BYE LAWS OF SILVER WING LAKE LIMITED

(THE "CLUB")

ADOPTED: 17th November 2019

MOST RECENT UPDATES ADOPTED: 30th November 2025

PART 1: INTERPRETATION

1 INTERPRETATION

1.1 These Bye Laws are made pursuant to Article 13.4.2.

1.2 In these Bye Laws, unless the context requires otherwise:

Articles	means the articles of association of the Club from time to time and **Article** refers to a particular provision in them;
Associate Member	means a member of the Club who is not a Club Member, and who therefore neither has voting rights at general meetings nor any other rights to which members of companies are entitled under the Articles or the Companies Acts, and **Associate Membership** shall be interpreted accordingly;
Boating	means sporting, recreational and other activities carried out in water-borne craft of any description powered by the wind or by mechanical or human means including motor boats only in connection with sailing racing and training activities and the safety of participants
Bye Laws	means these bye laws of the Club made pursuant to Article 13.4.2, and **Bye Law** refers to a particular provision in them;
Club Facilities	means the Clubhouse, all premises of the Club, the water controlled by the Club, any equipment made available by the Club (whether for a fee or without charge), all changing and washing facilities, all storage facilities, and any other facilities made available (whether for a fee or without charge) at the Clubhouse or on the Club's premises from time to time;
Clubhouse	means the clubhouse situated at Staines Road, Wraysbury, Staines, TW19 5AG;
Club Member	means a company member of the Club, as that term

	is defined by section 112 of the Companies Act 2006, and **Club Membership** shall be interpreted accordingly;
Fees	shall have the meaning given in Bye Law 6.1;
Lease	means the lease between Affinity Water Limited and BA Clubs Limited dated 23rd November 2017 as assigned to Silver Wing Lake Limited on 30th September 2019
Member	means all members of the Club, whether Club Members or associate members, and **Membership** shall be interpreted accordingly; and
Royal Yachting Association and RYA	means the Royal Yachting Association, a company limited by guarantee registered in England and Wales with registered company number 00878357.

1.3 These Bye Laws are supplemental to the Articles. Nothing in these Bye Laws is intended to contradict the Articles or the provisions of the Companies Acts and, in the event of any inconsistency between any provision of these Bye Laws and any provision of the Articles, the Articles will prevail.

1.4 Unless the context otherwise requires words or expressions contained in this document bear the same meaning as in the Articles.

1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of any subordinate legislation from time to time made under it, and any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

1.6 The activities of Silver Wing Lake Limited and its Members are limited by the provisions of the Lease and the lake's protected status as a "Site of Special Scientific Interest"

PART 2: MEMBERSHIP

2 MEMBERSHIP

2.1 Membership shall be open to anyone interested in the sport of Boating on application, regardless of sex, age, disability, race, sexual orientation, gender reassignment, pregnancy or maternity, religion or belief. Membership may, however, be limited according to available facilities on a non-discriminatory basis.

2.2 Article 11.5 gives the directors the power to create different classes of Membership, and to decide who will be eligible for admission to them and what

their rights and obligations will be. For the avoidance of doubt, Associate Membership conveys neither Club Membership nor any of the rights or privileges of Club Membership under the Articles or the Companies Acts.

2.3 There shall be the following classes of Club Membership:

2.3.1 Full Members;

2.3.2 Family Members (lead adult and a maximum of one other voting member); and

2.3.3 Student Members;

2.4.4 Honorary Members;

2.4 There shall be the following classes of Associate Membership:

2.4.1 Family Members (all persons other than the lead adult and the voting member);

2.4.2 Junior Members;

2.4.3 Social Members;

2.4.4 Temporary Members;

2.4.5 Dragon Boat Group Members; and

2.4.6 Angling Group Members

2.4.7 Scout Members

3 ELIGIBILITY FOR MEMBERSHIP

3.1 Full Membership is open to any individual aged 18 or over who is interested in the sport of Boating. Full Members are Club Members with the right to attend and vote at general meetings in accordance with the Articles and the Companies Acts.

