

## VIENNA INTERNATIONAL SAILING CLUB

### STATUTES

1. The purpose of the Vienna International Sailing Club (VISC, hereafter referred to the “the Club”) is to promote international goodwill and personal enjoyment through the hobby of sailing. The Club is to provide an opportunity for members to learn how to sail, to teach sailing, to share experiences, and to participate in sail races and cruises.
2. The Club shall be operated under the aegis of the Vienna International Centre Recreation Committee (hereafter referred to as VICREC).
3. Membership shall be open to all VIC ground pass holders. There shall be **four** categories of membership: Full, Associate, **Affiliate** and Honorary. Full membership shall be available to active staff members of the VIC. Associate membership shall be available to all other VIC ground pass holders (e.g. family members, retired staff members, personnel of the diplomatic missions, etc.). **Affiliate membership shall be available to a limited number of other persons not holding a VIC Ground pass.** Full, Associate **and Affliate** members may stand for and hold office subject to the restriction in Statute 9. All members have voting rights and the right to participate fully in all club activities. Honorary membership shall be extended to those individuals who have provided outstanding service to the Club or have a particular relevance to the Club, such as officers of other sailing organisations, volunteers, or sailors of extraordinary nature. Honorary membership requires nomination by the Executive Committee and approval by a majority of the voting members. Honorary members are exempt from paying annual dues and have no voting rights.
4. Members who cease to be active staff members or who cease to hold a grounds pass shall notify the club promptly.
5. Dependant family of any member shall, if registered with the Club, be entitled to take part in Club activities. Submission of duly completed and signed waiver forms to the Log Keeper, indicating the member’s name and any dependants’ names, shall constitute registration with the club, valid for one year.
6. Any negligent actions taken by a Club member, or actions not taken, endangering the safety of a club member or guest or damaging property owned, leased, or rented by the Club shall be grounds for termination of membership. Such decisions to terminate membership under this article shall be taken by the Executive Committee.
7. Members shall pay annual dues for membership to the club in an amount to be determined for each calendar year by the Executive Committee and approved by a majority vote at the AGM.
8. The Executive Committee shall determine the level of fee to be paid by members for participation in any event or activity organized by the club.
9. The Club shall have **three Executive Officers**, Commodore, **Quartermaster, and Log Keeper supported by the normal committee members**, Vice-Commodore, Rear-Commodore (Training), Rear-Commodore (Programme), Rear-Commodore (Liaison), , who together

shall constitute the Executive Committee. All Executive Officers shall be Full Members. Up to four additional members may be nominated and elected to the Executive Committee as Members-at-large.

10. The Executive Committee may co-opt additional club members as members of the Executive Committee to assist with any aspect of the club.
11. All decisions of the Executive Committee shall require a consensus of the Committee. The members of the Executive Committee shall be elected for a one year term by a majority of the Club members voting at the annual general meeting. If an officer for any reason is unable to complete his or her term, the Executive Committee shall appoint a replacement until the next election.
12. If the Executive Committee deems the performance of any Committee member to be unsatisfactory the Committee may by majority require that member to stand down from the Committee.
13. The duties of the Executive Committee are as follows:
  - a. The Commodore shall call and chair each meeting of the Club and the Executive Committee. The Commodore shall sign all correspondence in the name of the Club and shall represent the Club at all official functions. The Commodore shall guide and direct the other officers in the performance of their duties.
  - b. The Vice-Commodore shall perform the duties of the Commodore in his or her absence.
  - c. The Rear-Commodore (Training) shall organise and direct the sail training programme of the Club. The Rear-Commodore (Training) shall develop an annual training programme, secure qualified instructors, arrange the necessary boats and facilities, and monitor the quality of the instruction.
  - d. The Rear-Commodore (Programme) shall co-ordinate the General meetings, social events and other activities of the Club. The Rear-Commodore (Programme) shall develop an annual general meeting programme and social programme in co-ordination with the other officers. Club activities may include general meetings with selected speakers, dinner/dance parties, cruises, races, and social functions with other sailing clubs.
  - e. The Rear-Commodore (Liaison) shall establish and maintain co-operative relationships with other sailing organisations. The Rear Commodore (Liaison) shall arrange for the use of training facilities and boats, request reciprocal guest privileges at yacht clubs, and obtain reciprocal sailing certificates/licenses.
  - f. The Quartermaster shall be responsible for the finances of the Club in accordance with the Financial Rules. The Quartermaster shall collect the annual membership dues and activity fees, shall pay all bills in a timely manner and shall prepare the annual financial statement. The Quartermaster shall be responsible for the maintenance and security of all Club property.

- g. The Log Keeper shall prepare and maintain a list of the Club members, shall keep records and minutes of all meetings, shall prepare and answer correspondence in the name of the Club and shall prepare the annual report of activities.
  - h. In the absence of any officer the Executive Committee may by consensus agree on a substitute, who may be an officer or co-opted member.
14. The Executive Committee shall prepare Financial Rules to guide the Quartermaster in the execution of the duties of this post.
15. The annual general meeting (AGM) shall be held in the last quarter of each year for the purpose of electing [the Executive Committee](#) and auditors, approving a budget, reporting income and expenditures, and discussing matters of business related to the Club. The date, time, and proposed agenda of the AGM, or of any Extraordinary General Meeting, shall be circulated at least 10 days before the proposed date of the meeting. A quorum shall be constituted by at least half of the membership entitled to vote, but if no quorum is reached by 30 minutes after the starting time stated in the call to the general meeting, those members present shall constitute a quorum.
- Extraordinary general meetings can be called by a majority of the Executive Committee or by a majority of the members.
16. The Club shall submit an annual written report of its activities and financial statement to the VICREC.
17. The fiscal year of the Club shall be from 1 [January](#) to 31 [December](#) of. The Quartermaster's financial records shall be audited on an annual basis by two auditors elected at the annual general meeting. At least one auditor should have financial qualifications or experience.
18. The club may be dissolved by a majority vote of members present at an AGM or Extraordinary General Meeting. The Executive Committee may make proposals for the disposal of assets, subject to the approval of the VICREC, which shall act as a trustee in the case of dissolution of the Club.
19. Participants in the Club's activities shall take part at their own risk and shall hold the Club and its officers in the discharge of their duties harmless for any damage, injury or death which may arise out of such activities. Each member shall be required to sign a waiver to this effect upon joining the Club. A waiver is required for each guest participating in a Club activity,
20. Members are entitled to nominate a proxy to vote on their behalf at a meeting. The nomination of a proxy must be received in writing by the Log Keeper before the start of the meeting to which it applies and must be signed by the member. An email proxy nomination is not acceptable. A vote by proxy shall count as a vote by the member as if the member were present at the meeting in person. The nomination of a proxy shall be void in the event that the member attends the meeting in person. The Executive Committee shall provide a form for the nomination of a proxy.

21. These Statutes can only be modified by a majority of at least two thirds of the members entitled to vote present at an Annual General Meeting or at an Extraordinary General Meeting called for the purpose. All amendments to the Statutes must be approved by the VICREC before coming into effect.