

# South West Group Rules

The objectives and ethos of the SW Group

***To facilitate members' participation in sea and land-based activities associated with the recreational sailing of Westerly yachts in the SW area, and the development of friendships between members through shared experience of both on and off water activities.***

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## Definitions

WOA – Westerly Owners Association, the national association

SWG – South West Group of the WOA

SWG listed member – a listed member who is on the list held by the Secretary and has completed an up to date GDPR form.

## 1. General Structure

- 1.1 Area Groups may be formed to promote locally the objects detailed in section 3 of National Association Constitution and Rules for the benefit of local members and those visiting from other Areas. Such groups shall be subject to the approval of the Association Committee.
- 1.2 The Area Group shall be managed by an Area Group Committee formed from members from area. The Area Group Committee is responsible to the Association Committee.
- 1.3 The Area Group Committee will have the responsibility for organising and running a programme of water and land-based events for the benefit of the members and to foster good inter-area relationships.
- 1.4 The minimum officials in the Area Group shall be the Chairperson, deputy Chairperson, the Secretary, and the Treasurer. The officials are responsible for the management of the group and for the control of its financial affairs. The Area Group Officials shall;
  - a. Keep the Association Committee informed of Area Group activities.
  - b. Inform the Association Treasurer of Area Group finances when requested.
- 1.5 Each Area Group is expected to be financially self-supporting in the long term and to break even annually.
- 1.6 Area Group Committees may need to undertake local contracts in relation to specific events. Responsibility for such contract's rests with Area Group Officials who may not undertake contractual liability for the Association without prior authority of the Association Committee.
- 1.7 The Area Group Committee is responsible for the preparation of, and any changes to its own rules and their submission to the Association Committee for approval. Approval by the Association Committee shall be formally recorded and advised to the group members at the next group AGM. The rules must not conflict with the Association Constitution or rules.
- 1.8 The Area Group Committee has the right to bar any member from attending its events and meetings, but any barred member has a right of appeal to the Association Committee.
- 1.9 In the event of a member being dissatisfied with the conduct of their Area Group's affairs they have the right of appeal to the Association Committee.
- 1.10 While the Constitution applies equally to all members there may be a need for sanction by the Association Committee, subject to ratification at an AGM, of exceptional arrangements in accordance with the current requirements of the Area Group.

## 2. Membership

- 2.1 Membership of the South West Group shall be open to all WOA members and associate members who apply. The membership of the Southwest Group (SWG) will apply from the date of joining the WOA or anytime thereafter if the member selects the South West Area Group as their preference. This being the case, membership of the SWG will be deemed to be automatic. Members will have the right to be removed from the SWG mailing list at any time by informing the WOA Administration Office or Secretary of the SWG.
- 2.2 SWG listed members will be notified at various times of all SWG events and activities by either E-mail or post.
- 2.3 SWG listed members shall be entitled to attend and vote at the SWG Annual General Meeting subject to having been a listed member for at least 30 days.
- 2.4 All SWG listed members shall be eligible to become SWG Committee Members.
- 2.5 Any member who ceases for any reason to be a WOA member shall immediately cease to be a SWG listed member and Committee Member.

## 3. The Committee

- 3.1 The Committee shall consist of at least 5 but not more than 10 elected SWG listed members. The Area Representative (who attends the Association meetings) shall be a Committee Member.
- 3.2 All Committee Members shall stand down automatically at every AGM but can be re-elected on block or individually at that AGM for the following year.
- 3.3 Within 28 days of the AGM the Committee shall appoint from their number a Chairperson, a deputy Chairperson, a Secretary, and a Treasurer and any other officers they deem necessary for the proper running of the SWG.
- 3.4 The Committee may set up sub-committees as it deems necessary for the conduct of its business.
- 3.5 The Committee may co-opt listed members to assist on the main committee or on sub-committees for the organisation of specific events and activities.

## 4. Annual General Meeting

- 4.1 The SWG shall hold an AGM every year in October or November, the date of which shall be fixed by the committee at least 3 months in advance.
- 4.2 The committee shall send to all SWG listed members a notice of the date, time, place, and the agenda for the meeting at least 28 days before the meeting.

- 4.3 Resolutions for inclusion as AOB must be received by the Secretary at least 21 days before the AGM. If necessary, an Extraordinary General Meeting can be arranged to immediately precede the AGM.
- 4.4 All nominations for the committee must be received by the Secretary 21 days before the AGM and must have the signed approval of the member nominated. In the event of insufficient nominations for the committee places nominations will be accepted at the AGM with the agreement of the nominee.

## 5. Voting and Quorums

- 5.1 At all meetings, resolutions that are put to a vote shall be decided by a simple majority of those attending. The Chair shall have a second and casting vote.
- 5.2 The quorum for meetings shall be:
- a. Annual General Meeting; 20 SWG listed members.
  - b. Committee Meetings; 5 Committee members.

## 6. Accounts and Records

- 6.1 The Treasurer shall keep records of all transactions.
- 6.2 All funds are held and managed on behalf of WOA.
- 6.3 Accounts will be prepared for the year ending 30<sup>th</sup>. September and be audited by a competent person, not necessarily a professionally qualified accountant.
- 6.4 Accounts will be presented at the AGM.
- 6.5 Copies of the accounts will be submitted to the WOA Treasurer as soon as possible after the Year End.
- 6.6 The preferred method of payment into the SW Group bank account is by using the online BACS method. The SW Group Treasurer will provide specific 'Reference' details for each occasion either through the SW Group Secretary or the Event Organiser.
- 6.7 Internet Banking will require the SW Group Treasurer to be the 'Primary User'. The Committee will nominate at least one other member of the Committee to be a 'Secondary User' and no more than two 'Secondary Users.' The Treasurer shall be responsible for managing the appropriate approval process with the Bank for each 'User.'
- 6.8 The Committee shall be responsible for setting and approving the Treasurer's Spend Limit. Any outgoing payments above this limit will require the prior approval of the Secondary Users and the SW Group Chairman. Such approvals can be made by emails providing the text is clearly authorising the stated amount.

- 6.9 Cheques can be issued signed by 2 people selected from Treasurer, Chairperson, Deputy Chairman and Secretary.
- 6.10 The secretary shall keep proper minutes of all meetings which should be available to any Listed Member of the Area Group or Flag Officer of the Association, on request.

## 7. Interpretation and Disputes

- 7.1 Regard shall be had to the Association Constitution and Rules in so far as they may be appropriate and reasonable.
- 7.2 Any failure by the SWG Committee to reach an agreement on a major matter shall be referred to the Flag Officers of the WOA for adjudication and if thought necessary by them to the WOA Committee.
- 7.3 Any complaint about the SWG Committee that is supported by not less than 12 listed members shall be referred immediately by the SWG Committee to the WOA Committee for consideration.

## 8. Definition of Events

### 8.1 Arranged Meet Afloat

- 8.1.1 This is an informal gathering where the host declares their intention to be at a location on a certain date and makes some basic arrangements for mooring. There is no commitment to organise anything else.
- 8.1.2 There is no formal meal or other activity organised in advance but may be arranged at the time if attendees wish to do so.

### 8.2 Rally

- 8.2.1 This is an event that members pre book to attend, the host organises mooring facilities and any other activities.
- 8.2.2 There is usually a pre-arranged meal which members book and pay for in advance and a pontoon party to which members bring food and drinks to share. Latecomers and out of area WOA listed members will be welcome to attend the pontoon party but will be invited to bring food and a bottle.

#### **Note:**

For all events, advanced charges for things like a dinner, admission fees etc. may be non-returnable in the instance of non- attendance for whatever reason.