

EXECUTIVE OPERATING PROCEDURES

Introduction

These procedures are an extensive revision of the previous advice and are designed to assist members of the Executive Committee (hereafter referred to as the Committee) to carry out their duties in a fair and consistent way, based on agreed processes and procedures.

At the Annual General Meeting in October 2009 a rule change was agreed which made the Executive Operating Procedures mandatory and, when agreed, they can only be changed by a vote in Committee or at a General Meeting of the Club.

These procedures must be viewed alongside and supplementary to the Club rules. If there is at any stage a difficulty in interpretation between the two on any point, the Club rules will always take precedence.

Members of the Committee should be provided with a copy of these procedures on taking office.

LIST OF APPLICABLE DOCUMENTS

- Rules and byelaws of the Club
- Mooring regulations
- Mooring allocation procedures (to be produced)
- Misconduct procedures
- Grievance procedures
- Authorisation of expenditure procedure
- Health and Safety Policy
- CCTV procedures
- Guide for bar volunteers
- ESC Waste Policy
- ESC child protection policy and procedures
- ESC operation procedures
- Procedures for dealing with a major incident

ESC policy on CRB disclosure security

ESC policy on recruitment of ex offenders

CONSTITUTION AND MEMBERSHIP OF THE COMMITTEE

1. The Committee consists of fourteen posts elected annually by full members attending the Annual General Meeting.
2. The Committee will meet not less than once every other month and will be responsible for managing the Club's affairs for the benefit of its members.
3. The Committee normally meets on the second Wednesday of the month.
4. A quorum of five is required under the Club rules.
5. The Committee will call an Annual General Meeting of the Club each October.
6. The Committee will call an Annual Club Development Meeting to be held within two months of the Annual General Meeting.
7. The Committee will, when necessary, call Extraordinary General Meetings to conduct special business.
8. The members of the Committee are elected annually at the Annual General Meeting. Members of the Committee serve from the date of one AGM to the next, with the exception of the Social Secretary who serves from January to January.
9. Members are not allowed to serve more than two consecutive years in the position of Commodore, Vice Commodore or Rear Commodore. A Commodore for example after serving two years would have to stand down for one year, before being able to apply for the position again. There is no restriction as to the length of time that other post holders can serve on the Committee, assuming they continue to be re-elected at the AGM.
10. An outgoing Commodore may sit ex officio on the Committee for a period of six months after leaving office, in order to provide sound advice to the incoming Commodore and Committee.

RESPONSIBILTIES OF COMMITTEE MEMBERS

Commodore

1. Responsible for the strategic planning of the Club.
2. Provides leadership for the Club.
3. Chairs any main meeting of the Club
4. Ex officio member of all sub committees

5. Promotes the Club and liaises with other clubs
6. Represents the Club at meetings with other clubs and organisations
7. Responsible for ensuring allegations of misconduct are properly dealt with
8. Responsible for ensuring grievances are properly dealt with

Vice Commodore

1. Deputises for the Commodore
2. Responsible for all matters pertaining to the Club's sailing activities and moorings
3. Attends meetings of the Sailing Committee and Mooring Committee
4. Ex officio member of all other sub-committees
5. Assists Commodore in ensuring allegations of misconduct are properly dealt with
6. Assists Commodore in ensuring grievances are properly dealt with
7. Assists Commodore in relation to the strategic planning of the Club

Rear Commodore

1. Responsible to the Committee via the Commodore for all matters in connection with the maintenance of the clubhouse, the smooth running of the bar and all the Club's social activities
2. Attends meetings of the Maintenance Committee and Social Committee. As nominated flag he is a voting member of the Bar Committee.
3. Ex officio member of all other sub-committees
4. Assists Commodore in ensuring allegations of misconduct are properly dealt with
5. Assists Commodore in ensuring grievances are properly dealt with

Secretary

1. Responsible to the Committee via the Commodore
2. Conducts all correspondence between the Club and other organisations, businesses and members of the Public
3. Ensures safe custody of all Club documents and maintains central Club records

