

Port of Falmouth Sailing Association (formed 1964)

CONSTITUTION

(agreed at POFSA Policy Meeting 7.11.2020)

1 NAME AND OBJECTIVES

- 1.1** The name of the Association shall be the Port of Falmouth Sailing Association (PoFSA).
- 1.2** The Association shall cover the waters and estuaries defined from the Dodman to Lizard Point.
- 1.3** The objectives of the Association shall be:
 - (a) To encourage and support the sport of sailing (racing and cruising)
 - (b) To represent the interest of members to outside bodies
 - (c) To promote the Falmouth area as a sailing centre
 - (d) To give support to the activities of members
 - (e) To organise Falmouth Sailing Week
 - (f) To help to seek sponsorship of the activities of the members
 - (g) To act as coordinating body for the activities of water users in the designated area with the aim of avoiding conflict
 - (h) To publish an annual sailing Calendar
 - (i) To remain affiliated to the Royal Yachting Association

2 MEMBERSHIP

- 2.1** There shall be two forms of membership of the Association
 - (a) Full Membership for the six local sailing and yacht clubs, namely:
 - Helford River SC
 - Mylor YC
 - Restronguet SC
 - Royal Cornwall YC
 - St Mawes SC
 - Flushing SC
 - (b) Associate Membership for bodies that do not qualify for full membership but which have an interest in the objectives of the Association. These may include class associations and village regattas committees.
- 2.2** Application for membership shall be to the Annual General Meeting of the Association. Such application shall be determined by simple majority of the Full Members present at the meeting. If approved, membership shall take effect from the 1st of January following the AGM.
- 2.3** The fees payable shall be determined at the AGM of the Association.
- 2.4** Membership fees shall be due on the first of January each year. A member that is in arrears may attend meetings but, if a Full Member, may not vote on any matter. A newly elected member's subscription shall be payable from the 1st of January following the AGM.

3 GENERAL MEETINGS

- 3.1** An Annual General Meeting shall be held during the month of November. A notice convening the meeting shall be sent to each member not less than 14 days before that meeting. The notice shall specify the business to be transacted and shall include:
- (a) To receive reports from the committees and working parties of the Association
 - (b) To receive and, if approved, to adopt the accounts of the Association.
 - (c) To elect the officers of the Association. Nominations from Full Members to be received by the Secretary not less than 21 days before the AGM
 - (d) To appoint the reporting accountant for the Association
 - (e) To confirm the date of Falmouth Sailing Week for the following year and to agree the provisional dates for the succeeding year.
 - (f) To discuss and recommend the format for Falmouth Sailing Week and any other sailing activity coordinated or run by the Association.
 - (g) To confirm the dates of the village regattas in the following year and to agree the provisional dates for the regattas for the succeeding year.
 - (h) To discuss and recommend any changes to this constitution
 - (i) To consider applications for membership
- 3.2** An Extraordinary General Meeting of the Association may be convened at any time by the Policy or Management Committees acting either on their own motions or at the request of one third of the members. A notice convening an EGM shall be sent to all members not less than 14 days before the meeting and shall specify completely the business to be transacted.
- 3.3** At General Meetings each Full Member will have one vote and, if voting is tied, the Chairman shall have the casting vote.
- 3.4** General meetings shall be quorate when not less than a majority of the paid-up Full Members are in attendance. In the event of a quorum not being present the meeting shall stand adjourned for one week at which time the paid-up Full Members being present shall constitute a quorum.

4 OFFICERS

- 4.1** The Officers of the Association shall be:
- (a) Chairman
 - (b) Vice Chairman
 - (c) Secretary
 - (d) Treasurer
- 4.2** The officers of the Association shall hold office for a period of one year and shall be eligible for re-election except that no officer shall hold the same office for more than five consecutive years

5 POLICY COMMITTEE

- 5.1** The Policy Committee shall be chaired by the PoFSA Chairman and consist of one Flag Officer or delegate from each Full Member, and the officers of the association
- 5.2** The Policy Committee shall be responsible for deciding the policies to implement the objectives of the Association
- 5.3** The Policy Committee will make decisions with regard to distribution of PoFSA funds amongst the six Full Member clubs.

5.4 Each Full Member will have one vote and, if voting is tied, the Chairman shall have the casting vote.

5.5 Meetings shall be quorate when not less than a majority of the paid-up Full Members are in attendance. In the event of a quorum not being present the meeting shall stand adjourned for one week at which time the paid-up Full Members being present shall constitute a quorum.

6 MANAGEMENT COMMITTEE

6.1 The officers of the Association and team leaders shall form the Management Committee of the Association and shall be charged with conducting the business of the association in a proper manner. The committee shall report to the Policy Committee.

6.2 The committee may establish working parties to discharge any of its functions. Such working parties shall report direct to the committee and be led by a team leader approved by the committee

6.3 Working parties shall prepare an annual budget for approval and shall not be authorised to commit PoFSA to expenditure unless either that expenditure has been included in their approval annual budget or approved separately by the Management Committee.

6.4 Voting in Management Committee meetings shall be by simple majority of those present, each committee member having one vote. In the event of a vote being tied, the Chairman shall have a casting vote.

6.5 Meetings will be quorate if four or more members are present.

7 FALMOUTH SAILING WEEK ORGANISING COMMITTEE

7.1 The Falmouth Sailing Week Organising Committee shall consist of the Officers of the Association, sailing secretaries or another representative of the Full Member clubs, and any others who may have specific relevant technical skills and/or responsibilities.

7.2 Voting in committee meetings shall be by simple majority of those present, each committee member having one vote. In the event of a vote being tied, the Chairman shall have a casting vote.

8 RACE MANAGEMENT WORKING PARTY

8.1 The Race Management Working Party shall consist of three persons or more including the chairman of the Working Party, the Falmouth Sailing Week Race Officers for both the Carrick Roads and Falmouth Bay, and anyone else chosen by the chairman of the Race Management Group for specific technical skills. The Race Management Working Party shall be responsible for the detailed planning of Falmouth Sailing Week and other events as decided from time to time. They shall take overall responsibility for the safe execution of the race management.

9 FINANCE

9.1 The accounts of the Association shall be prepared annually to the 30th September.

9.2 The Treasurer shall be responsible for seeing that a complete and accurate account of the Associations finances is kept.

9.3 The Management Committee shall maintain a bank current account.

9.4 All monies received will be banked with the Association's bankers within one week of receipt.

- 9.5** The Treasurer shall only make payments in response to bona fide invoices from suppliers or receipted personal expenses claims submitted by a volunteer. Supplier invoices shall be authenticated by the committee or working party member who commissioned the work.
- 9.6** Off-the-shelf retail purchases will be paid by the volunteer making the purchase and claimed as receipted personal expenses.
- 9.7** Non-retail purchases shall be commissioned using a PoFSA purchase requisition.
- 9.8** Surplus funds will be invested in a deposit account at a bank or building society nominated by the Treasurer. The only transactions on this account shall be transfers to the current account.
- 9.9** Expenditure not connected with the day-to-day running of the Association or Falmouth Sailing Week will require authorisation by the Policy Committee.

10 PROPERTY AND INSURANCE

- 10.1** The property of the Association shall be held by the Policy Committee.
- 10.2** Insurance shall be purchased by PoFSA to cover racing events for which PoFSA is the Organising Authority and any relevant property owned by PoFSA.