3.2 Family Membership is open to each of the members of a family grouping of one or two adults, together with any number of children within their guardianship under the age of 18, or financially dependent children under the age of 24 in full-time education, who are interested in the sport of Boating. The family grouping will pay a single family subscription. The adult who pays the subscription will be the "lead adult" and up to one other member of the family group, who must be aged 18 or over will be the “voting member”. The lead adult and voting member (if any) will be Club Members. Each other member of the family grouping will be an Associate Member. Only the lead adult and voting member will be Club Members and, as such, will have and may exercise all the rights and privileges of Club Membership. For the avoidance of doubt, only the lead adult and voting member will have the right to receive notice of, and to attend and vote at, any general meeting.

3.3 Junior Membership is open to any individual under the age of 18 who is interested in the sport of Boating and whose parent or guardian is a Social Member. Junior Members are Associate Members, and as such have no right to attend or vote at general meetings.

3.4 Student Membership is open to any individual aged 18 or over but under the age of 24 in full-time education, who is interested in the sport of Boating. Student Members are Club Members and have the right to attend and vote at general meetings.

3.5 Honorary Membership may be awarded to individuals in recognition of services rendered to SWSC or to the sport of sailing. However, Honorary Membership shall not be granted to an active sailing member. The SWSC Committee may nominate for election at an AGM such persons as Honorary Members as they think fit. The total number of Honorary Members shall not, however, at any time, exceed 10. The election of Honorary Members shall be put to a vote by the membership at the AGM each year and such persons shall be granted Honorary Membership if approved by special resolution of the Club Members at the AGM. Honorary Members are defined as Club Members, and as such have the right to attend and vote at general meetings.

3.6 Social Membership is open to any individuals with an interest in the sport of Boating, but who wish to attend the Clubhouse for social purposes only and do not wish to participate in Boating activities. Social Members are Associate Members, and as such have no right to attend or vote at general meetings.

3.7 Temporary Membership is open to members of another RYA recognised clubs or organisations. Temporary Members are Associate Members, and as such have no right to attend or vote at general meetings.

3.8 Dragon Boat Group Membership refers to membership by all of the members of the Dragon Boat section of BA Clubs Limited. Each of these members is an Associate Member, and as such have no right to attend or vote at general meetings.

3.9 Angling Group Membership refers to membership by all of the members of the Angling section of BA Clubs Limited. Each of these members is an Associate Member, and as such have no right to attend or vote at general meetings.

3.10 For the avoidance of doubt, where the type of Membership available to, or subscription payable by, an individual is related to age it will be determined by the age of the individual on the date of registration of his Membership, or its renewal date.

3.12 The Club Members and Associate Members other than Dragon Boat Group Members and Angling Group Members shall be known as members of Silver Wing Sailing Club (SWSC)

3.13 Scout Members refers to membership by other groups (e.g. members of local scout groups) offered the use of SWLL facilities under terms agreed by the SWSC Committee, for undertaking boating related activities together with their

relevant group but separately from general SWSC activities. Scout Members are Associate Members, and as such have no right to attend or vote at general meetings. Other members of their relevant groups attending under the agreement of the SWSC Committee do so as guests of the Scout Member

4 BECOMING A MEMBER

4.1 An application for Membership shall be in the form from time to time prescribed by the directors, and shall include the name, address and email address of the applicant.

4.2 Upon receipt of an application for Membership and payment of the applicable fees, the membership secretary shall enter the details in the register of members.

4.3 The directors have sole discretion to decide whether or not to accept an application for Membership.

4.4 The directors may refuse applications for Membership only for good cause, such as conduct or character likely to bring the Club or the sport of Boating into disrepute. Appeals against the directors' decision to reject an application for Membership may be made to the Club Members in general meeting.

4.5 The membership secretary shall provide new Members with a copy of the Articles and these Bye Laws. The membership secretary shall inform anyone whose application is refused by the directors within 28 days of receipt of the application and shall refund any fees already paid.

4.6 Every successful applicant shall, upon becoming a Member, provide the membership secretary with an up-to-date address and email address which shall be recorded in the register of Members, and any notice sent to such address or email address shall be deemed to have been duly delivered.

