



Paphos International Sailing Club Constitution

SECTION 1 TITLE AND OBJECTIVES

- 1.1 The name of The Club shall be the "Paphos International Sailing Club", generally known as "PISC" and hereinafter referred to as "The Club".
- 1.2 The Club exists to bring together like-minded people with interests in the sea, sailing, and boating. It will promote and facilitate participation in these areas and provide social and other facilities for members as may from time to time be determined.
- 1.3 Where possible The Club will also work with other organisations in Cyprus in the promotion of sailing and boating activities.

SECTION 2 REGISTRATION AND LEGAL

- 2.1 If sections of the entire Constitution (or the entire document) are translated into Greek, in any case of discrepancy between the English and Greek versions, the English version shall prevail.
- 2.2 The Club shall comply with all the laws of the Republic of Cyprus.
- 2.3 The Club shall be non-profit making.

SECTION 3 MEMBERSHIP

- 3.1 Anyone applying to join The Club in any form of membership other than as an Honorary Member shall complete the Membership application form and submit it to the membership secretary with joining fee & subscription. If approved by the Committee, membership cards will subsequently be issued and will be valid for one year.
- 3.2 The Club shall have the following classes of membership:
 - a) **Ordinary Membership:** Individual membership valid for one year from the date of joining The Club.
 - b) **Life Membership:** Existing members who have been within The Club for not less than two years may wish to become life members, subject to committee approval. Life membership shall be subject to a payment equivalent to ten times the ordinary membership annual subscription appropriate at that time.
 - c) **Joint Membership:** Joint membership can be taken up by married or cohabiting couples, or other pairs of applicants who share the same postal address and generally attend The Club events together and pay as one.

- d) **Family Membership:** Family membership may be offered to members, or prospective members, with children under age 18 or in full time education. On attaining age 18 or leaving full time education, such family members wishing to continue enjoying the benefits of membership of The Club shall apply for membership in an appropriate category.
- e) **Honorary Membership:** The Committee shall be empowered to appoint honorary members for a period of one year.
- f) **Temporary Membership:** Visiting yacht crews and their family members, tourists and others temporarily resident in Cyprus may use The Club facilities for up to three months in any one year for a reduced subscription. Temporary members shall have no voting rights.
- 3.3 Membership shall cease on resignation, or on failure to pay the annual subscription by the due date (see Section 4 below). To rejoin any applicant will be required to pay a new joining fee.
- 3.4 A member, irrespective of membership class, may be required to resign if, in the opinion of the Committee, his or her behaviour is contrary to the interests of The Club. In such instances the member will be suspended from all Club facilities and events for 72 hours, during which time the member will be afforded the right of reply prior to a final decision by the Committee. The Committee shall have the power to withdraw the privileges of membership for up to one year. The member shall have the right of appeal.
- 3.5 Any action taken by the Committee in respect of Clause 3.4 above shall be reported to the members at the next proper opportunity.

SECTION 4 SUBSCRIPTIONS

- 4.1 Annual Subscriptions and Joining Fees for every class of membership will be decided by the Committee at its meeting in November and any changes will subsequently be ratified by the members at the AGM.
- 4.2 Any changes to subscriptions shall apply from the first day of April following the relevant November Committee meeting.
- 4.3 The joining fee and the subscriptions in force at any given time shall be displayed on the Club Notice Board.
- 4.4 Subscriptions will run from the date members initially join The Club and pay their membership subscription for the period of one calendar year. Members who have not paid by the end of their subscription period shall be deemed to have resigned, unless (a) there is a genuine reason why this has not been possible and (b) they have signified their intention to remain members to the Honorary Secretary or the Membership Secretary of The Club prior to the expiry of their subscription period.
- 4.5 In any event any member who is not a paid up member at the AGM or EGM shall not be entitled to speak or vote at an EGM or the AGM and nor may they stand for election to any post.
- 4.6 Two months notice of their renewal date shall be given to all members.

