

Sailing Association Mar Menor

RYA Registration No. 920359916

RULES

Section 1 - Name and Objects

1. The name of the Association shall be "The Sailing Association Mar Menor" hereinafter referred to in these Rules as "the Association".

2 The Association is an association of Sailing Groups and a **social organisation** aimed at assisting people to enjoy and to promote the sport of sailing. It organises sailing activities informative meetings and races, provides limited training by its own members, and exists primarily to provide assistance to its members to organise their own sailing and activities for respective groups within the Association.

It also has the objectives of gathering member's details with information relevant to these aims and making this information available to members. Circulation of member's details is only amongst other members.

Members agree to the electronic storage of personal details, without prejudice to their rights under the Data Protection Act.

The Association also is formed to provide social and other facilities for members as may be from time to time determined.

Section 2 –Steering Committee (“La Junta Directiva”)

3. The Steering Committee shall manage the affairs of the Association according to the Rules and shall cause the funds of the Association to be applied solely to the objects of the Association.

4. The Steering Committee consists of a total of seven annually elected members, comprising of 4 Executive Officers and 3 committee members. These elected officers to be involved only in the general running of the Association. They do not initiate, organise or provide any activities other than social gatherings and introductions. All and each specific shared sailing activity is the individual responsibility of the group formed for that activity, whether, for example, it is a group formed for shared ownership of a boat, or formed to sail together. The Committee Members of the Association shall be full members of the Association and shall hold office for one year, The Committee shall be elected at the December General Meeting of each year, taking office one month later, at the termination of the Annual General Meeting in the January of the following each year. All Committee Members of the Association shall be eligible for re-election. *The AGM will usually be in mid January unless by agreement of both the retiring and elected committees the date is altered to suit unusual circumstances.*

4a The Executive officers elected are restricted to four, comprising a President (Commodore), Vice President (Vice Commodore), General Secretary and Treasurer. The Vice President must be chosen by the elected committee members from amongst the other four members of the steering committee, comprising the functions of the Membership Secretary, the Events Co-ordinator, the Assistant Treasurer, and the Web Page Co-ordinator. A working quorum of the steering committee comprises of 4 of the 7 as named above, with at least 2 executive members and at least 1 other Committee member. The President's (Commodore's) casting vote is used only to decide a tied vote.

4b The Treasurer and Assistant Treasurer are responsible for the association funds for which a balance sheet must be available on request from the Executive, and annually every January for the AGM. They have the responsibility for the operation of the bank account for which there shall be 3 approved signatures. These are the treasurer, the deputy-treasurer, and an elected member of the Steering Committee. Withdrawals from the bank account shall require the presence and signature of two of these signatories. The bank account will not have the facility of an overdraft. The bank account may have the facilities of internet banking, cards and a chequebook that requires 2 of the 3 signatures on a cheque for validity. All payments and all receipts are to be kept so that a running tally is easily available. Outgoing expenses such as room-hire and secretarial expenses can be paid by members of the Executive and reimbursed from funds by the Treasurer or deputy only against submitted receipts. A cash float may be held by any of the 3 bank signatories in order to facilitate these smaller reimbursements. All payments out must be approved by the committee, and be in accordance with the Approved Budget. Any payments due not on the Approved Budget must be approved by a majority of registered members at a general meeting

5. The duties of Committee Members shall be:

President (Commodore)

- a. To chair all Committee meetings and other meetings of the Association.
- b. To represent the Association in dealings with other organisations.

Vice President (Vice Commodore)

- a. To assist the President with any duties.
- b. To chair Meetings in the absence of the President.

General Secretary

- a. To conduct the correspondence of the Association.
- b. To keep full minutes of all Committee and General Meetings of the Association.
- c. To be responsible for forwarding information to members of the Association, and maintaining the Association's affiliation with other Sailing groups or contacts.
- d. To administer such insurance policy or policies as may be needed to protect fully the interests of Association.

Membership Secretary

- a. To keep a register of Association members names and addresses and other contact details.
- b. To liaise with members and report to the Executive committee
- c. To collect payments made by members for membership.

Treasurer and Assistant Treasurer

- a. To cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the Association.
- b. To prepare Annual Accounts as at 31st. December in each year and cause such Accounts to be available at the Annual General Meeting.
- c. To receive payments made by members for membership, trips, courses, etc. from the Membership Secretary and/or Events Co-ordinator.
- d. To provide receipts for payments.

Events Co-ordinator

- a. To update and control the Events Calendar
- b. To organise social events, visits to places of interest and other events as may be required.
- c. Sales, (e.g. clothing) to members, etc.