5 RIGHTS AND PRIVILEGES OF MEMBERSHIP

5.1 The rights and privileges of each class of Membership shall be as follows, subject in each case to the provisions of the Articles and these Bye Laws:

5.1.1 Full Members, Family Members, Junior Members, Student Members and Honorary Members shall have the full use of all the Club Facilities;

5.1.2 Social Members shall have the use of the Clubhouse only;

5.1.3 Temporary Members shall have full use of the Club Facilities, but they:

(a) shall have no right to enter Club races or regattas unless specifically authorised by the directors;

(b) shall have no right to bring guests to the premises of the Club;

(c) shall have no right to take any part in the management of the Club;

(d) are deemed to have notice of and impliedly undertake to comply with the Articles and these Bye Laws; and

(e) shall be liable to be expelled from the Clubhouse and/or prohibited from using the Club Facilities if, in the opinion of the directors, they have not reasonably complied with the conditions set out in the Articles and these Bye Laws in force from time to time.

5.2 Dragon Boat Group Members shall have the use of the Clubhouse, the water controlled by the Club, and those facilities such as dragon boat section storage as agreed with the directors in the memorandum of understanding between the dragon boat section and the Club.

5.3 Angling Group Members shall have no use of the Clubhouse, nor any of other facilities of the Club. They will have access for the purposes of angling as agreed with the directors in the memorandum of understanding between the angling section and the Club.

5.4 The assets owned and controlled by the Club exist solely for the benefit of the members of Silver Wing Sailing Club. It is expected that Dragon Boat Group Members and Angling Group Members will have their own assets that are owned and controlled by BA Clubs Limited. The SWSC Committee (see 12.4) may however, decide to make Club assets (e.g. sailing and motor boats) available to the Dragon Boat Members and Angling Group Members and other organisations, on terms to be agreed, provided doing so is for the benefit of the Club and its members.

6 MEMBERSHIP SUBSCRIPTIONS AND FEES

6.1 The following fees (the Fees) shall be payable by Members, as applicable in accordance with this Bye Law 6:

6.1.1 an annual subscription fee in respect of their Membership; and

6.1.2 for those Members wishing to use their own boats on the water controlled by the Club, an annual boat permit fee, which shall entitle a Member to sail or otherwise propel his or her own boat on the water controlled by the Club and a space in the Club's boat park. Trailers must be stored in the same space as the boat or alternatively another space must be purchased. Boats owned by members but not kept in the boat park may be used on the water controlled by the Club without an additional fee

6.1.3 for those Members wishing to make use of the boats owned by the Club (a “Club Boat”), an annual club boat fee, which shall entitle a Member to sail or otherwise propel a Club Boat on the water controlled by the Club

6.1.4 Members may choose to pay each of the above annual fees by monthly instalments, by applying to the membership secretary, but members paying by monthly instalments have no right to vote at general meetings until 12 consecutive payments have been made

6.2 Members who have paid an annual fee, or have paid 12 monthly fee instalments, and have completed a year's membership, carrying out their requested duties, will receive a reduction to the clubhouse/venue hire for their personal use.

6.3 The Fee rates for each class of Membership shall be proposed by the directors to the Club Members at the AGM in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative on the first day of the following April for those paying by monthly instalments, or on the next renewal date following that for those paying annually.

6.4 The current Fee rates shall be prominently displayed in the Clubhouse and on the Club's website.

6.5 Fees will be kept at levels that will not pose a significant obstacle to people participating.

6.6 Subject to Bye Law 7.1 all Members opting to pay fees annually shall pay the applicable Fees for their first year of Membership within one calendar month of becoming a Member, and thereafter on the first anniversary of joining or a year after their previous annual payment was due.

6.7 Members shall have no rights or privileges whatsoever in relation to voting and the use of the Club Facilities until the applicable Fees for Membership have been paid and conditions observed.

6.8 Members wishing to use their own boats on the water controlled by the Club shall ensure that the boats are adequately insured including insurance against third party claims of at least £3,000,000.