SECTION 5

CLUB OFFICERS & COMMITTEE

5.1 The eight elected officers of The Club shall be: -

The Commodore

Vice-Commodore

Rear Commodore – Sailing

Rear Commodore - House

Hon Secretary

Hon Treasurer

Social Secretary

Membership Secretary

All of these elected officers shall have one vote each at Committee meetings. In the event of a tie, the Chairman shall have the casting vote.

In addition to the above elected posts, the Committee may elect to have additional officers, which shall be filled by members of The Club and appointed, with their agreement, by the Commodore and/or the Committee.

5.2 The Commodore shall normally chair Committee meetings. If the Commodore is unable to chair the Committee meeting because of ill health or absence from Cyprus at any time then the Vice Commodore will normally chair such meetings. In the event of both being unavailable, then the Committee members present, being quorate, shall elect a Chairman for that meeting. The Honorary Secretary shall take general responsibility for the day-to-day activities normally undertaken by the Commodore until either the Commodore or the Vice Commodore become available.

5.3 Other officers of The Club may, from time to time, be invited to attend Committee meetings and/or to take part in discussion on aspects specifically relevant to their area of activity. However, such attendees shall have no voting rights at the Committee.

5.4 Committee Officers of The Club may, from time to time and with the agreement of the Committee, form sub-committees to deal with particular activities (e.g. the regatta). Relevant other officers and/or members of The Club may be co-opted to these sub-committees as appropriate.

5.5 The Commodore shall have a maximum term of two years, but all other officers shall have no fixed term. A retiring Commodore may not normally be re-elected after a period of two years. However, in the event that, at the AGM, no nominations have been received for the post, and following a failed call for nominations from the floor, then a retiring Commodore who has completed two years in office may be nominated for a further year.

5.6 The Commodore will issue an agreed list of duties & responsibilities for each committee member.

5.7 Officers will stand for election/re-election at the AGM, nominations having been received 35 days in advance. Should nominations be received out of time, then the AGM shall be asked to approve the inclusion of those nominations and, without such approval, they will not be accepted. It is expected that anyone standing for election has their main residence in Cyprus and remains on the island for the substantial proportion of each year.

5.8 A Committee quorum shall comprise five of the voting members.

- 5.9 Should any of the elected officers resign, the Committee is empowered to co-opt members to replace them. Committee members shall give 30 days notice of resignation to allow a handover period and (other than the Commodore – see Clause 5.5 above) shall not be allowed to stand again for any Committee position until 12 months after the next AGM.
- 5.10 Members required to resign or who have been dismissed from the Committee for disciplinary reasons shall not be allowed to stand again.
- 5.11 The notice and agenda of Committee Meetings and approved minutes of prior meetings shall be notified to all members by posting in the Clubhouse.

SECTION 6 MEETINGS OF THE CLUB

- 6.1 The formal meetings of The Club shall comprise the Annual General Meeting (AGM) and any properly called Extraordinary General meetings (EGM).
- 6.2 At least 8 weeks notice of the AGM shall be given to members, which shall be held in April or May of each year. At the AGM the Commodore & Treasurer shall report to the members and The Club Accounts shall be presented to members. Any resolutions or other matters for consideration shall be submitted to the Honorary Secretary by paid-up members within 14 days of the issue of the notice calling the AGM. The Honorary Secretary shall then issue an agenda for the AGM at least 21 days prior to the date of the AGM.
- 6.3 An EGM may be called by the Committee or by at least 25% of the membership by request in writing. If the EGM is called by the membership, then the Commodore may attempt to resolve any issue giving rise to the request, but if the problem cannot be resolved then the EGM must be held within 30 days of the original request.
- 6.4 A minimum of 21 days notice of an EGM shall be given to members by posting on the official notice board. The notice shall include a statement of the nature of the business giving rise to the meeting and which shall serve as an agenda for the EGM. Discussion at any EGM shall be confined to the business stated in the notice issued to members.
- 6.5 An EGM quorum shall comprise 33% of the membership including proxy votes. If no quorum is present, a new meeting will be convened within a further 30 days.
- 6.6 The Commodore shall normally take the chair at the AGM and any EGM. In the absence of the Commodore for any reason the Vice Commodore shall take the chair. In the absence of both the Commodore and the Vice Commodore, a Chairman shall be elected by those present from the elected Committee members present.
- 6.7 Other than as set out in Clause 4.2 related specifically to the renewal of Subscriptions, all decisions approved by the members at the AGM and any EGM shall take immediate effect. Where such decisions constitute a change to this Constitution, that change shall be deemed to have been made with immediate effect and the Constitution shall subsequently be changed to reflect the decision.
- 6.8 The minutes of the AGM and any EGM shall be issued within 14 days of the meeting to inform the members and shall be formally approved as a correct record at the following AGM.

