CSSA CONSTITUTION

For the purposes of this Constitution, the words “he,” “his” or “himself” shall be interpreted to apply to any gender.

1. NAME

The Association shall be called the Civil Service Sailing Association (hereinafter “the Association”).

2. OBJECTS

As a not-for-profit organisation, the objects of the Association shall be to:

(1) Promote and encourage cruising under sail or power, and racing under sail.

(2) Provide affiliation of clubs with shared interests.

(3) Facilitate cooperation of affiliated clubs to provide a broad range of boating opportunities for the members of affiliated clubs.

3. MEMBERSHIP

(1) Sailing clubs are eligible to apply to be affiliated to the Association as members.

(2) Clubs affiliated to the Association and their members shall abide by this Constitution and by any policies rules and guidance of the Association from time to time in force. This constitution is available on request to clubs affiliated to the Association and their paid-up members.

4. SUBSCRIPTIONS

The General Committee shall determine whether a membership subscription and/or affiliate levy charge will be made and the level of that charge.

5. THE GENERAL COMMITTEE

(1) The management of the Association shall be vested in a General Committee.

(2) The General Committee shall consist of up to two nominated representatives of each Affiliated Club.

(3) The General Committee shall meet at least four times a year. Meetings shall be called by a Senior Officer. The senior Officer present shall preside over meetings of the Committee. In the absence of a Senior Officer, the meeting shall elect a chairman from the Officers present for that meeting. A quorum for a meeting of the General Committee shall be five, of which at least one member shall be a Senior Officer. Records of the General Committee's meetings shall be kept by the General Secretary. The General Committee shall determine its own procedure. The General Committee may weight the voting rights of Affiliated Clubs to assure an appropriate balance between larger and smaller Clubs.

(4) The General Committee shall be empowered to further the objects of the Association and in particular shall have the power -

(a) to conduct the financial affairs of the Association;

(b) to facilitate joint and coordinated activities of affiliates;

(c) to approve applications for the affiliation of Clubs submitted in accordance with Rule 12, and may revoke such decisions in appropriate circumstances;

(g) to appoint such Officers, additional to those prescribed in Rule 7, as it may deem necessary for the convenient conduct of business;

(h) to fill at its discretion vacancies occurring among the Senior Officers or other Officers of the General Committee by co-opting members of clubs affiliated to the Association so long as no club has more than three representatives;

(5) The General Committee shall appoint from among the paid-up members of the clubs affiliated to the Association such committees as it may deem necessary to promote the objects of the Association. The committees so appointed shall be responsible to the General Committee.

6. TRUSTEES

The assets of the Association shall be vested in not less than two and not more than four Trustees who shall be appointed by the General Committee and each of them shall hold office until death, resignation or revocation of the appointment by the General Committee. The Trustees shall deal with the assets in accordance with the Constitution and as directed from time to time by the General Committee.

7. OFFICERS

(1) There shall be the following honorary senior officers of the Association:

The Chair
The General Secretary
The Treasurer

(2) There shall be the following honorary officers of the Association:

The Membership Secretary
The Offshore Secretary
The Publicity Officer
The Training Officer
The National Regattas Officer

And up to 4 further honorary officers.

(3) The Chair shall be elected by the General Committee for a three-year term and shall be eligible for re-election for one further three-year term, but shall then retire for not less than three years.

(4) The other honorary officers prescribed in Rule 7 shall be elected by members of affiliated clubs as provided in Rule 8.

8. APPOINTMENT OF OFFICERS

(1) Seven honorary officers other than the Chair and up to four further honorary officers, shall be elected annually and shall then be eligible for re-election.

(2) Each Affiliated Club may nominate up to two of its paid-up members as its representatives to be officers on the General Committee. Nominations shall be for a period of a year and shall be forwarded to the General Secretary by 14th

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February in each year but the nominees may be changed at any time following notification to the General Secretary.

(3) Nominations for the four unnamed and seven named (except that of the Chair) General Committee officer posts which are to fall vacant at the next Annual General Meeting shall be sent in writing to the General Secretary not later than 14th February preceding it. Each nomination shall be proposed within an affiliated club by at least two paid-up members of the affiliated club. Each club affiliated to the Association may forward up to two nominations to the General Secretary. If the nominations so received exceed the number of vacancies, the General Secretary shall ensure they be circularised with particulars in the form of a ballot sheet with the notice of the Annual General Meeting. Members entitled to vote at General Meetings will be requested to record their votes on the ballot sheet and return it so as to reach the General Secretary at least four days before the Meeting. The result of the ballot shall be announced at the Meeting and the new Officers of the General Committee will take office at the end of the Meeting.

9. ANNUAL GENERAL MEETING

(1) An Annual General Meeting of the Association shall be held between 1st April and 30th June of each year for the purpose of:

(a) receiving the General Committee's report for the period ended 31st December, and statements of account for the previous year, made up to 31st December;

(b) appointing Auditors or independent examiners;

(c) considering any business submitted in accordance with this Constitution.

(2) The General Secretary shall give notice of the Annual General Meeting through the Secretary of each Affiliated Club not less than twenty-one days before the Meeting for onward transmission to all paid-up members of affiliated clubs.

(3) A text of every motion intended to be brought before the Annual General Meeting, proposed by not less than two paid-up members of an affiliated club, shall be sent to the General Secretary so as to arrive not later than 14th February preceding it. The General Secretary shall ensure a copy of every such motion is made available to all members of affiliated clubs through the Secretaries of Affiliated Clubs at least twenty-one days ahead of the Annual General Meeting.