6.9 The operating committee for the Dragon Boat Group Members will pay a single fee to the Club, agreed annually with the directors, to cover the use of the facilities for all Dragon Boat Group Members.

6.10 The operating committee for the Angling Group Members will pay a single fee to the Club, agreed annually with the directors, to cover access for the purposes of angling for all Angling Group Members.

7 EXCEPTIONS TO THE REQUIREMENT TO PAY FEES

7.1 Honorary Members shall not be required to pay fees.

8 TERMINATION OF MEMBERSHIP

8.1 If a Member fails to pay any applicable Fees that are due within one calendar month of becoming a Member, their Membership shall be automatically terminated.

8.2 A Member wishing to cancel their Membership shall give notice in writing to the membership secretary before the last day of February and shall not then be liable to pay the subscription for the following year. A Member who retires in accordance with this Bye Law shall not be entitled to have any part of their Fees refunded.

8.3 The directors may cancel, without notice being given, the Membership of any Member whose Fees are more than one month in arrears (in whole or in part), provided that the directors may, at their sole discretion, re-instate any such Member upon payment of arrears. No Member whose Fees are in arrears (in whole or in part) may enter any Club event or regatta or (if applicable) vote at any general meeting.

8.4 Any person who has been expelled from Membership shall not be entitled to have any part of their Fees refunded and must immediately return any trophy or trophies held.

8.5 Upon expulsion of a Member, the directors may dispose of the former Member's boat and/or trailer in accordance with Bye Law 14.2.

9 CONDUCT OF MEMBERS & DISCIPLINARY ACTION

9.1 Every Member is deemed to have notice of, and undertakes to comply with, the Articles and these Bye Laws.

9.2 Any breach of Bye Law 9.1 or any conduct which, in the opinion of the directors, is either unworthy of a Member or otherwise injurious to the interests of the Club, shall render a Member liable to disciplinary action by the directors, which may include expulsion or non-renewal of Membership.

9.3 Before taking any disciplinary action against a Member, the directors shall ask the Member in question to provide a written explanation of their conduct and shall give the Member the opportunity to explain their conduct to the directors or to voluntarily cancel their Membership.

9.4 The directors (or any person to whom the directors shall delegate this power) may temporarily suspend or exclude a Member from particular training sessions, racing and/or wider Club activities, if they consider in their sole discretion that such action is in the best interests of the Club.

9.5 A Member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the directors or by the Secretary upon the instructions of the directors.

9.6 A Member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without permission of an Officer.

9.7 Members should settle payment for any refreshments at the time of purchase unless saved to a tab. Tabs must be settled before leaving the club premises.

9.8 All suggestions shall be entered in the suggestion box and signed by the Member.

9.9 Complaints of any nature relating to the management of the Club shall be addressed in writing to the Secretary. Under no circumstances shall an Official of the Club be personally reprimanded by a Member.

9.10 All Silver Wing Sailing Club members shall contribute to the running of the club by helping with racing, training, club maintenance and social activities as needed, and in particular will be responsible for helping to run the activities of the club on at least 3 days per year.

9.11 Silver Wing Sailing Club members with their own boats shall keep the area around their allocated berth in the boat park in a tidy state, and in particular it shall be weeded at least twice a year by that member. Repeated failure to comply may result in the member being refused permission to renew their boat permit fee and asked to remove their boat from the boat park at the discretion of the SWSC Committee.

9.12 Members may request a key which will be supplied against a deposit. Members are responsible for ensuring the security of the clubhouse and site, and on leaving, if none of the committee or duty team are present, should check that anyone else remaining on site has a key and will take responsibility for securing the site.

9.13 Junior Members including family members under the age of 16 years are not permitted to be on site unaccompanied at any time unless taking part in an organised training activity and signed into the care of those organising the training. Junior Members over the age of 16 may only be on site unaccompanied during the normal hours of operation and with the permission of their parent or guardian.

10 GUESTS

10.1 Members shall enter the names of all guests in the guest book. Not more than three guests may be introduced in any one day and the same guest may not be introduced more than six times in any calendar year. This clause does not apply to guests introduced via Scout Members (see 3.13).