4. Records Committee meetings and prepares minutes
5. Takes minutes at all main meetings
6. Administers such insurance policies as may be needed to protect the interests of the Club, its officials and members
7. Maintains contact with the Club's legal advisor to ensure the Club's affairs are managed in accordance with current law
8. Maintains any such certificates, licences and registrations and completes any non financial returns
9. Maintains an up to date copy of Club rules
10. Arranges to send out notices of all general meetings
11. Controls all books, papers and pamphlets in the Club
12. Orders all goods and services except bar stock
13. Acts as Club Data Controller and maintains the Club's registration with the Information Commissioner's Office
14. Ensures Police and Licensing Authority are informed of all changes to the Committee or changes of the Club rules
15. Ex officio member of all other committee
16. Empties Post Box and distributes mail. Organises a deputy to fulfil this duty whenever not available.

Treasurer

1. Responsible to the Committee via the Commodore
2. Causes such books of account to be kept as are necessary to give a true view of the Club finances
3. Causes all such returns as may be required by law in relation to accounts to be rendered at the due time
4. Prepares accounts comprising income and expenditure and arranges for a competent person to audit the accounts. Presents the accounts to the AGM
5. Coordinates monthly financial reports on income and expenditure from other Club officers
6. Reports monthly to the Committee on income and expenditure of the Club

7. Forecasts future expenditure of the Club
8. Makes recommendations to the Committee regarding levels of fees and subscriptions
9. Responsible for banking of all monies
10. Manages bank balances to achieve maximum interest
11. Advises on current investment trends and devaluation of assets etc
12. Ensures cash handled in accordance with agreed procedures
13. Chairs Treasury Committee
14. Ex officio member of all other committees

Mooring Master

1. Responsible to the Executive Committee via the Vice Commodore
2. Responsible for the timely and accurate administration of the Club moorings, their integrity and for the entire Club harbour amenities, as designated within the regulations, including all workboats
3. Responsible for implementing the agreed procedure for the allocation of moorings
4. Responsible for supplying Membership Secretary with details of mooring allocations & all associated fees
5. Responsible for the Pound
6. Responsible for organising the lifting operations and advising Membership Secretary of the lift fees to be invoiced
7. Liaises with the Club Safety Officer and obtains his advice on all boat lifting procedures and retains responsibility for the safety of such operations.
8. Ensures moorings are inspected each year and a report submitted
9. Provides advice to the Committee on the moorings
10. Chairs Mooring Committee
11. Organises work parties

Membership Secretary

1. Responsible to the Committee via the Secretary
2. Compiles and publishes an up-to-date list of members
3. Compiles and publishes an up-to-date list of moorings, fees, and boats from information supplied by the Mooring Master
4. Responsible for the processing of all new membership applications and induction of new members
5. Advises Committee on the suitability of probationary members for election to full membership
6. Advises the Secretary of any change in membership details
7. Responsible for issuing of all invoices and receipt of monies from members of the Club for all fees other than those associated with social event
8. Ensures that forms are available for members to register interest in helping with Club duties

Publicity Officer

1. Responsible to Committee via the Secretary
2. Produces and sends out the Club newsletter
3. Responsible for all external communications with the media
4. Responsible for the Club website
5. Responsible for the work of the Webmaster

Bar Secretary

1. Responsible to the Committee via the Rear Commodore
2. Ensures the clubhouse bar is managed effectively
3. Liaises with bar suppliers and orders stock
4. Seeks approval from the Committee for major range changes
5. In conjunction to the Treasurer, maintains agreed profit margins
6. Maintains the bar float
7. Banks weekly bar takings minimising monies kept on premises

8. Provides Treasurer with weekly and monthly bar accounts and documentation to support audits
9. Supervises staffing routines by volunteers and ensures cellar health and safety
10. Responsible for training of bar staff in conjunction with Bar Staff Organiser
11. Maintains set of procedures for running the bar
12. Chairs Bar Committee

