

## **CONSTITUTION**

### **1. Title**

The sailing club is a Sub-Section of The Club, Abu Dhabi and shall be known as the “Abu Dhabi Sailing Club” (ADSC). It shall be governed by the constitution and bye-laws of The Club, Abu Dhabi in addition to this Constitution.

### **2. Objectives**

To promote the interests of sailing.

### **3. Racing**

Sailing races will be administered in accordance with the latest racing rules of the International Sailing Federation (ISAF) except insofar as the sailing instructions and Bye-laws are permitted to vary in order to satisfy local conditions.

### **4. Burgee**

The Burgee of the ADSC will be a gold gazelle on a blue background.

### **5. Officers of ADSC**

The ADSC Committee shall consist of Officers as follows,

- Commodore
- Vice-Commodore
- Rear Commodore
- Racing Secretary
- Secretary
- Treasurer
- Boatswain
- Youth Sailing
- Members Liaison Officer
- Social Co-coordinator

The responsibilities of the Officers shall be as in Appendix 1.

### **6. Co-opted Members of the Committee**

The members of the Committee may co-opt a further two members to assist them, or co-opt a member to replace any member who resigns.

### **7. Members**

All members of the ADSC must be Full, Junior, Temporary or Life Members of The Club, Abu Dhabi.

### **8. Membership, Fees and Syndication**

#### **8.1 Membership.**

There shall be six classes of membership as follows:

1. Full Member (aged 18 or over at the commencement of the calendar year);
2. Associate Member (non-sailing Member who must be the spouse of a Full Member, parent of a Junior or Cadet Member, or who joins at the invitation of the Committee as a volunteer helper);
3. Junior Member (aged between 12 and 17 years at the commencement of the calendar year);
4. Cadet Member (aged between 6 and 11 years at the commencement of the calendar year);
5. Temporary Member (a Temporary Member of The Club, Abu Dhabi may apply to participate in sailing with ADSC and will be charged a monthly fee);
6. Life Member.

To become an Associate Member candidates must complete the relevant application form. Membership is subject to acceptance by the Committee.

Non-sailing spouses or partners and children may take part in any ADSC non sailing activities without ADSC membership (subject to any age restriction which may be imposed by the event venue).

#### 8.2. Fees.

Fees for each calendar year shall be decided by the ADSC Committee prior to the start of the calendar year. Members joining during the year will be charged a pro rata fee commencing from the beginning of the month in which they join. If a Member resigns during the year they will be entitled to a refund of fees for the remainder of the year on a pro-rata basis commencing from the next full month following resignation.

#### 8.3. Syndication.

Full Members are entitled to apply for Syndication to an ADSC boat on successful completion of the ADSC Helmsmanship Test or, if they already hold appropriate qualifications, being exempted from the test by an accredited Helmsmanship Test Supervisor.

Full Members may be syndicated to an additional boat but cannot be the Syndicate Leader of more than one boat.

The Syndication process is explained in detail in Appendix 2.

### 9. Members entitled to vote

9.1 Voting at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) shall be restricted to Full Members.

9.2 Associate Members, Junior Members, Cadet Members, Temporary Members and Life Members of ADSC shall not be entitled to vote.

9.3 No proxy voting is allowed.

### 10. General Meetings

10.1 An AGM shall be held during the month of March each year, at which the Committee shall be elected. Nominations for election to the Committee shall be submitted in writing to the Secretary not less than fourteen days before the AGM and shall be signed by a proposer, a seconder and the nominee in acceptance. Proposers, seconders and nominees must be Full Members of the ADSC. The previous Committee shall be eligible for re-election.

10.2 An EGM may be called by the Committee at any time and it shall be the duty of the Committee to call an EGM if so requested in writing by not less than 5 Full Members. Such requests shall state the purpose of the EGM, and shall be acted upon by the Committee within six weeks of the date of the request. Matters discussed and voted upon at such an EGM should be only those that the meeting was called for in the written request for the EGM or by the Committee.

10.3 Notice of an AGM or EGM shall be made to the Membership at least twenty eight days prior to the date of the meeting by posting a notice at the ADSC clubhouse and by posting on the ADSC website. In the case of an AGM the notice shall include copies of the un-ratified minutes of the previous AGM/earlier EGM, Secretary's annual report, the audited financial statements of the ADSC for the prior calendar year and the most recent unaudited Treasurer's report.

10.4 Any Full Member wishing to raise any questions regarding the minutes of the previous AGM, the Secretary's annual report or the audited financial statements shall address their comments in writing to the Secretary of The Club which must be received at least ten days prior to the date of the meeting.