10.2 A member of any club affiliated to the Royal Yachting Association (a list of which is published by the Royal Yachting Association) may be authorised to use the Club Facilities by any director. Such authorisation shall specify the dates on which that person may use the Club Facilities.

10.3 Any person who is a competitor or crew member in any race sponsored by or on behalf of the Club is entitled to the use of the Club Facilities within a period of 24 hours before and after the race in which they are competing.

10.4 The Secretary or any other person who has received the authority of two directors, may expel, temporarily or permanently, any person who has the right to the use of the Club Facilities under this Bye Law 10.

11 LIMITATION OF CLUB LIABILITY

11.1 Members use the Club Facilities entirely at their own risk and accept that:

11.1.1 the Club will not accept any liability for any damage to or loss of property belonging to Members;

11.1.2 the Club limits its liability to the fullest extent permitted by law in respect of personal injury to Members or their guests arising out of the use of the Club Facilities; and

11.1.3 Membership and acceptance of the Articles and these Bye Laws will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act 2018 (as amended).

11.2 Bye Law 11.1 shall be exhibited in a prominent place within the Clubhouse

PART 3: MANAGEMENT

12 DIRECTORS

12.1 The board of directors shall consist of the Officers plus the Club Secretary (ex officio), see A.5

12.2 The directors may at any time co-opt any individual who is a Club Member to fill a vacancy in their number or (subject to a maximum of eight) as an additional director, but a co-opted director holds office only until the next AGM.

12.3 The directors shall meet at least every three months making such arrangements as the conduct, place of assembly and holding of such meetings as they wish, in accordance with the provisions of the Articles.

12.4 The routine operation of SWSC shall be overseen by an operating committee (the “SWSC Committee”) whose duties are described in further detail in the Appendix.

12.5 To comply with Article 6.2, at the AGM each year, at least one of the Rear Commodore positions, as described in A.5, shall be nominated to be an Officer and director.

PART 4: MISCELLANEOUS

13 SALE OF INTOXICATING LIQUOR

13.1 The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the directors, or of a special committee appointed by the directors.

13.2 Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Clubhouse in accordance with the Articles and these Bye Laws. No Junior Member or anybody under the age of eighteen may purchase, attempt to purchase or consume intoxicating liquor on the Club premises..

13.3 The directors shall cause the bar in the Clubhouse to be opened (subject to terms of the Clubhouse certificate) at convenient times (and such times shall be prominently exhibited in the Clubhouse) for the sale of excisable goods to persons stated in Bye Law 14.2, PROVIDED THAT guests' names and addresses and the name of their introducer shall have been entered in the guest book upon entry to Clubhouse.

13.4 No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.

13.5 Proper accounts of all purchases and receipts shall be kept and presented at the AGM in each year and such information as the Treasurer may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.

13.6 The permitted hours for the supply of intoxicating liquor are as follows:

14.6.1 Sunday – Thursday: 10.0am to Midnight

14.6.2 Friday: 10.0am to 00.30 the following day

14.6.3 Saturday: 10.0am to 01.00 the following day

or in accordance with the Club’s licence conditions

13.7 The bar in the Clubhouse will be open at the hours set out in Bye Law 14.6 or at such other hours as may be decided by the directors, subject to any restrictions imposed from time to time by the Licensing Authority.

13.8 Corkage may be charged to anyone bringing onto the Club’s premises and consuming their own alcoholic drinks.

14 MISCELLANEOUS

14.1 The Clubhouse shall be open to Members at such times as the directors shall direct.

14.2 If, at any time, any Fees payable to the Club by any Member or former Member shall be one month or more in arrears and a boat and/or trailer and/or any other property of a Member or former Member remains upon the Club premises then that Member or former Member shall remove the boat and/or trailer and/or any other property from the Club immediately. If the Member or former Member fails to remove the boat and/or trailer and/or any other property then the directors may:

14.2.1 move the boat and/or trailer and/or any other property to any part of the Club premises without being liable for any loss or damage howsoever caused;

