unless notice thereof be given to the Honorary Secretary, in writing, at least twenty-one clear days before the date appointed for the meeting.
- 15.6 At an Annual General Meeting or Special General Meeting of the club each Single, Intermediate and Single Life Members shall have one vote. In the case of Family Members and Family Life Members, both husband and wife shall have a vote. Junior, Honorary and temporary members, and children of family members under 18 years of age, may attend General Meetings but not vote.
- 15.7 Voting will be simple majority by a show of hands, except in matters affecting the constitution and election of officers and committee members, where voting shall be by paper ballot. In case of the voting being equal, the chairman shall have a casting vote.
- 15.8 Notice of any proposed alteration or addition to the Club Constitution shall be given to the Honorary Secretary in writing, at least twenty-one clear days before an Annual or Special General Meeting at which the same is to be brought forward. Full particulars of the proposal shall be set out in the agenda for the meeting, all such proposed alterations and additions and any amendments to them which shall be proposed and seconded shall be voted upon, and provided that a majority of two-thirds of the votes of those voting shall be cast in favour of any proposed alterations, additions or amendments to them, the same shall be deemed to have been carried.
- 15.9 The Honorary Secretary shall, seven days clear before the date appointed for the Annual or Special General Meeting, post, deliver or email to each member a copy of the agenda. A copy of the agenda shall also be posted on the club notice board. No business other than that specified in the agenda shall be transacted at the Annual General Meeting or Special General Meeting. No resolution passed at the Annual General Meeting or Special General Meeting shall be rescinded unless notice of the intention to propose such rescission shall have been given at a previous Annual General Meeting or Special General Meeting.

16. INTERPRETATION (AGM 25/11/16)



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mundeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

BYE-LAWS

1. All life, family, single, intermediate, junior, honorary and temporary members of the Highcliffe Sailing Club shall be entitled to use the club premises in accordance with the Bye-Law set out below.
2. Visitors may be introduced to the club by any member, except junior members and temporary members, who shall be responsible for their conduct whilst on club premises. No person shall be introduced as a visitor more than four times in any one year.
3. The committee reserve the right to refuse the admission of any visitor if in their opinion it is desirable in the interests of the club.
4. On entering the club premises the name and address of the visitor or visitors together with the name of the member by whom introduced shall be written in the Visitors’ book provided for that purpose.
5. No visitor shall be permitted to make payment of any kind whether directly or indirectly.
6. No person who has been expelled or at the request of the committee has resigned his or her membership or been debarred from membership, or is indebted to the club, shall be admitted as a visitor. Any member shall make an immediate report to the Honorary Secretary of any breach of this Bye-Law.
7. The club premises shall be open to members during such hours as may be determined from time to time by the committee and shall be exhibited on the Club Notice Board.
8. No illegal games, gambling, betting, drunkenness or disorderly conduct shall be permitted on the club premises.
9. No act shall be done by a member, which shall cause or be likely to cause any nuisance, annoyance or damage.
10. Such refreshments, and at such a tariff as the committee may from time to time determine, shall be supplied to the members. The committee reserve the right to refuse to allow members to consume refreshments, which they may consider undesirable.
11. All members must pay every expense they incur in the club before they leave the building.
12. No notices, advertisements or publications shall be placed in the club premises without the authority of the Honorary Secretary.
13. No member shall on any pretence take away, injure or destroy any newspaper, pamphlet, book or other article the property of the club.
14. The conduct of a Club Servant shall in no instance be made a matter of personal reprimand by any member, but all complaints against servants, or domestic arrangements of the club, shall be addressed in writing to the committee through the Honorary Secretary.
15. Instructions to the Club Servants may only be given through the Honorary Secretary.
16. Servants of the club are forbidden to receive gratuities from members. Any servant found guilty of a breach of this Bye-Law will be liable to dismissal.
17. No Servant is empowered to give credit.



