

# Galway Hooker Sailing Club

## Club Seoltóireacht Húicéirí na Gaillimhe



## Constitution of Galway Hooker Sailing Club

6<sup>th</sup> March 2025

### 1. Title

The name of the Club shall be “Galway Hooker Sailing Club” hereinafter referred to as the Club.

### 2. Objectives

- 2.1. Preserve the Hooker fleet.
- 2.2. Develop Galway Hooker sailing and boat building skills for upkeep and restoration.
- 2.3. Promote the Galway Hooker & the Club.
- 2.4. The Club shall operate as a non-profit making club.
- 2.5. The Club shall maintain affiliation to the Irish Sailing Association.
- 2.6. The Club shall operate as a socially inclusive club with open membership available to all, subject to conditions as laid out in our club policies and procedures.

### 3. Management

- 3.1. The affairs of the Club shall be managed, in accordance with this constitution, by an executive committee elected annually by the members at the AGM.
- 3.2. The executive committee shall consist of the Honorary Officers and between three and five ordinary members.
- 3.3. The Honorary officers shall be: Commodore; Secretary; Treasurer; Public Relations Officer; Membership Secretary; Centre Principal; Sailing Officer; Safety Officer; Youth and Vulnerable Person’s Officer; Bosun/Maintenance Officer. Any changes to the number of the Honorary Officers to be decided at an AGM.
- 3.4. The executive committee may at any time co-opt additional members to the committee as ordinary members to a maximum of five ordinary members on the committee. Co-opted members shall be paid up members of the Club who shall be notified and their consent obtained prior to their appointment and they shall remain in office until a new executive committee is elected in accordance with 3.1. In no event shall a member having been co-opted create a new executive committee position unless and until such a position is created in accordance with 3.3 above.

3.5. Minutes of all executive committee meetings shall be kept by the Secretary and presented at the next meeting for adoption.

3.6. The executive committee may appoint a sub-committee from members of the Club to consider or act upon specific objectives. The sub-committee will report back to the executive committee.

3.7. The quorum for an executive committee meeting shall be five voting members.

3.8. a) The committee may only enter into contracts where authorized by the committee of the club

3.8. b) Committee members, acting as authorized, are entitled to an indemnity from Club members up to a year's subscription.

#### **4. Duties of Executive Officers**

4.1. The Commodore: shall report to the members at the AGM on the affairs of the Club. The Commodore shall preside over the general meetings and executive committee meetings.

4.2. The Secretary: shall keep a check on the post box, conduct general correspondence on behalf of the Club; help to organize grant applications; send out notices of meetings and the agendas; make brief notes and keep an electronic record of necessary proceedings and actions decided at executive committee meetings, AGMs and any other general meetings. The Secretary will distribute the records electronically to the members of the committee and to all the members where required.

4.3. The Treasurer: shall set up a bank account(s) on behalf of the Club; shall keep a proper account of all monies received or paid on behalf of the Club; shall prepare a Balance Sheet and Income and Expenditure Account to the 31st December each year and submit this to the AGM, and keep it available for a period of at least six years.

4.4. The Public Relations Officer: shall organize the distribution of any publicity for events/courses via posters, flyers, brochures, email, local media and social media at the request of the committee/s.

4.5. The Membership Secretary: shall keep a record of all membership fees and other dues paid to the club. Keep a list of members and their contact details.

4.6. The Centre Principal is responsible for the implementation of Irish Sailing accredited training and coaching activities within the Club and responsible to Irish Sailing for the conduct of Irish Sailing accredited activities including the issuing of certificates on behalf of Irish Sailing. The Centre Principal also manages the clubs profile in terms of listing, and certification, of planned/scheduled courses.

4.7. The Sailing Officer: shall represent the interests of the sailors in the club on the executive committee; The Sailing Officer shall preside over any subcommittee set up to organize and run sailing events or courses; shall draw up a schedule for safety boat duties.

4.8. The Safety Officer: shall liaise with the Sailing Officer to conduct risk assessments for each activity within the club; shall be in overall charge of the safety boats and their usage; shall ensure that the Club has a Safety Statement as per ISA guidelines in place and up to date.

4.9. The Youth and Vulnerable Person's Officer will ensure policy and practice in the club in relation to young people and vulnerable people prioritizes their needs. The Officer will ensure that members are aware of how to make their concerns known and will encourage appropriate involvement from

parents/guardians or group leaders. The Officer will have appropriate training and certification in Child Protection in Sport as recommended by the Sports Ireland.

4.10. The Bosun/Maintenance Officer: shall keep a record of boats and equipment owned by the Club and, in conjunction with the other Officers, shall ensure that the boats and equipment are kept in good order.

## **5. Youth Member and Vulnerable People's Policy**

### **5.1. Working with Youth Members (persons under the age of 18) and Vulnerable People**

In order to promote best practice the Club have adopted the Code of Ethics and Good Practice for Children's Sport in Ireland, as published by the Sports Ireland, and will comply with the guidelines as set out in this Code.