14.2.2 give three months' notice in writing by post to the Member or former Member at his last known address as shown in the register of Members and then either:

(a) sell the boat and/or trailer and/or any other property and deduct any monies due to the Club from the net proceeds of sale before accounting for the balance (if any) to the Member or former Member; or

(b) if the boat and/or trailer and/or any other property is unsaleable, dispose of the boat and/or trailer and/or any other property in any manner the directors may think fit and deem the cost of doing and any arrears to be a debt owing to the Club by the Member or former Member; and

14.2.3 the Club reserves the right to charge storage for the boat and/or trailer and/or any other property until such time as the owner collects the boat and/or trailer and/or any other property or until notice has been served under Bye Law 14.2.2, PROVIDED ALWAYS THAT proper evidence is available to show that all reasonable steps have been taken to trace a Member or former Member and that, when and if the boat and/or trailer and/or any other property is sold, if the Club is unable to account to the Member or former Member for the balance of the proceeds of sale, then the balance of the proceeds of sale shall be placed upon bank deposit account and retained against the eventuality of a claim by the owner (whether he be the said Member or former Member or otherwise) for a period of one year.

14.3 In addition to Bye Law 14.2, the Club shall at all times have a lien over Members' or former Members' boats and/or trailers belonging to Members or former Members parked on the Club's premises or other property in respect of all monies due to the Club, whether in respect of arrears of Fees or otherwise and shall be entitled to retain possession of the boat and/or trailer and/or any

other property until such time as all monies due to the Club have been paid in full.

14.4 Members making purchases on behalf of the Club should submit details and receipts to the Treasurer who will arrange for them to be reimbursed. Claims should be submitted within six months of the date of purchase, otherwise they may not be paid.

14.5 Members, except Dragon Boat Group members, using the water controlled by the club or the jetties at any time must wear a buoyancy aid. Dragon Boat Group Members must wear buoyancy aids at least according to the guidance from their national governing body (the BDA) and other national sport guidance.

14.6 The Members acknowledge that these Bye Laws constitute a legally binding contract to regulate the relationship of the Members with each other and the Club.

14.7 These Bye Laws may be amended by the directors from time to time.

14.8 The directors may propose further rules governing the day-to-day operation of the sailing and related activities, which are applicable to all members of SWSC. Such rules will be supplemental to these Bye Laws. Nothing in such rules should contradict these Bye Laws and, in the event of any inconsistency between any provision of such rules and any provision of the Articles or these Bye Laws, the Articles or Bye Laws will prevail. Copies of any such rules will be made available to all members of SWSC.

14.9 Each of the operating committees responsible for the members of the Dragon Boat Group Members and Angling Group Members may propose further rules governing the day-to-day operation of their respective activities, which are applicable to the relevant Members. Such rules will be supplemental to these Bye Laws. Nothing in such rules should contradict these Bye Laws and, in the event of any inconsistency between any provision of such rules and any provision of the Articles or these Bye Laws, the Articles or Bye Laws will prevail. Copies of any such rules will be made available to the directors and to the relevant Members.

APPENDIX – DUTIES OF THE SWSC COMMITTEE

A.1 Membership of the SWSC Committee

a) The SWSC Committee shall comprise the SWLL Officers:

Commodore (chairman)

Vice Commodore

Rear Commodore(s)

Company Secretary

Treasurer

plus the Club Secretary and not less than two other members who may be agreed by the Club Members at a General Meeting or co-opted by the Officers

b) No person shall be elected to more than two of the above offices

c) The Commodore, Treasurer and at least one other Officer shall have been members of SWSC for a minimum of 12 months prior to election.

d) A member of the SWSC Committee who resigns in mid-term shall inform the Club Secretary in writing. A member of the SWSC Committee who ceases to be a member of SWSC shall, ipso facto, cease to be a member of the SWSC Committee.