10.5 Any items which a Full Member wishes to add to the agenda of the AGM must be received at The Club addressed to the Secretary (ADSC) in writing at least ten days prior to the date of the meeting. A final agenda will be displayed on the ADSC Notice Board for seven days prior to the AGM. The final agenda shall include the list of nominees for The Committee.

10.6 The quorum at any AGM or EGM shall be fifteen Full Members who shall be present in person including a minimum of two Committee Members. If within half an hour of the time appointed for the meeting a quorum is not present the meeting shall be postponed for two weeks, when the quorum shall be ten Full Members including two members of the Committee, present in person. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall be declared null and void, and if the original sponsors for the meeting wish to take actions under the above paragraphs, a further General Meeting shall be called. All voting shall be by a show of membership cards of The Club, Abu Dhabi and the decision taken on the majority vote.

10.7 Any requirement of a notice in writing may be satisfied by email to the Secretary of by posting on the ADSC WhatsApp Group.

## **11. Classes of Yachts / Dinghies / Boats**

ADSC shall maintain, at ADSC expense, except to the extent as may be decided by the Committee, all ADSC-owned dinghies or boats of classes listed in the Bye-Laws equally and to a reasonable racing condition, pursuant to the class rules of the particular class of dinghy or boat.

Members are permitted to sail their own boats of any class in the ADSC competitions on a handicap basis. If they wish to store their boats, they must make their own arrangements with The Club, Abu Dhabi and the ADSC regarding boat storage.

## **12. Amendments to the Constitution and Appendices**

12.1 Amendments to the Constitution and Appendices may be proposed by the Membership or the Committee, either through an AGM or an EGM.

12.2 Any proposed Amendments to the Constitution and Appendices must be consistent with the purpose and character of the ADSC as stated in the Constitution.

## APPENDIX 1

### COMMITTEE MEMBER RESPONSIBILITIES

#### **Commodore**

Chairman of the Committee and Senior Club Representative. Chairman of the Race sub-committee. Supervises any employees of The Club, Abu Dhabi involved in sailing activities such as training. All other responsibilities not otherwise specifically mentioned, with the right to delegate as appropriate.

#### **Vice-Commodore**

Chairman of the Syndication sub-committee. Member of the Race sub-committee. Handles all correspondence with other clubs regarding fixtures (letters to be copied to the Racing Secretary and Rear Commodore).

#### **Rear Commodore**

It shall be the duty of the Rear Commodore to assist the Commodore and the Vice Commodore and in their absence to act in their stead. The Rear Commodore shall arrange and superintend all official races and regattas of the club.

#### **Racing Secretary**

Member of the Race sub-committee. Member of the Syndication sub-committee. Arranges Club racing program and duty rosters.

#### **Secretary**

Responsible for membership. Handles minutes for all meetings and compiles Newsletters. Maintains files with copies of all correspondence.

#### **Boatswain**

Member of the Syndication sub-committee. Responsible for ordering and stocking of all materials and equipment required for the maintenance of Club boats. Advises members on practical aspects of boat maintenance. Advises specifications of new capital equipment (boats, sails etc.). Has authority to determine whether or not boats are seaworthy. Organises the good order and running of the ADSC clubhouse and its surroundings. Responsible for non-syndicated boats, rescue boats and trailer maintenance.

#### **Treasurer**

Prepares Club accounts for the ADSC year in line with The Club, Abu Dhabi accounting procedures.

#### **Youth Sailing**

Responsible for arranging Cadet and Junior activities other than training through a sub Committee made up of Members and Associates.

#### **Members Liaison Officer**

Co-ordinates the entrance of new members into the Club.

### **Social Co-Coordinator**

Co-ordinates social program for the year and Annual Ball with sub Committee of nominated Members and Associates.

### **Race Sub-Committee**

Members are Commodore (Chair), Vice-Commodore, Rear Commodore and Racing Secretary. The committee arranges the annual racing programme, selects teams for all inter-club fixtures, nominates the team Captains, and nominates the ADSC Protest committee. The sub-committee hears protests against the Bridge.

### **Syndication Sub-Committee**

Members are Vice-Commodore (Chair), Racing Secretary and Boatswain. The committee deals with all matters concerning the syndication of ADSC boats.