### **5.2. Youth Statement:**

The Club is fully committed to safeguarding the wellbeing of young participants, i.e. persons under the age of 18. Everyone involved in the Club, should at all times show respect and understanding for the rights, safety and welfare of young people and conduct themselves in a way that reflects the guiding principles of the Club and the guidelines as set out in the Code of Ethics and Good Practice for Children's Sport in Ireland, as published by the Sports Ireland.

## **6. Membership**

6.1. The Club is fully inclusive and membership of the Club is open to any person willing to accept the policies and procedures of the Club regardless of ethnicity, race, gender, religion, age, disadvantage or disability. The membership of the Club in a certain year shall consist of:

### **6.2. Ordinary members:**

Persons over 18 years of age on the 1st January of the year and who are not student members. Full voting rights.

### **6.3. Junior members:**

Persons 18 years of age or under on the 1st January of the year. Voting rights on Junior concerns (which will be so categorized by the Executive Committee) only.

### **6.4. Family members:**

Family membership shall consist of an adult and their spouse/partner who shall be Ordinary members and the children of that family who are 18 years of age or under on the 1st of January of the year who shall be Junior members.

### **6.5. Student members:**

Persons over 18 years on the 1st January of the year who are in full time education. Full voting rights.

### **6.6. Associate members:**

Persons taking a full part in the Club but who are officially long term unemployed and/or disabled. Full voting rights.

#### 6.7. Non-sailing members:

Persons who join and support the Club but who do not take part on the water in any Club events and do not keep a boat on the Club premises.

#### 6.8. Temporary Members:

Persons (not members) taking part in any event organized by the Club will be deemed temporary members for the duration of the event only and must abide by the rules of the Club and any other rules as set out in the notice of the event. No voting rights.

6.9. Applicants for membership shall complete an application form and forward this to the Membership Secretary. Admission to membership is at the discretion of the Executive Committee.

### **7. Membership Fee**

7.1. The annual membership fee for each category shall be fixed for the year at the Annual General Meeting of the Club, and shall be payable to the Treasurer on notification of admission to membership and as in 7.2 thereafter. Membership shall not commence until the appropriate membership fee is paid in full.

7.2. Membership fees shall become due on the 1st January and shall be paid by February 28th of the current year. Any membership fee not paid by March 1st will be deemed as a resignation from the Club and the member will be removed from the list of members and be obliged to remove any equipment from the Club premises.

7.3. The Club will be entitled to remove and/or dispose of any equipment belonging to ex-members which is left on the Club premises - one month's notice of this intention will be given to the last known email address of the ex-member. Any monies accruing from the disposal will be used to pay off any arrears in fees owed to the Club and the balance can be claimed by the ex-member within three months of the notice. If not claimed the balance will be used by the Club at its discretion.

### **8. Misconduct**

8.1. The executive committee shall have the power to expel or suspend from membership of the Club any member whose conduct in relation to the Club is deemed by at least ten members of the executive committee to be injurious to the good name and interests of the Club.

8.2. Such a member has the right to speak at the meeting and to appeal any decision within fourteen days. If an appeal is made, the executive committee shall set up an Extraordinary General meeting of the Club to consider the appeal where a majority vote of the members in attendance in person will decide the case.

### **9. Annual General Meeting (AGM)**

9.1. The AGM shall be held on a day in January as appointed by the executive committee.

9.2. Notice of the AGM shall be sent to each member by email at least fourteen days before the appointed date by the Secretary. (by post or equivalent if no email address known).

9.3. Notices of motions, and nominations of Executive Officers to the executive committee must be made to the Secretary by online nomination form or post at least seven days before the date of the AGM. Nominations should have the consent of the person nominated.

9.4. Where there are no prior nominations for a role, nominations may be taken at the AGM.

9.5. The Agenda for the AGM shall include: Minutes of the last AGM; Matters arising; Commodore's report; Treasurer's report; Fixing of Membership Fees; Motions notified; Election of Executive Officers; Election of any ordinary members; Any other business

9.6. Voting at the AGM shall be according to the membership category.

9.7. The Executive Officers and other members of the executive committee shall retire at each AGM and may offer themselves for re-election.

## **10. Extraordinary General Meeting (EGM)**

10.1. By resolution of the executive committee or by a signed request from one quarter of the membership of the Club, the Secretary may at any time summon a special general meeting by emailing or posting a circular to all members giving notice of fourteen days stating the time, date and place and object of a special general meeting.

10.2. Voting at the EGM shall be according to the membership category.

## **11. General Meetings, AGM and EGM**

11.1. Members unable to attend a general meeting may vote on the agenda by emailing or writing to the secretary prior to the meeting or by proxy vote referred to the secretary before the meeting.