A.2 Duties

The SWSC Committee shall administer the affairs, funds and assets of SWSC in accordance with the objectives stated in Article 3 and shall:

a) Expend the monies of SWSC in accordance with the approved budget and with the aim of advancing the objectives.

b) Ensure that the duties assigned to Officers and to other members are properly carried out.

c) Ensure that all sailing operations and related activities are carried out and that all equipment is maintained in accordance with appropriate safety standards by suitably experienced personnel.

d) Maintain the following records

i) Register of members

ii) Minute book or file

iii) An account of all income and expenditure

v) Register of equipment and capital items held and their location

e) Maintain a shared filing system for club documents (for example using Dropbox). Access to this system will be limited to SWSC Committee members or named individuals as agreed by the SWSC Committee.

f) Agree a limited set of named individuals who may have access to and control the CCTV and security systems.

A.3 Powers

The SWSC Committee is empowered to:

a) Act as necessary for the proper conduct of SWSC activities.

b) Raise funds by appeals and subscriptions.

c) Provide coaching, training and other facilities appropriate to the purpose of SWSC and the Club.

d) Provide reasonable remuneration to members in return for services rendered.

e) Engage contractors to supply services.

f) Authorise individual members to spend money on behalf of SWSC

h) Co-operate with or affiliate to any body regulating or organising sailing and with any relevant government or other agency.

i) Take any other action necessary to advance the purpose of SWSC.

A.4 SWSC Committee Meetings

a) The SWSC Committee shall meet not less than 4 times per year.

b) The Club Secretary shall give not less than 7 days' notice of a meeting to all members of the SWSC Committee.

c) The quorum for a meeting shall not be less than 50% SWSC Committee members of whom not less than 3 shall be elected members.

d) Meetings shall be chaired by the Commodore or by his/her nominee.

e) Normal business shall be carried by a simple majority of the votes of the Officers and SWSC Committee members present. In the event of a tied vote the chairman shall have a casting vote.

f) Minutes of meetings shall be compiled by the Club Secretary

g) Copies of the minutes shall be sent to each member of the SWSC Committee and shall be available on request from the Club Secretary

A.5 SWSC Committee Roles and Responsibilities

Commodore

- Provides and encourages leadership for all club activities
- Chairs the SWSC Committee meetings
- Represents the club at official functions
- Ensures that the club is run according to its Articles and Bye Laws
- Chairs, and provides a report at the AGM

Vice Commodore

- Represents the club at official functions in the absence of the Commodore
- Provides and encourages leadership in the club's sailing activities
- Assists the Commodore to provide and encourage leadership for all club activities

Rear Commodore (Membership)

- Has overall responsibility for membership matters
- Distributes membership and berthing renewal notices
- Receives membership subscriptions and liaises with the Treasurer to ensure accounts match membership records
- Maintains accurate and up to date membership and contact records for members and non-members in the club's administration system(s)

Treasurer

- Maintains all club accounts to an auditable standard
- Arranges payment of invoices within time
- Raises invoices as required and ensures receipt of payment
- Banks payments received by the club
- Reconciles the bank account with the accounts on a monthly basis
- Monitors the state of club accounts
- Presents a report at SWSC Committee meetings
- Raises concerns at SWSC Committee meetings
- Presents the annual accounts at the AGM

Company Secretary (the Secretary of SWLL)

- Responsible for the correct running of the Limited Company (SWLL)
- Ensures all the procedures required for the Limited Company are followed in a timely manner
- Raises any relevant issues or concerns with the Commodore or other Directors
- Considers any issues for SWLL likely to need consideration in the future (e.g. Lease developments)

Club Secretary

- Is the point of contact for club correspondence from outside agencies
- Sends official correspondence on behalf of the club
- Takes and distributes minutes of the SWSC Committee meetings
- Sends out notices of the AGM and other General Meetings to Club members
- Produces the agenda for the AGM
- Takes minutes of the AGM
- Ensures that any disciplinary processes are conducted within the club's rules
- Commissions updates to the Club's Bye Laws for consideration by the SWSC Committee before proposing for approval at an AGM

Rear Commodore (Sailing)

- Produces the Sailing Programme for the club sailing activities
- Attends monthly SWSC Committee meetings
- Arranges trophies for the Annual Prize-Giving
- Acts as the point of contact for other sailing clubs on sailing issues
- Maintains results of all club and Open meeting racing
- Publishes results of racing on the club website