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

18. Any breakage or damage to the club premises or property thereon by any member or visitor introduced by a member shall be paid for by such member.
19. No animals shall be brought into or allowed to be on the club premises.
20. No responsibility or liability shall be attached to the club in respect of the property of any member or his or her guests which may be lost, damaged, or destroyed in or about the club premises, whether any charge for storage of such property shall be made or not.
21. Radio receivers, record players, musical instruments, etc., shall not be allowed upon the club premises without the sanction of the committee.
22. No unauthorised person or person under 14 years of age is allowed in the galley.
23. Family members are responsible for the conduct of their children whilst on club premises. Junior members are only allowed on the club premises with a named member who is responsible for their conduct.
24. No members shall enter or pass through the Main Hall in wet sailing clothes, wet bathing attire, or with wet bare feet or stiletto heels.
25. It shall be the duty of any officer or member of the club to take every available means for putting a stop to any offences.
26. All complaints, or suggestions, shall be made in writing, signed by the member making it, to the Honorary Secretary, who, if unable to deal with it satisfactorily himself, shall refer it to the committee, whose decision shall be final.
27. A copy of the Club Constitution, Bye-Laws, Standing Orders and Sailing Instructions shall at all times be exhibited in a prominent position in the club premises.
28. Any infringement of these Bye-Laws will render the offending person liable to appear before the committee.
29. The committee reserve the right to alter or suspend any Bye-Laws at any time and for such period as they may think fit.
30. If at any time any mooring or berthing fees payable to the club by any member or former member shall be more than three months in arrears, then the following rule will apply;
 1. The committee shall be entitled to move the boat to any other part of the premises with out being liable for any loss or damage howsoever caused.
 2. The committee shall be entitled upon giving one month's notice in writing to the member or former member, at his last known address shown on the register of members to sell the boat and to deduct any monies due (whether by way of arrears of subscription or mooring fees or otherwise) from the net proceeds of sale before accounting for the balance (if any) to the member or former member.
 3. Alternatively any boat, which in the opinion of the committee cannot be sold, may upon such notice as aforesaid, be disposed of in any manner the committee may think fit and the expenses recovered from the member or former member. Any arrears as aforesaid shall be deemed a debt by the member or former member.



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

STANDING ORDERS

1. **QUORUM** - Unless otherwise decided, all meetings shall begin at the time appointed on the Agenda. At annual general meetings 10% of the voting membership as of 30th September shall form a quorum. (A.G.M 24/11/11 & 23/11/17). Five members shall form a quorum for the meetings of the Committee of Management. If within half-an-hour of the time appointed for the meeting to commence a quorum is not present, the meeting shall be dissolved.
2. **ORDER OF BUSINESS** - An Agenda shall be prepared by the Chairman and Secretary, and shall be read by the Chairman at the opening of each meeting. All items thereon shall take precedence over all other business. Any member desirous of introducing business for the consideration of the meeting may do so after the business on the Agenda has been completed, but must reduce same to writing, or may give notice of motion to be discussed at a further meeting.
3. **SUSPENSION OF STANDING ORDERS** - In the event of any matter of urgency, however, the Chairman may accept a motion for the suspension of the Standing Orders. The member moving such suspension must clearly state the nature and urgency of his business, the numbers of the Standing Orders affected, and the length of time (not exceeding 30 minutes) he desires such suspension to last. At the option of the meeting, a further extension may be allowed, but no suspension shall take place except by a two-thirds majority vote of the members present.
4. **MINUTES** - The Secretary shall read the Minutes of the previous meeting, unless previously circulated to all members, but no motion or discussion shall be allowed on the Minutes except in regard to their accuracy. After the confirmation of the Minutes, they shall be signed by the Chairman, and the members shall then be at liberty to ask any question in regard to matters arising out of them. Such questions shall be allowed for purposes of information only, and no debate on the policy outlined in the Minutes shall take place.
5. **SELECTION OF SPEAKERS** - Every member shall stand when speaking, and shall address the Chairman as “Mr Chairman”. When more than one member rises to speak, the first to rise shall be given precedence, the decision resting with the Chairman, but the member who rose immediately after the first one shall have the right to speak at the close of such member’s address.
6. **CHAIRMAN’S RULING** - If the Chairman rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking shall thereon resume his seat, and no other member shall rise until the Chair be resumed. The ruling of the Chairman on any question under the Standing Orders, or on points of order or explanation shall be final, unless challenged by not less than four members, and unless two-thirds of then members present vote to the contrary.
7. **INTERRUPTION** - If any member interrupts another while addressing the meeting, or uses abusive or profane language, or causes disturbance at any of the meetings, and refuses to obey the Chairman when called to order, he shall be named by the Chairman. He shall thereupon be expelled from the room and



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

shall not be allowed to enter again until an apology satisfactory to the meeting is given. No member shall leave the meeting before its conclusion without the permission of the Chairman.