11.2. The quorum for a general meeting shall be one quarter of the voting membership of the Club or fifteen members whichever is least. If a quorum is not present within half an hour of the time of the meeting the meeting shall be adjourned by one-week, same time, same place, and the Secretary shall inform the membership by email or equivalent of the adjourned meeting.

11.3. Voting shall be by a show of hands or, if requested and passed in a motion, by secret ballot.

11.4. In the event of a tied vote the Commodore shall have the casting vote.

11.5. Minutes of all general meetings shall be kept by the Secretary and be available to all members.

## **12. Insurance and Safety**

12.1. Members of the Club, their guests and visitors, use the Club facilities entirely at their own risk, and the Club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the Club.

12.2. The Club will not accept any liability for personal injury arising out of the use of the Club facilities, or out of the participation in any event organized by the Club, whether sustained by members, guests or visitors, whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of the members, committee or servants of the Club.

12.3. It shall be the responsibility of all boat owners or skipper to ensure that any boat in their charge shall be seaworthy in accordance with class rules and/or Club byelaws and shall obey any local harbor byelaws.

12.4. Sailors and persons afloat in RIBs or other boats shall wear personal flotation devices at all times.

12.5. All persons taking part in any Club event shall obey the instructions of the Officer of the Day and their assistants at all times.

12.6. It shall be the responsibility of each boat owner or skipper to ensure that their boat has adequate third-party risk insurance, and to be able to provide proof of such insurance if asked.

12.7. The executive committee shall set in place the necessary insurances for the Club as a whole.

### **13. Alteration and Interpretation**

13.1. The constitution of the Club may only be altered, added to or amended at an AGM or at a special general meeting convened for that purpose. A majority of members present at the general meeting is required to make any change. However:

13.2. Notice of a motion to change any articles of the constitution must be submitted by email or in writing to the Secretary at least seven days before the general meeting, and must be sent to the membership at least three days before the meeting.

13.3. The Commodore's interpretation of the constitution will be final and binding.

### **14. Income and property**

14.1. The income and property of the Club shall be applied solely towards the promotion of the objectives of the Club as listed in section 2.

14.2. The property of the Club shall be vested in the parent company of the Club which is Galway Hooker 2020 CLG. The Directors of the said company are appointed for life until they resign or reach the age of 70. The remaining directors shall on the occurrence of a vacancy as director choose from the members of the Club another Director when and as deemed necessary.

14.3. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by profit, to the members of the Club. No Executive Officer of the Club shall receive a salary or fees, or receive any remuneration in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:

14.3.1. reasonable and proper remuneration to any member of the Club for any services rendered to the Club;

14.3.2. interest at a rate not exceeding 5% per annum on money lent by members of the Club to the Club;

14.3.3. reasonable and proper rent for premises or property demised and let by any member of the Club to the Club;

14.3.4. reasonable and proper out-of-pocket expenses incurred by any member in connection with their attendance to any matter affecting the Club.

### **15. Winding-Up**

If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objectives similar to the main objectives of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its

or their members to an extent at least as great as is imposed on the Club under or by virtue of section 14 (Income and Property Clause) hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution at a general meeting, and if and so far, as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

**16. Club, Community and Social Inclusion**

16.1 The Club endeavors to be an integral part of and support to the Claddagh and Galway community. We aim to be a positive influence on social issues and matters, through our short and long-term goals and activities, the development of various educational, workshop, sailing and powerboating programmes. We as a club will endeavor to encourage, inspire and empower those who are marginalized within the Claddagh and Galway community - the elderly, young people, people with disabilities and members of the community who in other ways experience disadvantage. We as a club recognize that our community may face problems such as isolation, exclusion or being from a disadvantaged area and therefore will support and tackle these problems together with the community as and when approached or otherwise within our activities and through our community presence.

16.2 The Club strives to promote and develop the Irish language within the Club by including Irish in areas such as signage, merchandise and media as well as running a selection of club activities through Irish. While English is, and will continue to be, the primary language of the Club, it is acknowledged by the Club that Irish is the heritage language of the Claddagh and continues to be the primary language of the wider hooker sailing community in Galway Bay. Galway is officially a bilingual city and is an officially designated Baile Seirbhíse Gaeltachta or Service City to the adjoining Irish-speaking

Signed: .....

Date: .....

Commodore

Signed: .....

Date: .....

Secretary

Signed: .....

Date: .....

Treasurer

## Version History

Version	Date	Notes
V1.0	10 <sup>th</sup> Sept 2019	Initial version
V2.0	3 <sup>rd</sup> Oct 2021	Amended to include section 'Club and Community'.
V3.0	9 <sup>th</sup> Jan 2022	Amended clause to remove restriction on the Commodore consecutive term
V3.1	18 <sup>th</sup> Feb 2024	Section 9.2 amended to correct typo – changed word 'May' to 'March'
V4.0	6 <sup>th</sup> Mar 2025	Amended due to motions passed at AGM and a 5 year committee review