Rear Commodore (House)

- Attends the SWSC Committee meetings providing a report on House issues
- Has overall responsibility for the club premises, cleaning and decoration

RYA Principal

- Carries out the duties of RYA Principal as required by the RYA to maintain the club’s status as an RYA Recognised Training Centre

Harbourmaster

- Organises and manages the storage of boats in the boat park
- Liaises with the Membership Secretary on unpaid berthing fees, new additions, etc.
- Has overall responsibility for the maintenance of the boat park, storage containers etc.

Social Events Team Lead

- Has overall responsibility for leading an ad-hoc team to arrange and oversee the social activities of the club

Bar Secretary

- Manages the running of the bar
- Maintains sufficient stock levels

- Maintains hygiene standards within the bar and its equipment
- In conjunction with the Treasurer, ensures that bar receipts and bar payments are properly accounted for

Dinghy Bosun

- Responsible for the safety, maintenance and correct operation of the club sailing boats to the required standard
- Maintains stocks of spares to the necessary levels

Power Boat Bosun

- Responsible for the safety, maintenance and correct operation of the club power boats to the required standard
- Maintains stocks of fuel and spares to the necessary levels

Fleet Captains

- Organise Open Meetings
- Arrange trophies for Open Meetings

Roster Manager

- Ensures that Officer of The Day and safety boat duties are covered

Child Welfare

- Responsible for supporting the well-being of young and vulnerable members and acts as an interface between those members and club Officers
- Liaises with external authorities when necessary
- Recommends changes to welfare policy as required

Webmaster

- Maintain a user-friendly, high-quality website with updates and new content about the club, including but not limited to, social and sailing events, covid-19 updates, uploading club documents, keeping membership and other pricing up to date.
- Renew pictures and video content.
- Abide by the websites and Silver Wing brand style guide to keep the theme and content of the site consistent.
- Ensure the websites security by keeping current with site plugin, theme & security updates (like updating a computer)

- Communicate with the server hosting company and their technical support team about site outages and downtime.

Social Media Coordinator

- Post short headline updates about the club, racing and social events, including pictures and video, to our social media channels (Facebook & Instagram)
- Manage access to the club's social media pages
- Generate likes and follows to build our public audience and reach potential new members

Health & Safety Officer

- Maintain health and safety standards and assist the club to abide by H&S legislation.
- Responsible for arranging Fire & Security alarm servicing and PAT Testing of equipment.
- Liaise with the RYA Centre principal regarding matters concerning the training centre including first aid checks & Defib servicing, Health & Safety policy, generation and review of Risk assessments, Entrapment advice to sailors, safe storage of COSHH products including petrol, emergency action planning.
- Oversee food hygiene practices and inspections with the house captain and bar manager.

Youth Development Coordinator

- Assist the RYA Centre Principal in delivering a safe and fun environment for young people at silver wing sailing club.
- Liaise with parents of young people and provide advice and guidance about home & away events including helping young people with getting into racing.
- Be part of a team to organise and run events for young people at SWSC

Commercial Events Lead

- Developing a credible and commercially viable events proposition for the use of the club premises by outside [non-members] parties.
- Developing a commercially viable pricing structure and model for the successful and profitable operation of non-membership events on the club premises.
- Working with the committee and other officers such as the webmaster and social media coordinator to ensure the events offering of the club is developed and promoted appropriately.
- Developing and appointing a reliable and appropriate roster of exclusive contractors who would be permitted to operate on the club premises.
- Ensuring all commercial events operated on the premises are done so in compliance with all current and applicable legislation, licensing requirements and other such rules and regulations.

- Appointing an ad-hoc operations team as appropriate to ensure the smooth operational delivery of any commercial events held on the club premises.
- Ensuring any commercial events are operated in compliance of the club's byelaws.
- Recommend any updates to the club's byelaws for consideration by the SWSC Committee as appropriate to the successful operation of commercial events.
- Compile and present a report on the commercial events activity of the club for consideration of the committee