

BY-LAWS OF SAFETY BEACH SAILING CLUB INC.

Approved December 2007

Revised August 2015

INTRODUCTION

In general the By-Laws of the Association give substance to any and all areas of the Constitution needing workable detail, filling in a lot of the Constitutional generalities and vague phraseology.

The By-Laws are the second of the legalistic trilogy from which all like organisations, large and small derive their authority of entity and operations. The Constitution is the overall framework, the By-Laws supply the majority of the details and the system of Committee minutes, duly passed and promulgated, is the day to day operating arm.

The By-Laws of the Association are governed by, and may be changed by the elected Committee as required.

It is squarely on these three levels of authority the effective government and hence the foreseeable future management of the Safety Beach Sailing Club rests. If any of these levels are impracticable, or unworkable in the normal course of events then consideration should be given to making them practicable and workable, but they should never be modified or eliminated simply to satisfy a particular sectional interest, whose short term goals are inconsistent with the long term club objectives.

1. The building of the Safety Beach Sailing Club, Coast Guard and Community Centre is governed by the Memorandum of Understanding presided over by the Committee of Management which is represented by the Mornington Peninsula Shire and Tenants of the building.

2. MEMBERSHIP CATEGORIES

2.1 SENIOR

- a) A Senior Member shall be in respect of a person of or over the age of twenty one (21) years at the commencement of the Association Year (July 1).
- b) Such Member shall be entitled to one (1) vote per item of business transacted at meetings of the Association, to hold those offices for which they are eligible, and enjoy all the privileges and obligations of membership.

2.2 FAMILY

- a) Members of a family unit who are part of the one household are eligible for election as Family Members.
- b) A family unit shall comprise a husband and/or wife and/or partner and/or all children eligible for election as Junior or Student Members.
- c) Both partners being Senior Members and part of the one household shall be eligible to vote at Association meetings.
- d) Junior Membership fees shall not be payable for Junior Members who are children, or dependants of a Family member and part of the same household.

2.3 LIFE MEMBERSHIP

- a) Life Membership is the highest accolade the Association can extend to any Member therefore considerations for awarding the accolade should not be entered into lightly.
- b) Any member inscribed on the Register of Members as being eligible to vote may propose or second the nomination of another Member of the Association for Life Membership.
- c) Each nomination must be accompanied by a detailed written resume of achievements and reasons the nominee is considered eligible for Life Membership.
- d) Nominations will be carefully considered by Committee and provided no more the two (2) objections appear after a secret ballot, Committee shall recommend the nomination to the next Annual General Meeting of the Association, at which a simple majority of eligible voters present will confirm the award.
- e) Life Members are entitled to enjoy all privileges of Association Members without the payment of Annual Subscriptions.
- f) Life Membership is conferred on the Member and their Partner for the lifetime of both, thus making both eligible to vote at all meetings of the Association.

August 2015

2.4 ASSOCIATE MEMBERSHIPS

As per the Constitution, Associate Members do not have voting rights nor are eligible for election to the Committee. However this does not stop an Associate member being on a subcommittee, if the Committee considers it appropriate.

Associate members may, subject to the above restrictions, enjoy all other privileges of the Association.

2.4.1 JUNIOR

- a)** A Junior Member shall be under the age of twenty one (21) years at the beginning of the Association year.
- b)** Junior Members shall only be entitled to vote for and hold office of Junior Committee where formed.
- c)** Junior Members shall be eligible for Senior Membership on payment of the appropriate Annual Subscription at the commencement of the Association year next after their attaining the age of twenty one (21) years.
- d)** Subject to the discretion of Committee and any applicable licensing laws, Junior Members may enjoy all other privileges of the Association.

2.4.2 STUDENT

- a)** Student members shall be over the age of twenty one (21) years but under the age of twenty-three (23) years at the beginning of the Association year.
- b)** Applications shall be made in writing and the applicant will need to satisfy Committee of their full-time student status.

2.4.3 KEEL BOAT CREW

- a)** Keel Boat Crew Members are those persons over the age of twenty one (21) years at the beginning of the Association year, who wish to crew in Keel Boat racing at SBSC.
- b)** Keel Boat Crew Members must purchase a Senior YV Silver Card through SBSC.
- c)** Keel Boat Crew Members may apply for one Kayak storage space only.

2.4.4 DUAL MEMBERSHIP

- a)** Dual membership is offered to Senior Members of other yacht clubs and must hold a current YV Silver Card.
- b)** Dual Members are entitled to skipper or crew in all SBSC Sailing events.
- c)** Dual Members may apply for one Kayak storage space only.

2.4.5 HONORARY MEMBERSHIP

- a)** Any two Members of the council may appoint a person or persons as Honorary Members of the Association for periods from one (1) day to one (1) year.
- b)** Such Membership will be for a fixed period and if in excess of three (3) consecutive days will be subject to confirmation at the next Committee Meeting.
- c)** Honorary Memberships shall terminate on expiration of the fixed period but in any case at the end of the Association year.
- d)** Honorary Members do not pay fees or subscriptions, but are eligible to participate in Association activities.