Social Secretary

1. Responsible to the Committee via the Rear Commodore
2. Chairs the Social Committee
3. Responsible for all the Club's social activities and organises the social programme
4. Responsible for organising the Club's annual dinner/dance
5. Liaises with Bar Secretary for bar staff availability for social events
6. Liaises with Club Secretary regarding extensions to permitted hours
7. Maintains record of all monies received and spent

Maintenance Secretary

1. Responsible to the Committee via the Rear Commodore
2. Responsible for maintenance and cleaning of the clubhouse and environs
3. Chairs the Maintenance Committee
4. Organises work parties

Sailing Secretary

1. Responsible to the Committee via Vice Commodore
2. Chairs Sailing Committee
3. Reports to the Committee o sailing activities
4. Responsible for sailing activities, including races, rallies, cruises, cadet activities and maintenance of Club's sailing and safety boats
- 5 Liaises with RTE Principal on all aspect of training within the Club.

Safety Officer

1. Responsible to the Committee via the Commodore
2. Advises the Committee on all aspects of safety, including the harbour, Club premises and all events pertaining to the Club
3. Advises all sub committees in relation to health and safety issues
4. Monitors changes of H&S legislation and adjusts Club's health and safety policies.

General Member

1. Responsible to the Committee via the Commodore
2. Acts as the important link with the membership
3. Acts as a conduit for members to raise issues with the Committee
4. Contributes views on all subjects on behalf of the membership
5. Assists in Committee related duties as and when required

There are four non executive posts that are voted for at the AGM in the same way as for posts on the Committee. They are the Deputy Treasurer, Bar Staff Organiser, SWSA Representative and Cleaning Organiser.

CONDUCT OF COMMITTEE MEETINGS

Observers

Meetings will be held in the clubhouse. Any member of the Club who wishes to do so may attend any meeting as an observer. An observer sits away from the committee members and is not allowed to speak on any subject, unless invited to do so by the Chair of the meeting. In the event of any disruption, the Chair has the power to ask the offending member to leave. If confidential matters are to be discussed, observers would be asked to withdraw from the meeting.

Agendas

The agenda will be prepared by the Club Secretary in liaison with the Commodore. If committee members wish to raise any item for the agenda they should notify the Secretary at least three days before the meeting. The Secretary shall circulate the agenda to all committee members by email or post. Whenever possible, if an agenda item involves the consideration of any documentation, the Secretary shall arrange for these papers to be circulated prior to the meeting. If a member proposes to raise a new matter it would be helpful if they could prepare a briefing paper for circulation by the Secretary to committee members prior to the meeting, indicating the subject to be discussed, relevant information as to the subject and the decision required by the Committee.

The agenda is produced in a structured format to firstly agree the minutes of the previous meeting, to allow discussion of matters arising from the previous meeting, to enable officers of the Club (they are the Commodore, Vice Commodore, Rear Commodore, the Treasurer and the Secretary) to present reports on their various areas of responsibility and raise new matters, for the other committee members to present their reports and raise new matters and for any committee member to raise any items of any other business.

Chairing of meetings

Committee meetings will normally be chaired by the Commodore. In the absence of the Commodore, the meeting will be chaired by the senior flag officer present. If no flag officers are available, the members of the Committee will elect one of their number to chair the meeting.

Recording and minuting of meetings

The Secretary will arrange for all meetings to be tape recorded and the tapes to be retained for three months. The Secretary will arrange for the minutes of each meeting to be circulated to members prior to the next meeting.

At each meeting the minutes of the last meeting will be agreed after any amendments have been made as to their accuracy. This is not an opportunity to revisit or change decisions made but merely to agree that the minutes represent an accurate record of what was said at the meeting. Any changes to previous decisions/resolutions made at meetings would require a properly constituted resolution circulated to members and itemised on the agenda. Following the meeting, the Secretary will arrange for a copy of the agreed minutes to be posted on the notice board in the clubroom. Any member of the Club is entitled to request a hard copy or email copy of the agreed minutes of any meeting.

Matters arising

The Secretary shall include any matters arising from a previous meeting to be placed on the agenda to be addressed by the member dealing with the item. If there are any matters not already identified by the Secretary, then these can be raised by any committee member under the agenda item –“Matters arising not already included on the agenda”.