## APPENDIX 2

### SYNDICATION

1. ADSC boats are the property of The Club, Abu Dhabi which insures the boats and equipment. Syndication is the process ADSC uses to allocate boats to members who have been recognised as Qualified Helms, entitling them to priority usage of their syndicated boat. The Syndication system is intended to provide a fair system of boat allocation to Qualified Helms in which the better sailors and more active club members are allocated their preferred boats.
2. Before becoming eligible for Syndication helms must pass a Helmsmanship Test in order to become a Qualified Helm for a particular class of dinghy, and carry out Assistant Race Officer (ARO) duties on at least two race days. In doing so they must demonstrate that they are competent to handle a power boat and organise and run races.
3. Syndicates consist of a syndicate “Leader” and syndicate “Members”. The Leader is primarily responsible for ensuring the boat is maintained in a seaworthy and racing condition. All Syndicate Members are responsible for participation in the upkeep of the boat.
4. The Syndication Sub-Committee shall hold semi annual Syndication Meetings in February and September. The Sub-Committee may meet in between these scheduled dates to resolve any Syndication issues, which may arise between scheduled meetings.
5. The Vice-Commodore will publish a notice of intent to hold a Syndication Meeting at least twenty eight days in advance of the meeting. Qualified Helms wishing to be syndicated or re-syndicated must complete a Syndication Form and submit it to the Vice-Commodore at least fourteen days before the meeting. Any Qualified Helm has the right to apply for Syndication of any boat for which he or she is a Qualified Helm.
6. If a Syndicate Leader applies to be syndicated to a different boat then the previously syndicated boat must pass a buoyancy test and be returned having been maintained in substantially the same condition it was received, normal wear and tear excepted. An inspection report must be completed by the Helm and be approved by the Boatswain.
7. The Syndication Sub-Committee allocates points to each Qualified Helm wishing to be syndicated to a boat with the higher scoring Qualified Helms being given priority in boat allocation.
8. The points are allocated as follows:

Category	Description	Points Range
Race Participation	This is assessed during a Member’s last 12 months, or for the period since they have joined for new Members who have joined during the current year.	0 - 20
Sailing Ability	Score 1 to 5 based on current personal handicap, with a bonus point for more than 5 years’ experience.	1 - 6
Boat Maintenance	Assessed by the Boatswain. Points will be deducted for failure to maintain the syndicated boat.	Minus 6 - 0
Participation in ADSC activities	Assessed by the Vice –Commodore. Extra points for participation in work parties, participation and success in national and other external regattas; and for assisting other members with boat maintenance. Prior services to ADSC (e.g. previous service on the Committee) will also gain extra points.	0 - 8
Length of time as member	Less than 1 year – 0 points. More than 1 year, less than 2 years – 1 points More than 2 years less than 3 years – 2 points More than 3 years less than 4 years – 3 points 4 years or more – 4 points	0 - 4

9. If a Member who has previously sailed as a crew becomes a Qualified Helm and applies for Syndication, then their previous Race Participation as a crew shall count towards their Race Participation score.
10. If a boat is damaged, the helm sailing the boat at the time of such damage is responsible for the repair (with the advice of the Boatswain) and that helm must inform the Syndicate Leader as soon as practicable.

In the case that the Boatswain decides that the repair is beyond the capabilities of the Syndicate Helms and requires third party assistance, which may take considerable time, the Syndicate Helms of the damaged boat may apply to a member of the Syndication Committee to be temporarily re-syndicated to another boat while their original boat is being repaired.

If third party repairs and / or insurance claims are required temporary syndication will be contingent on the completion of all formalities for insurance claim purposes if this is deemed necessary by the Boatswain / Treasurer, and the preparation of the damaged boat for transportation to the third party workshop. On the return of the repaired boat to ADSC the temporary syndication shall be ended.

11. The priority of use of ADSC boats is firstly the Syndicate Leader, then other qualified Syndicate Members and finally other ADSC Qualified Helms. If no Syndicate Members wish to sail a Syndicated boat, the boat must not be used without first attempting to contact and inform the Syndicate Leader.
12. The Syndication Sub-Committee may request a Syndicate Leader for clearance to allocate the Syndicate's boat to another Qualified Helm for ADSC races or open regattas.
13. An unqualified helm who is close to being ready for helm testing may request a Syndicate Leader for permission to use his syndicated two-handed boat but they must sail with a Qualified Helm who is not a novice, as their crew.
14. Any Qualified Helm can request permission from the Syndication Sub-Committee to use an ADSC boat to which that Qualified Helm is not syndicated so long as no Syndicate Member wishes to use the boat. (This provision will normally only apply where the Syndicate Leader cannot be contacted in accordance with 12 above.).
15. Whilst the Syndication system is not intended to allocate a boat indefinitely, the Syndication Sub-Committee recognises the need to incentivise members to maintain their allocated boats. At each Syndication Meeting the Syndication Sub-Committee will, on a rolling prior 12-month basis, evaluate each Qualified Helm's utilisation and maintenance of their syndicated boat. If Qualified Helm maintenance or utilisation is not deemed satisfactory, as assessed using the points system in para. 8 above, the Qualified Helm will be given a Notice of Intention to Re-allocate the boat and an opportunity to provide an explanation of their situation. Boats will be allocated at the discretion of the Syndication Sub-Committee on the basis of the points system.