SECTION 7 VOTING RIGHTS

- 7.1 All fully paid up members, shall be entitled to one vote each when resolutions are put to the vote. Joint Members shall also be entitled to one vote each. Family membership shall entitle holders to a maximum of two votes for each family.
- 7.2 At any AGM or EGM or any other meeting where a resolution is put to the vote, it shall be decided by a simple majority with a show of hands including proxy votes. In the event of an equality of votes, the Chairman of the meeting (normally the Commodore – see 6.6) shall have the casting vote.
- 7.3 Notwithstanding Clause 7.2 above, where any elected position is opposed the vote shall be by ballot paper.
- 7.4 Proxy voting at any AGM or EGM is only available to members not able to attend due to illness, work, or absence from the country at the time of the meeting. A signed proxy vote for a member may be entrusted to the Chairman or any member by the voter using the proxy form. This must be submitted to the Honorary Secretary before the meeting for validation.
- 7.5 The proxy vote form must be either an original document bearing the actual signature of the voter, a faxed copy, or an e-mail attachment sent to the Hon. Secretary; photocopied proxy vote forms will not be deemed valid.
- 7.6 The Hon. Secretary shall retain the proxy vote forms for the duration of the Meeting and the forms will subsequently be filed with the Minutes.

SECTION 8 BANKERS

- 8.1 The Club's bankers shall from time to time be appointed by the Committee. The Club's Auditor will be consulted by the Committee on any proposed change of bankers.
- 8.2 All monies raised shall be lodged in the bank account in the name of the Paphos International Sailing Club, and all payments made by cheque from this account shall bear two signatures. Such signatories shall be appointed by the committee from the elected officers as required.

SECTION 9 RULES & ADMINISTRATION

- 9.1 The constitution shall only be amended at an AGM or EGM by a majority vote of the membership attending, including proxy votes, and provided that notice shall have been given in writing to all members specifying the intention to amend the Constitution.
- 9.2 Such notice shall be issued by the Honorary Secretary at the same time as the AGM or EGM is called (see Clauses 6.2 and 6.3 above). Unless such notice has been issued any amendment to the Constitution shall be invalid.
- 9.3 Neither The Club nor any of its officers shall be held responsible for any accident or injury to any member, guest or other persons participating in or attending any event or function, nor for any damage to such persons' property or possessions.

- 9.4 Any member using The Club database for personal use will be deemed to have contravened the data protection legislation and will forfeit membership with immediate effect.
- 9.5 In the event of the winding up of The Club, the disposal of any monies in hand after settlement of all debts shall be decided at the winding up meeting.

SECTION 10 AUDIT

- 10.1 In addition to the Officers identified in Section 5 of the Constitution, the Committee shall appoint an Auditor. The Auditor's appointment shall be for as long as both the Committee and the appointed Auditor wish it, with no fixed term.
- 10.2 The appointed Auditor shall be an appropriately qualified member of The Club and shall audit the accounts and provide a report to the AGM. The Auditor appointed shall be ratified by the AGM. The Auditor shall attend the first full Committee meeting following the AGM and report on The Club's internal controls.