Reports from committee members

The reports made by members on their areas of responsibility should be as short and concise as possible. Members should be invited to make their reports without interruption before any comments are invited from the rest of the Committee.

Proposing and seconding of motions

If any decisions are required at the meeting then this should be done by a clearly identified proposer, with the motion being seconded by another member present. The Chair shall provide a reasonable time for debate and any amendments to be similarly proposed and seconded. Then a vote shall be taken by a show of hands in most circumstances. The cases of equality, the Chair will have a second and casting vote.

The proposer of any motion shall be entitled to speak once to introduce their motion and again at the end of the debate to answer points raised by other speakers or to deal with proposed amendments. Following that second contribution the Chair should normally put the motion to the vote.

A motion must be seconded before any discussion is allowed to take place. The seconder of the motion may then speak for the motion or reserve their right until later. If there is no seconder, the motion is lost.

Amendments

An amendment can be proposed and seconded in the same way as the original motion at any time, after the motion has been seconded and before the debate has ended. The proposer of the amendment does not have the right of reply enjoyed by the proposer of the substantive motion. They may only make a short speech and must therefore decide at what stage they wish to exercise this right. Each amendment shall be dealt with fully before any further amendment is accepted for proposal. If an amendment is carried, it shall be put in the form of a substantive motion which is open to further debate and which may itself be made the subject of an amendment. At this stage the mover of the original motion will have the right of making a single speech further to his opening and closing speech on the main motion.

Points of order

If a member of the Committee feels that there is some defect in procedure, they may bring it to the notice of the Chair to give a ruling on the question. Only matters of procedure should be subject of interventions.

Closing the debate

The Chair under their general powers to control the meeting may at any time call a vote on a motion but should be careful to avoid any risk of prejudice. A member, who has not previously spoken in the debate, may put a motion, without a seconder, for a vote on such a motion at any time. If the closure motion is carried, the Chair shall then call on the proposer of the motion to exercise their right of reply.

Controlling the debate

The Chair should ensure that the business of the Committee is conducted in a businesslike way and that committee members present their views in as concise a way

as possible. Committee members should read all the papers beforehand and come to the meeting fully prepared to make their contributions.

Those members wishing to speak should normally indicate to the Chair by raising their arm. If two or more members wish to speak at the same time, then the Chair will decide who is to speak first. The Chair should seek to prevent committee members lapsing into conversational style and engaging in debates/arguments direct with other members of the Committee, rather than addressing their points through the Chair.

Adjournment motions

A motion for the adjournment of any debate may be proposed at any time, even before the proposer has spoken. The motion should be seconded before any vote can be taken on it. If there is a debate on the adjournment question, the Chair shall restrict the substance of the speeches to what appears to be relevant to the question of whether or not the debate should be adjourned. The discussion should not range unnecessarily into the merits of the substantive motion. Amendments must be restricted to the proposed period of adjournment or to providing for one if the proposer has not dealt with the point. The proposer has the right of reply. If the motion is successful, the Chair shall have the right to take the chair at the resumed meeting. If the motion for adjournment is lost, the Chair shall not accept any further motions for adjournment if it is considered they are made simply for creating delay.

The Chair may declare the meeting adjourned and leave the chair if they think that orderly conduct of the meeting is made impossible by a member's misbehaviour. Any attempt to continue thereafter will be invalid.

Any other business

This is an item commonly found on agendas but should not be used as an opportunity for the proposing of a motion that ought to have been circulated on the agenda to committee members.

Voting

Voting in the Committee is normally by a simple majority by a show of hands or alternatively by secret ballot if circumstances dictate. Special provisions apply to any decision to expel members (see Misconduct Procedures Appendix 1)

Time limits

If a time limit is reached or the Chair in the case of disorder adjourns the meeting, the meeting must be closed at that time. Otherwise the meeting comes to a close when the relevant business is concluded. Once the Chair has declared the meeting closed, no further business may be validly transacted.