Web Page Co-ordinator

- a. To liaise with the Web page supplier and monitor its content.
- b. To update the Web page as requested by the Committee.
- c. To prepare and Edit the News Letter.

Section 3 - Membership

6. A full member is a person who, at the date of joining is over the age of 18, and is entitled to one vote at general meetings.
 - 6a. Membership is by completion of the registration form including NIE or passport number, payment of the current agreed annual fee, and signature to show agreement with the rules and absolving the committee from all liability as outlined above.
 - 6b. The Groups that operate under the Association's umbrella will be responsible for collecting the Annual Subscription fee together with providing a complete and full list of members of the group. The Group will also be responsible for collecting the fee for part year membership and paying to the Association's membership secretary together with an updated list of members.

Note: A Family Member may comprise any couple who are residing together at the same address and any children of the couple under the age of 18. The family group will be entitled to two votes at General Meetings.(Added at the 2008 A.G.M.)

7. Members may invite guests to social events if so advertised, but if numbers for any event are limited, such event may be restricted to members only.

Association charters and trips are arranged for members' participation, but exceptionally, and only if all available places have not been secured by members, guests of members may participate at an extra cost per person per trip as determined at the discretion of the organiser

The Committee may designate another sailing club as an Associated Club and its members Associate Members where it is in the interests of the Association so to do. Such Associate Members may participate in Association trips, but only if all available places have not been secured by members, at no additional cost over that paid by members.

All guests and Associate Members are bound by these rules to the extent that they apply to the trip in which they participate in the same manner as if they were members. They shall be required to sign a formal declaration to that effect prior to participation.
8. The rate of subscription shall be proposed at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and shall become operative on the first day of January. Annual membership is to be paid within one month of the Annual General Meeting. Failure to pay subscriptions will result in loss of membership and its entitlements.

The subscription rate for family membership will be 1.5 times the full single membership rate. Family membership also entitles a non-sailing partner to attend monthly meetings and attract member discounts for social events and trips.(Added at the 2008 A.G.M.)
- 8b The Groups that operate under the Association's Umbrella will be responsible for collecting the annual subscription fee (single or family) together with supplying a complete full list of its members. The Group will also collect the fee for part year membership and paying it to the SAMM Membership Sec. Together with an updated list.
9. Every member shall complete a membership renewal form annually, which shall include an up-to-date address, e-mail and NIE or passport number which shall be recorded in the Register of Members, and any notice sent to such address shall be deemed to have been delivered. If the member has requested that communications be sent by e-mail, this shall be

satisfactory notice.

10. For new members, membership commences from the date of payment. Members joining in January until the end of the following August will pay the full subscription and those joining thereafter will pay at half rate, until the next annual subscription falls due. There will be no registration of new members in the month of December.
(Note: This is intended to reduce the number of financial transactions in this period close to the end of the financial year, and assist the Treasurer in preparation of the accounts for the past year.)
11. All members will be required to confirm that they have received, read, understood and will abide by the rules of the Association.
12. *Should any member of S.A.M.M. behave in an inappropriate way towards other member(s) or in such a manner as to bring S.A.M.M. into disrepute, such behaviour must be brought to the attention of the Committee. The Committee shall investigate the complaint and, if upheld, may suspend or cancel the offender's membership at their discretion.
(Added at the 2008 A.G.M.)*

Section 4 - Meetings of the Association

12. An Annual General Meeting of the Association shall be held each year in the month of January on a date to be fixed by the Committee, unless exceptional circumstances require a postponement, in which case members shall be informed, but in any event it shall be held within 3 months of the end of the calendar year. An Extraordinary General Meeting may be called to deal with any issues requiring the approval of the members as laid down in Chapter 3 of the Spanish Rules of Association (ESTATUTOS DE LA ASOCIACION, CAPITULO 3).
13. The Committee shall meet as often as required to discuss the business of the Association.
14. The Association shall hold a General meeting on the second Wednesday of every month, unless postponed in exceptional circumstances at the discretion of the committee. Any member wishing to discuss Association business may raise it at one of these meetings.