8. **SPEECHES** - No member shall be allowed to speak more than once upon any subject before the meeting, unless in committee, or on a point of order, or explanation, except the mover of the Original Motion. But on an amendment being moved, any member, even though he has spoken on the Original Motion, may speak again on the amendment. No member shall speak for more than ten minutes at one time. Members wishing to raise points of order or explanation must first obtain the permission of the Chairman, and must rise immediately the alleged breach has occurred. Any member may formally second any motion or amendment and reserve his speech until a later period in the debate.
9. **MOTIONS AND AMENDMENTS** - The first proposition on any particular subject shall be known as the Original Motion, and all succeeding propositions on that subject shall be called amendments. Every motion or amendment must be moved and seconded by members actually present at the meeting before they can be discussed, and, wherever possible should be set forth in writing. It is permissible for a member to make his speech first and conclude with a motion. When an amendment is moved to an Original Motion no further amendment shall be discussed until the first amendment is disposed of. (Notice of any further amendment must be given before the first amendment is put to the vote.)
10. **SUBSTANTIVE MOTIONS** - If an amendment be carried, it displaces the Original Motion and itself becomes the substantive motion, whereupon any further amendment relating to any portion of the substantive motion may be moved, provided it is consistent with the business and has not been covered by an amendment or motion, which has been previously rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question, and if carried shall then become a resolution of the meeting.
11. **RIGHT OF REPLY** - The mover of the Original Motion shall, if no amendment be moved, have the right of reply at the close of the debate upon such motion. When an amendment is moved he shall be entitled to speak thereon in accordance with Standing Order No. 8 and at the close of the debate on such amendment shall reply to the discussion, but shall introduce no new matter. The question shall then be put to the vote immediately and under no circumstances shall any further discussion be allowed once the question has been put from the Chair. The mover of an amendment shall not be entitled to reply.
12. **WITHDRAWALS OR ADDITIONS** - No motion or amendment, which has been accepted by the Chair, shall be withdrawn without the unanimous consent of the meeting. Neither shall any addendum or rider be added to a motion, which has once been accepted by the Chair without such consent. Should any member dissent, the addendum must be proposed and seconded, and treated as an ordinary amendment.



HIGHCLIFFE SAILING CLUB (Founded 1962)

“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH234AB Tel. 01425 – 274874

13. **CLOSING DEBATE** - The motions for the previous question, next business, or the closure, may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed on such motions. In the event of the closure being carried, the mover of the Original Motion shall have the right to reply in accordance with Standing Order No. 11, before the question is put. Should any one of the motions mentioned in this Standing Order be defeated, five minutes shall elapse before it can be accepted again by the Chairman, unless he is of the opinion that the circumstances have materially altered in the meantime.
14. **ADJOURNMENT** - Any member who has not already spoken during the debate may move the adjournment of the question under discussion, or of the meeting, but must confine his remarks to that question, and must not discuss any other matter. The mover of the motion upon which the adjournment has been moved, shall be allowed the right to reply on the question of the adjournment, but such reply shall not prejudice his right of reply on his own motion. In the event of such motion being lost it shall not be moved again, except in accordance with Standing Order No. 13.
15. **VOTING** - The voting shall be as specified by the constitution. Where required by the constitution or where deemed necessary by the Chairman, two scrutineers or tellers shall be appointed by the Chairman. The Chairman shall not vote on any question unless there is an equal number of votes, when he shall have a casting vote.
16. **VOTING IN COMMITTEE** - Where a difference of opinion on a proposition at a meeting of any committee occurs, a vote shall be taken, and the results shall be recorded in the Minutes.
17. **NOTICE OF MOTION** - Notices of motion shall be sent to the Secretary in writing not less than twenty-one days before the meeting at which they are to be discussed. Such motions shall be placed upon the Agenda in the order in which they are received by the Secretary.
18. **RESCINDING A RESOLUTION** - No resolution shall be rescinded or amended at the same meeting at which it is passed. Thirty days' notice of its rescindment or amendment must be given, but the resolution shall not be rescinded or amendment unless by the consent of two-thirds of the members voting at the meeting when it is considered. No resolution involving important issues of finance or policy shall be rescinded at any meeting unless every member eligible to attend such meeting has been duly notified and given the opportunity of being present.