General principles

Whilst strict legal principles do not necessarily apply to meetings (whether Committee or General Meetings of the Club), care should be taken to ensure that

proceedings are conducted fairly and in accordance with established procedures. This will hopefully prevent any disputes and grievances arising.

CONSTITUTION AND MEMBERSHIP OF CLUB SUB-COMMITTEES

The Committee may appoint such sub committees as it may deem necessary. The Committee may delegate such of its powers as it may think fit. Officers of the Club (Commodore, Vice Commodore, Rear Commodore, Club Secretary and Treasurer) are ex officio members of all such sub-committees.

The composition of the sub committees is as follows:

Treasury Committee

Treasurer
Deputy Treasurer
Two Executive Committee members

Sailing Committee

Sailing Secretary (responsible to the Vice Commodore)
RTE Principal
SWSA Representative
Cruiser Representative
Senior Dinghy Instructor
Coxswain/Bosun
Dinghy Representative

Mooring Committee

Mooring Master (responsible to the Vice Commodore)
Assistant Mooring Master
A minimum of four Club members

Maintenance Committee

Maintenance Secretary (responsible to the Rear Commodore)
Cleaning Organiser
Two Club members

Bar Committee

Rear Commodore
Bar Secretary
Treasurer
Bar Staff Organiser

Social Committee

Social Secretary (responsible to the Rear Commodore)
Six Club members

There are three non executive free standing posts, the Webmaster, the Child Welfare Officer and the Regalia Officer. Holders of these offices shall be appointed by the Committee following an advertisement of the positions.

All vacancies shall be displayed in the clubhouse for fourteen days and applicants given the opportunity to apply before a decision on replacement is made. The Committee shall approve appointments to sub-committees.

The date and times of all sub-committee meeting should be posted on the Committee notice board at least seven days before the meeting and any members of the Club are entitled to attend. Minutes from these meetings should be also be posted on the notice board.

EXECUTIVE POLICIES/PROCEDURES

Misconduct and grievances

The Committee is responsible for how allegations of misconduct against members and grievances made by members are dealt with. The agreed procedures are contained in two documents, one dealing with misconduct and the other dealing with grievances. Committee members should make themselves aware of these procedures and be able to recognise the distinction between an allegation of misconduct and a grievance and the different ways of dealing with each.

Authorisation of Expenditure

The Committee is responsible for authorising expenditure in accordance with the agreed procedure. Any expenditure for projects costing over £2000 needs the approval of a majority of Club members voting at a general meeting.

Licensing Matters

The Club has a club premises certificate and is allowed to supply alcohol to its members and guests in the clubhouse bar by virtue of this certificate. A guide in relation to the provisions of the Licensing Act 2003 prepared for bar volunteers sets out the legal provisions that have to be observed.

Under the conditions of our certificate, alcohol can be supplied between 10am and 11 pm Monday to Saturday and between 12 noon and 10.30 pm on Sundays. In addition, the licence allows the Club to have twenty functions/events per year when the licence can be extended to 1 am. To enable an extension to be allowed, the Committee should ask the Secretary to inform the Police and the New Forest District Council Licensing Department by email of the proposed extension ten clear days ahead of the date of the function/event.

It is the responsibility of the Committee to set the actual opening times of the Club within the permitted hours of the Club licence. At the present time the opening hours run from 8pm to 11pm on Tuesdays and Fridays and 1pm to 4pm on Saturdays. The Committee may from time to time allow bar opening at other times within permitted hours and extensions as per the above provisions.

Members of the Club are entitled to apply in writing to the Secretary for permission to use the clubroom for private functions. Any such request should set out the nature of the function, the number of persons attending and whether the bar is required to be opened. If the Committee decides to allow the function, then the Secretary shall write to the member confirming the booking and asking that the member provides a list of the names of all persons invited to attend the function for the information of the Bar Secretary. Only persons on the list can attend and a notice to this effect should be placed on the door to the clubroom at the time of the event.

Key holders

The Committee shall appoint three key holders for the Club and their details must be notified to the Police at Totton. Any changes to the key holders must be notified to the Police.