2.4.6 SOCIAL MEMBERS

- a)** Social Members are those persons of or over the age of twenty one (21) years at the beginning of the Association year, who wish to avail themselves to the facilities of the Association.
- b)** Social Members seeking Senior Membership shall, if successful, pay the pro-rata difference for the current year between the two subscriptions.
- c)** Social Members are not permitted to compete in any Association controlled or sponsored competitive sporting event for which any capitation fee is payable by the Association.
- d)** Social Members may apply for one Kayak storage space only.

2.5. MEMBERSHIP FEES

2.5.1 New members who join the Association during the sailing season (October to May) shall pay a pro-rata Annual Subscription, as determined by Committee, from the 1st January, for the first year.

2.5.2 The Committee may, from time to time, initiate special entitlements for membership for the benefit of the Association.

2.5.3

Membership Category	Percentage of Family Fee
Family	100%
Senior	70%
Student	30%
Junior	20%
Social	40%
Keel Boat Crew	40%
Dual	30%
Life	Nil
Honorary	Nil

2.5.4 Joining Fees

Joining fees may be implemented from time to time and the amount determined by Committee.

3. LEAVE OF ABSENCE

3.1 Any Member anticipating absence from their usual abode for a significant portion of a membership year, may make written application to Committee for Leave of Absence from the Association.

3.2 Terms and conditions will be at Committee's discretion and the Committee's decision will be final.

3.3 Members granted Leave of Absence shall receive all Club Notices via e-mail.

4. BOAT STORAGE

4.1 Fees for boat storage shall be determined by Committee.

4.2 Members seeking storage for their boat must submit a 'Boat Storage Application' form to Committee. Once this is approved by Committee and the relevant storage fee paid members are able to store;-

a) Boats and/or beach trolleys in the racks and locations allocated within the fenced boat compound provided always all items so stored are completely secured against the action of winds and weather and;

b) Spars (masts and booms only) in the rack(s) within the allocated storage area provided always each item so stored is clearly marked with the sail number of the boat to which it belongs.

4.3 All items stored must be clearly labelled with permanent markings and will include owner's name and phone contact details.

4.4 No item is to be re-located from its allocated position(s) unless prior written permission has been obtained from Committee.

4.5 Boats stored in the boat-yard must be kept on the supplied racks, beach trolley, boat rollers or similar. Some boats may be allocated storage on the grassed area during the summer season only. These boats must be securely tied down using the hard points provided.

4.6 Only boats that have storage fees paid and been allocated a position by the yard master are allowed to be stored in the boat-yard.

5. STORAGE – MASTS STEPPED

5.1 Limited space is available for yachts requiring storage with masts stepped. Application must be made in writing to the Committee for approval.

- 5.2 An approved Mast Baffle must be fitted.
- 5.3 Storage fees will be determined by Committee.
6. **OWNER ONUS APPLIES**
All craft, associated equipment, clothing and valuables stored or left in the club yard or buildings is at the owner's risk
7. **RESCUE VESSELS**
- 7.1 Only licensed and authorised persons are permitted to drive or be designated as the person in charge of a rescue vessel.
- 7.2 Children between the ages of 12 to 16 are permitted to drive the rescue vessels if licensed and accompanied by an adult that is licensed and authorised to be in charge of the rescue vessel.
- 7.3 Juniors between the ages of 16-18 are permitted to drive the rescue vessels if licensed and given authorisation by the Committee or their representative.
- 7.4 Club rescue vessels must always be adequately crewed i.e.:
An authorised person in charge
A crew person
It should be noted THESE ARE CONSIDERED MINIMUM REQUIRMENTS.
- 7.5 Minimum requirement for racing is as follows
a) For OTB course racing, two adequately crewed rescue vessels are required
b) For OTB twilight racing, one adequately crewed rescue vessel is required
c) For Keel Boat and Trailable races, no rescue craft are required
8. **SAIL TRAINING VESSELS**
- 8.1 Training vessels are to be used as directed by Committee.
- 8.2 Any damage caused to Club Training Vessels may, by the direction of the Committee, be the responsibility of the borrower.
9. **RACE ENTRY (VISITORS) FEES**
- 9.1 Race Entry (or Visitors) Fees, as determined by Committee, shall be paid BY ALL YACHTS (Members and Visitors) competing at or sailing under the auspices of SBSC Inc.
- 9.2 Members from Clubs with which SBSC has reciprocal rights agreements are exempt from Race Entry (Visitors) Fees, provided they can produce proof of current home Club Membership when required.
- 9.3 Visitors and Sailing fees can be paid at the Race Control Centre.
- 9.4 Visitors crewing SBSC registered yachts in any competitive event or activity shall pay a Visitors (Crew) Fee, of an amount equal to the Race Entry (Visitors) Fee.
- 9.5 Any one Visitor is permitted to crew on a MAXIMUM of FIVE (5) occasions, after which – if they wish to sail at SBSC they will be required to become a Member of the Association in the appropriate category.
- 9.6 Visitors (Crew) Fees are paid in the same envelope as Sailing Fees with the Visitors name and current AYF number clearly PRINTED and the envelope marked CREW FEES.
10. **NON-MEMBER VISITORS OR GUESTS**
- 10.1 Any visitor or guest MUST be introduced and accompanied by a Member of the Association. The name, address, and date of visit must be entered in the Visitors' Book provided in the Club Room. The accompanying member shall countersign the entry in the Visitors' Book.
- 10.2 A Member introducing a visitor shall be responsible for the visitor's conduct whilst on the premises and shall ensure that the visitor leave the premises immediately upon being requested to do so by a Member of the Committee.