10. SPECIAL GENERAL MEETING

On the application in writing of not less than twenty-five paid-up members of affiliated clubs to the General Secretary, stating the business to be submitted, a special General Meeting shall be called within twenty-eight days, not less than twenty-one days' notice being given. The General Committee may call a special General Meeting at any time, subject to not less than twenty-one days' notice. Notice of a special General Meeting shall be given through the Secretary of each Affiliated Club not less than twenty-one days before the Meeting for onward transmission to all paid-up members of affiliated clubs.

11. PROCEDURE AT GENERAL MEETINGS

(1) The chair shall be taken by the senior Officer present or if none by the most senior honorary officer present, seniority for this purpose being determined by the order in Rule 7(1) & (2).

(2) A quorum shall be twenty paid-up members of affiliated clubs present in person or remotely, of which at least one member shall be a senior Officer. If a quorum is not

reached the meeting shall be postponed and reconvened in accordance with Rule 9 or 10 and the paid-up members of affiliated clubs present shall be deemed a quorum.

(3) All paid-up members of affiliated clubs may attend a General Meeting of the Association and speak and vote. A person who is, or is deemed to be, a paid-up member of more than one club affiliated to the Association shall have only one vote. A paid-up member of an affiliated club who is unable to attend the meeting may, by an authorising document given to another paid-up member, cast his vote or votes by proxy; the Association General Secretary shall receive the authorising document before the start of the meeting. The General Committee may make provision for remote electronic participation and voting.

(4) Voting for the appointment of Officers and Committee members is by ballot of members before the Annual General Meeting (Rule 8).

(5) Except in respect of Rule16 of this Constitution, voting shall be by simple majority. The Chair of the meeting shall have no vote except in the case of an equality of votes.

(6) Business, other than that of a routine nature, shall not be transacted at a General Meeting unless notice of it has been given in accordance with this Constitution or the Chair so decides; provided that business involving any change in the Constitution of which no notice has been given under Rule 9(3) or Rule 10, as appropriate, shall not be discussed.

12. AFFILIATED CLUBS

(1) Sailing clubs which are structured as an Unincorporated body, Charity, Trust, a Company Limited by Guarantee or similar entity, may become affiliated to the Association, subject to the General Committee of the Association being satisfied that such club is affiliated to the RYA, shows good governance, and has systems in place to sustain good governance.

(2) Clubs that were Affiliated to the Association prior to this revision of this Association Constitution will have the rights of Affiliated Clubs and be entitled to up to two nominated representatives to the General Committee of the Association until such time as the club disaffiliates from the Association.

13. FINANCE

(1) The Treasurer shall administer the funds of the Association under the direction of the General Committee.

(2) The Treasurer shall from the funds of the Association reimburse members, including himself, all costs and expenses, including authorised travelling expenses, which have been properly incurred by them in or about the discharge of their duties in connection with the business of the Association and all cost and expenses which have been specifically authorised by the General Committee.

(3) All officers of the General Committee and Trustees of the Association shall be indemnified out of the funds of the Association for all losses by them and all claims made against them in connection with the business of the Association not caused by their own misbehaviour or lack of reasonable care.

(4) Financial statements as at 31st December shall be prepared annually on behalf of the General Committee by the Treasurer. They shall be prepared in accordance with the United Kingdom Generally Accepted Accounting Practice and be subject to an Independent Examination by a qualified Chartered Accountant. The

examined financial statements shall be submitted to the Annual General Meeting of the Association.

(5) The Association's bankers shall be such one or more banks as the General Committee shall resolve.

(6) The Association may not borrow money, except as may be authorised by a resolution of a General Meeting.

(7) Pooled funds managed by the Association on behalf of affiliated clubs shall be treated independently of the funds and assets of the Association.

14. FLAGS

(1) The Burgee of the Association shall be white, surrounded by red and blue bands of equal width, the red border being within the blue border and separated from it by a white fimbriation. The vertical side of the white area shall be two-thirds of the height of the hoist. At the centre of the Burgee there shall be a blue anchor inclined so that the ring is further from the hoist, fouled with red tape.

(2) A paid-up member of a club affiliated to the Association may fly the Burgee of the Association on any boat of which he is in effective control.

(3) The Burgee of the Association may be flown by club boats of Affiliated Clubs.

(4) The membership flag of the Association shall be a square flag bearing the colours and design of the Burgee. It may be flown at the cross-trees or yard-arm of any vessel of which the skipper is a paid-up member of a club affiliated to the Association.

16. AMENDMENT

This Constitution shall not be altered or amended unless a motion proposing such alteration shall have been sent to all members in accordance with Rule 9 or 10 and carried by a majority of not less than two-thirds of the votes cast at a General Meeting of the Association.

17. INTERPRETATION

(1) Any matter not covered by the Constitution or any question as to the interpretation thereof shall be decided by the General Committee.

(2) The accidental omission to give notice of a meeting to, or the non-receipt of notice by, any member of a club affiliated to the Association entitled to such notice shall not invalidate the proceedings of that meeting.

18. DISSOLUTION

On dissolution of the Association, its assets shall be used to pay all debts, and any residue of such assets shall be distributed to affiliated clubs.

November 2026

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