Other Club keys will be held by the following committee members, as follows:-

Commodore – all club keys

Vice Commodore – Bosun's store, Sailing Secretaries Store & CCTV/Registry office

Rear Commodore – Bar keys, Maintenance Store, CCTV/Registry office, CCTV Cabinet

Club Secretary – CCTV/Registry office, CCTV cabinet, post box, committee box in Clubroom, display cabinet in clubroom, filing cabinet in CCTV/Registry office

Club Treasurer- CCTV/Registry office, filing cabinet in CCTV/Registry office

Maintenance Secretary – Maintenance Store

Sailing Secretary – Trophy cabinet

Bar Secretary – Bar keys

Mooring Master – Bosun's Store, Maintenance Store

Bar Staff Co-ordinator – bar keys

Key Custodian - A nominated trustee shall be responsible for the safe and complete handover of keys when there is a change of Committee member(s). On joining the Committee, a member will collect the appropriate keys from the Key Custodian and will sign to accept an obligation of safekeeping. On termination of office, all

Committee members will surrender their keys to the Key Custodian. The Key Custodian will monitor the surrender of key and report any failure to comply with this procedure.

Data Protection

The Committee in carrying out duties must observe the principles laid down in the Data Protection Act 1998:-

1. Personal data relating shall be processed fairly and lawfully
2. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and where necessary kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Act
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data

Committee members should in particular ensure that any personal data held by them in relation to their duties at the Club should be kept up to date. The Secretary should write to outgoing committee members seeking an undertaking that they have passed over all data to their successor and have destroyed the personal data i.e. membership lists etc. held on their own computer.

Whilst the Club, prior to the installation of the CCTV system, was required to observe the provisions of the Data Protection Act, the use made by the Club of personal data did not require it to be registered as a Data Controller. The use of data associated with the operation of a CCTV system requires the Club to be registered with the Information Commissioner's Office and this has been done (registration number Z1993758). The Club's details are published on the register published on the Information Commissioner's website. Operating procedures for the use of the CCTV system have been agreed by the Committee.

Membership Issues

The Committee is responsible for accepting persons/families into membership of the Club. The processing of this is done by the Membership Secretary, who should

receive the application form and check that it has been completed properly and in its entirety.

The application form is then posted on the secure notice board by the clubhouse door for a period of fourteen days. Members may raise any objections to this person(s) becoming a member. After the period of fourteen days has elapsed the Membership Secretary shall circulate the application form to the Committee and request a decision as to whether the person(s) should be admitted to probationary membership. The Membership Secretary should make a recommendation to the Committee based on the information available and circulate any representations made by any members in this regard.

At the conclusion of the twelve month probationary period the Membership Secretary will raise the issue with the Committee and provide information as to the conduct of the person(s) during that period and an assessment as to the contribution made to the activities/business of the Club. The Committee will then debate the issue and vote on whether to accept the person(s) into full membership. The Committee may if not satisfied the person(s) as fulfilled the requirements of their probation, grant the person(s) a further period of probation to demonstrate their suitability.

Mooring issues

The administration of the moorings is vested in the Mooring Master and the Mooring Committee based on the Mooring Regulations. From time to time the Mooring Committee may refer matters for consideration to the main Committee.

Under the provisions of the Section 7 of the Mooring Regulations members of the main Committee have a role to play in the enforcement of the regulations. There are four sanctions that can be imposed:-

1. Member required to explain his/her conduct to the Mooring Committee
2. Withdrawal of specified facilities for a limited time
3. Member referred to Flag Officers to explain conduct
4. Recommendation to General Committee that the member's mooring agreement is rescinded

There are no special rules that apply to the Committee's deliberations under paragraph 4. The Committee should summon the member concerned to appear before them and give them the opportunity to state their case. The committee members should be provided with all the relevant documentation and have the opportunity to ask any questions in relation to the matter. At the conclusion of the deliberations, the Committee will make a decision on a simple majority basis.

Philip J Castle
Club Secretary
October 2010