

VIENNA INTERNATIONAL SAILING CLUB

STATUTES

1. The purpose of the Vienna International Sailing Club (VISC, hereafter referred to as “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 coach sailing, to share experiences, to participate in sail races and cruises and to be part of a like-minded community of sailing enthusiasts.
2. The Club shall be operated under the aegis of the Vienna International Centre Recreation Committee (hereafter referred to as VICREC), and in this capacity adhere to the principles of the UN code of conduct and related guidance, in particular for the prevention of any type of harassment and the management of conflict of interest ¹.
3. Membership shall be open to all Vienna International Centre (hereafter 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 who will have been formally introduced by a full or associate member for endorsement by the Committee. Full, Associate and Affiliate members may stand for and hold office subject to the restriction in Statute 9. All members have the right to participate in all club activities. Honorary membership shall be awarded 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, which may be on an annual or lifetime basis, requires nomination by the Committee and approval by a majority of the members at the Annual General Meeting. 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, or a breach of the UN code of conduct shall be grounds for limitation, suspension or termination of membership. Such decisions to terminate membership under this article shall be taken by the Committee. The Committee shall conduct an investigation before making a decision. Once a decision is made, it is final
7. Members shall pay annual dues for membership to the club in an amount to be determined for each calendar year by the Committee and approved by a majority vote of the members present at the AGM. Payment of the annual membership fee and submission of properly completed

¹ In this context the following references are an integral part of the statutes: Standards of Conduct for the International Civil Service (<https://icsc.un.org/Resources/General/Publications/standardsE.pdf>) and Code of Conduct to Prevent Harassment, Including Sexual Harassment, at UN System Events (<https://www.un.org/management/sites/www.un.org.management/files/un-system-model-code-conduct.pdf>)

registration form and waiver meeting the requirements set in Article 3 are necessary conditions to be a member for the year.

8. The 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 (President), Quartermaster (Treasurer), and Log Keeper (Secretary) who shall all be Full Members, supported by the normal committee members, Vice-Commodore (Vic-President), Rear-Commodore (Training), Rear-Commodore (Programme), Rear-Commodore (Liaison), and a maximum of one Member at Large who together shall constitute the Committee. All three Executive Officers shall be Full Members. The Club shall also have two auditors who will be responsible for auditing the Club accounts.
10. The Committee may decide to co-opt additional club members to assist with any aspect of the club, however these members will not be entitled to take part in the decisions of the Committee.
11. All decisions of the Committee shall require a consensus of the Committee members. In the exceptional case where a consensus of the Committee could not be reached, the decision shall be taken by the three Executive Officers. The members of the 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 Committee shall appoint a replacement until the next election.
12. If the 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 Officers of the Committee are as follows:
 - a. The Commodore shall call and chair each meeting of the Club and the 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 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. The Logkeeper shall coordinate the organization of the AGM and of any EGM.
 - c. 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 duties of the Officers of the Committee are as follows:
 - d. The Vice-Commodore shall assist the Commodore to perform his or her duties, and in particular shall be responsible for the maintenance and the security of all Club properties.
 - e. 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.

- f. The Rear-Commodore (Programme) shall perform the duties of a Sailing Secretary and is responsible to design the sailing programme and, once approved, ensure that appropriate membership support is organized to effect the events. He is also responsible for maintaining race result records and the presentation details for prize-giving.
 - g. 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 facilities and boats, and request reciprocal guest privileges at yacht clubs.
 - h. In the absence of any officer or auditors, the Committee may by consensus agree on a substitute, who may be an officer or co-opted member. For Commodore, Logkeeper and Quartermaster, the substitute must be Full members.
14. The 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 first quarter of each year for the purpose of electing the Executive Officers and Officers of the Committee and the auditors, approving a budget, reporting income and expenditures, and discussing matters of business related to the Club. An Extraordinary General Meeting (EGM) shall be called to address other topics, and in particular the governance and statutes of the club. Extraordinary general meetings can be called by a majority of the Committee or by a majority of the Full and Associate members.
- 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.
- All members can vote at an AGM. Only Full and Associate members can vote at an EGM.
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. 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 Full and Associate members present at an Extraordinary General Meeting. The 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 eligible to vote are entitled to nominate a proxy to vote on their behalf at the AGM and/or an EGM. The proxy must be also a member eligible to vote. 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. 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 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 Full and Associate members entitled to vote present at an Extraordinary General Meeting called for the purpose. All amendments to the Statutes must be approved by the VICREC before coming into effect.