Section 5 - Trips and courses

15. Association trips may be initiated and organised by any member in co-ordination with the Events Co-ordinator. Bookings with charter/travel companies may be made in the name of the Association and with the benefit of any Association discount **only** by a Events Co-ordinator member.
16. The Events Co-ordinator will publicise future trips at meetings, in the Events Calendar, on the website giving the date, cost, name of organiser and last date(s) for payment (which may be in two instalments, a deposit to secure a place and a final payment). No place will be confirmed until payment is received, and no one may participate in a trip without having first paid in full. Cheques should be made payable to Sailing Association Mar Menor. The organiser of each trip will be responsible for dealing with queries from members regarding the trip, ensuring payments are received and arranging transport, provisioning etc. with the participants, and obtaining signed declarations from non-members.
17. The Skipper of each Sailing trip, in consultation with the Committee, will decide on how large the crew shall be and the cost per participant. Minors may only sail with the written

consent of a parent and the approval of the skipper. Places will normally be allocated in the order that payments are received, but certain charters impose constraints, on safety or other grounds, which may require crew selection. In such cases the crew will initially be selected by the skipper from those who have put themselves forward.

18. Payments are non-refundable. However, if a substitute can be found, payment for a trip may be transferred to another member.
19. A member shall disclose to the skipper or trip organiser (in confidence if necessary) any medical condition likely to affect his ability to participate fully in the sailing. If in doubt, he should consult his GP or appropriate medical consultant. A member who cannot swim must tell the skipper.
20. The cost of trips is determined by the Organiser and is to be at the lowest possible rate to members, but to be set at a figure that tries to ensure that the organiser suffers no overall deficit. A surplus made on any trip may be used to subsidise other trips. A trip organised with the approval of the committee that suffers a deficit may have the deficit made good from SAMM funds at the discretion of the committee.
21. All sailing is undertaken on a mutual basis by those sailing on a particular charter. In the event of any valid claim or other unexpected cost (which may not be limited to the amount of the security deposit) resulting from the charter, that claim or cost is the sole responsibility of those participating in that charter and shall be shared equally between them. All members sailing on charters agree to pay promptly their share of any such claims or costs on that mutual basis. If another member settles such claims or costs on behalf of participating members (e.g. by deduction from a security deposit) then those participating members agree to pay promptly their share to the member as appropriate.
22. Participants in trips, charters and any activities do so at their own risk and should take out whatever personal and third-party insurance they may consider necessary. *(Note: See also rules 2 and 7. All members sign a declaration on joining or renewing their membership, assuming responsibility for their own health and safety, and freeing the officers and other members of the association from all liability. Non-members participating in activities should also sign a similar declaration.)*
23. Sailing can be constrained by factors such as tide and weather. All decisions regarding the conduct of the charter including, but not limited to, the passages to be attempted, alterations to those passages decided later, and times of sailing will be taken by the skipper and communicated to the crew as soon as practicable in the prevailing circumstances. All crew shall agree to abide by the decisions of the skipper. Without prejudice to the generality of the above, crew who are not aboard at the time communicated to them by the skipper shall accept that the yacht may sail without them and agree to bear personally any travelling and related costs that may accrue to them for that reason.

Section 6 - Dissolution of the Association

24. If, upon winding up or dissolution of the Association, there remains after the satisfaction of all its debts and liabilities any assets property or cash whatsoever, the same shall be paid to a Charity of the Committee's choice.

Sailing Association Mar Menor
c/o John Down, Membership Secretary, john.down@sailingassociationmarmenor

SURNAME.....FORENAMES.....

ADDRESS.....

telephone.....email.....

N.I.E/NIF. Passport Number.....

I agree to comply with SAMM rules and agree that the committee and the association are free from all liability. I take full responsibility for the provision of adequate insurance covering me for any activities and against all claims as stipulated by law and for my own health and safety. I agree to the use of my personal details which may be stored electronically, and used without prejudice to my rights under the Data Protection Act.

Date

Signature.....

Member's annual fee 30 euros

Member's reduced autumn fee 15 euros

Receipt No.....

SAMM Members Info to Share

Please fill in the answer column below with the appropriate number that can be entered into the members' database and information spreadsheet, which may be stored electronically and used in compliance with the Data Protection Act

key	Explanation of info requested	Answer
D	sailing dinghy owner?, yes = 1, no = 0	
S	interested in shared ownership?, yes = 1, no = 0	
Dx	experience in sailing dinghies?, beginner = 0, good helm = 3, RYA instructor = 6 (detail cruising experience below)	
Dc	interested in being crew in sailing dinghies?, yes = 1, no = 0,	
C	cruising yacht owner?, yes = 1, no = 0, want experienced crew = 3	
Cx	experience in cruisers?, beginner = 0, competent crew = 2, Day skipper = 3, Coastal or ICC offshore = 5, RYA instructor = 6	
Cc	interested in being crew in cruising yachts?, yes = 1, no = 0,	