- 10.3** A visitor to the Club must not be supplied with liquor in the Club premises unless the visitor is:
A guest in the company of a Member of the Club

11. BUILDINGS

- 11.1** All doors and windows must be closed and locked by the last Committee Member or their delegate when leaving any building of the Club at any time.

12. CONTROL TOWER

- 12.1** The Control Tower is out of bounds except for Committee Members, Members of the Sailing Committee and those members rostered to work specifically in this area on a particular day.

13. KITCHEN & CATERING

- 13.1** The kitchen is a restricted area of the club building and is only to be used by the Caterer and his staff for functions being held at the club.

14. LIQUOR LICENCE RESTRICTIONS

- 14.1** Members cannot bring their own alcohol to any part of the club premises or grounds.
- 14.2** Alcohol can only be consumed by members and their guests of legal drinking age who have paid their membership and signed their guests in at the bar.
- 14.3** Only alcohol purchased from the bar can be consumed within the licensed areas of the club.
- 14.4** The licensed areas of the club include:
Northern Balcony (Before 11.00pm ONLY)
Western Balcony
Main Clubhouse Area
South Western Community Room
- 14.5** Liquor cannot be purchased after 12.00 midnight.
- 14.6** Liquor cannot be consumed on the Northern Balcony after 11.00pm. Members will not be allowed access to the Northern Balcony after this time.
- 14.7** Members must leave the club in a quiet manner, ensuring they don't gather in the car park too long. Members are requested to leave the club as quickly as possible to avoid complaints from local residents about excessive noise.
- 14.8** The bar may be opened from 11.00am onwards at the operator's discretion

15. CHANGE ROOMS AND TOILETS

- 15.1** Change areas and toilets must be left clean and tidy after use. The Club is not responsible for the loss of clothing or valuables left in the change rooms. Any items of value that are lost should be reported to a member of Committee.

16. SMOKING

- 16.1** All Club premises and Rescue Vessels have been declared SMOKE FREE AREAS. Smoking in these areas is therefore PROHIBITED.
- 16.2** A suitable designated smoking area will be determined by Committee.

17. PETS

- 17.1** Pets are not allowed in any Club buildings and must be controlled on a leash by a Member in any of the Club surrounds.

18. REMOVAL OF PRIVATE PROPERTY FROM THE CLUB

- 18.1** All articles of clothing, valuables, sailing equipment and personal possessions must be removed from the Club at the conclusion of the daily activities, with the exception of boats and spars for which storage has been paid.
- 19. GATES**
- 19.1** All gates to the yards must be closed at all times after use and locked by the last Member leaving the club surrounds at the conclusion of the daily activities.
IF YOU ARE UNSURE IF YOU ARE THE LAST, LOCK IT.
- 19.2** Members unlocking storage areas on days other than programmed sailing days must lock all gates when not in the immediate area.
- 20. MOTOR VEHICLE AND TRAILER PARKING**
- 20.1** Boat trailers are not to be stored in the boat yard at **ANY TIME**.
- 20.2** Cars are not allowed into the boat-yard unless involved with the delivery or removal of boats to the boat-yard. Cars **MUST** be removed immediately following boat drop off, maximum of 5minutes per drop off.
- 20.3** Trailers used for delivery of boats to and from the boat-yard must be removed as soon as practicable
- 21. PUBLIC AREAS**
- 21.1** Members are reminded the Club Lease only extends to those areas bounded by our building lines and security fencing.
- 21.2** Other areas we “use” are Public Land, and must always be available for and accessible to the public.
- 21.3** Motor vehicles, trailers and/or any other equipment **MUST NOT BE LEFT TO BECOME A HAZARD OR AN OBSTRUCTION ON OR TO PUBLIC ACCESS WAY.**
- 22. POLICIES & GUIDELINES**
Ref Appendix 1
1. Equality Policy
 2. Harassment and Discrimination Policy
 3. Sexual Harassment Policy
 4. Violence and Bullying Policy
 5. Grievance Procedure