

Crouch Area Yachting Federation Constitution

(2013 AGM final)

1. Title

- 1.1. The title of the Federation shall be "the **Crouch Area Yachting Federation**" (CAYF)

2. Objectives

- 2.1. To further the interest of yachting in the Crouch and Roach area.
- 2.2. To represent the views of local yachtsmen to the Crouch Harbour Authority and any other departments or organisations as may be necessary.

3. Membership

- 3.1. Full membership of CAYF shall be open to all yacht/boat clubs (club to include associations), having a permanent base in the Crouch and Roach, subject to approval by a CAYF GM.

4. Management

- 4.1. The affairs of CAYF shall be managed in accordance with its Rules and Objectives by an elected Committee comprising at least
 - 4.1.1.1. One representing member Clubs based on the Crouch in the Burnham Area
 - 4.1.1.2. One representing member Clubs based on the Crouch to the West of Burnham
 - 4.1.1.3. One representing Clubs from the Roach area.
- 4.2. The CAYF Committee shall include a Chairman, Secretary and Treasurer.
- 4.3. Members of the CAYF Committee shall be a member of any member Club of the Federation and shall be elected at an AGM having been proposed and seconded by a full member Club of CAYF .
- 4.4. Members of the CAYF Committee shall hold office until the next AGM and a retiring member of the Federation shall be eligible for re-election.
- 4.5. The CAYF Committee may co-opt additional committee members or appoint an officer between GMs as the need arises. Co-opted members may hold office until the next AGM at which time they shall be eligible for election.
- 4.6. The CAYF Committee shall meet as required or may conduct business by email and other mutually agreed media. The Secretary shall be responsible for maintaining a written record of CAYF Committee decisions and related discussion, which may include electronic messages.
- 4.7. Committee meeting minutes shall be issued in draft form to member club contacts
- 4.8. The Treasurer will manage any funds owned by CAYF from time to time, and will produce a Balance Sheet Income and Expenditure account for each Calendar Year at the following AGM.

5. General meetings (GM)

- 5.1. An Annual General Meeting (AGM) of the Federation shall be held during the first quarter of each year at some place to be named by the Federation Committee. The Secretary shall give every Member Club notice of not less than 28 days of the meeting and of the business to be brought forward, via the last known Contact for each member Club. Requests for additional items for the Agenda must be sent to the Secretary not less than 14 days before the meeting.
- 5.2. Business to be discussed at an Annual General Meeting shall be restricted to:
 - 5.2.1.1. The election of the Federation Committee
 - 5.2.1.2. Appointment of Chairman, Secretary and Treasurer
 - 5.2.1.3. Items included in the Notice convening the meeting
 - 5.2.1.4. Other business subject to agreement by the Federation Chairman.
- 5.3. The Federation Committee may at any time, and must on the written request of two or more Member Clubs, convene a Special General Meeting for any specific business The Secretary shall give every Member Club notice of not less than 14 days of the meeting and of the business to be brought forward, via the last known Contact for each member Club.
- 5.4. The quorum necessary for the conduct of business at any General Meeting shall be not less than representatives of 50% of the member Clubs belonging to the Federation. Every such member Club may send two Delegates to any General Meeting and shall have one vote and in the case of equality of votes the Chairman shall have a second or casting vote. If a member Club is unable to send a delegate, the Club Chairman (or equivalent) may vote on Agenda Items in writing to the Secretary not less than 48 hours before the Meeting. Such votes will be counted if received before the meeting, but subject to any necessary alteration of the Agenda agreed at the Meeting.

6. Amendments to the Constitution

- 6.1. Changes to this constitution must be agreed at an AGM having been included in the AGM Notice