



NEWPORT CRUISING YACHT CLUB Inc.
MEMBERS' HANDBOOK

Including

BY-LAWS

and

CODE OF CONDUCT

Revision 24
as at November 2018

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NCYC BY LAWS

Part 1.

1. INTRODUCTION

Welcome to the **NEWPORT CRUISING YACHT CLUB** (NCYC) formerly the Moreton Bay Yacht Club (MBYC).

The NCYC fleet sails from the Newport Waterways and Scarborough Harbour both of which are located at the northern end of the Redcliffe Peninsula.

We actively encourage new membership and participation of visitors in our wide range of sailing and shore based activity.

Our Clubhouse is located at Compass Marinas premises at Scarborough Harbour. Access is off Reef Point Esplanade.

Our sailing activity includes social racing, and cruising activities, all of which are presently conducted under the **International Regulations for Preventing Collisions at Sea (COLREGS)**

Races are conducted throughout the year together with social events including WAGS, SAGS, CAS and PerCS). An average day sees 10 to 25 boats on the water competing. Our fleet comprises a range of vessels, including trailable yachts, keel boats and multihulls.

Presentations are held after each event with the season's trophies and prizes presented at our end of year social function, usually following our Annual General Meeting.

A register of 'Crew Wanted' and 'Crew Available' has been established on our web site. For further information follow the web site links [INFO - Crewing](#).

For details of membership entitlements refer to *By-law 1*

2. AFFILIATION AGREEMENTS

2.1 Yachting Queensland

The NEWPORT CRUISING YACHT CLUB is affiliated with Yachting Queensland (YQ) thus enabling its members who apply for YQ certification to participate in Member Yachting Association (MYA) related yachting events.

All boat owners and/or skippers who intend participating in events sailed under the ISAF Racing Rules of Sailing must be Yachting Queensland affiliated members. Owners and/or skippers should ensure that regular crew for such events are also affiliated members. Further information is available from YQ website at: www.qld.yachting.org.au

3. GENERAL INFORMATION

3.1 Cruising

Cruising events are organized throughout the year – see also paragraph 8.10

The cruise destinations are usually anchorages in Moreton Bay, the Southport Broadwater, Brisbane River, and Mooloolaba. Informal cruises are also arranged between club members, weather permitting. More information regarding cruising events can be obtained from newportcruisingyachtclub.com.au Potential cruise dates are marked on the sailing calendar. Vessels cruising generally communicate via VHF channel 77.

3.2 SAGS, WAGS, CAS and PerCS

Saturday Afternoon Good Sailing (SAGS), Wednesday Afternoon Good Sailing (WAGS), Cruising at Sunset (CAS) and Performance Cruising (PerCS) events are designed to provide a range of social sailing activity in company within Deception Bay and the northern parts of Moreton Bay. Spinnakers and other "extras" are not allowed for SAGS, WAGS or CAS but may be used in PerCS.

Most events are run on a staggered start principle so that the majority of participants finish in close company.

Members are encouraged to bring guests and socialize at the NCYC clubhouse after the events.

More information regarding these events is contained in the SAGS and WAGS Sailing Manual and the PerCS Sailing Instructions. See also *By-laws 3, 4 and 5*.

3.3 Safety and Seaworthiness

Safety and seaworthiness are fundamental to the Objects of the NCYC. Attention is drawn to the requirements of Maritime Safety Queensland and the *Transport Operations (Maritime Safety) Regulations*. All participating yachts are obliged to comply with those requirements at all times (refer also *By-laws 5 and 6*).

3.4 Handbook and Club Burgee

The association By-laws and general information are also contained in the association handbook (this document). More detailed information on social sailing events is contained within the SAGS and WAGS Sailing Manual and the PerCS Sailing Instructions. Both these documents are available on our website by following the website links [Info – Handbook](#). Hard copies will attract a copying fee of \$10 per document.

The Handbook and the Sailing Manual are re-published subsequent to each revision.

NCYC has a club burgee that is available to members at a cost of \$15.00. Car and boat stickers

of the burgee and logo are also available for purchase. Please contact the Property Officer.

4. MANAGEMENT COMMITTEE & CONTACTS

Management Committee

The management committee, established under the Association Rules, comprises the following members.

Commodore: Bolek Sulikowski

Vice-Commodore: John Hynes

Secretary: John Hall

Treasurer: Gerardine Young

Principal Race Officer: Lance Jensen

Sponsorship Officer: Christine Van Der Boon

Handicapper: John Hynes

Social Sailing Coordinator: Bob Slater

Webmaster: Bob Slater

YQ Delegate: John Hall

4.1 Contacts

NCYC postal address: The Secretary
 Newport Cruising Yacht Club
 P.O. Box 730
 Redcliffe Qld 4020

NCYC web page: *newportcruisingyachtclub.com.au*

NCYC Email address: *secretaryncyc@gmail.com*

Visit our web page for event calendars, club news, race results, club documents, sponsors and general information.

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General meetings: Refer *By-laws 7 and 8*.

5. MANAGEMENT COMMITTEE RESPONSIBILITIES

5.1 Management committee member duties

The functions of the management committee are set out in Association Rule 22.

The specific duties and responsibilities of committee members are set out in *By-law 9*.

5.2 Management committee Post AGM duties

To ensure continuity of management upon the election of a new committee, the By-laws provide for a range of essential actions to be taken by the incoming committee. Refer *By-law 10*.

6. MEMBERSHIP, FEES AND INSURANCE

6.1 Membership fees

The NCYC association rules (Rule 5) provide for the following classes of membership:

● Ordinary	- full voting rights	\$160.00
● Crew	- no voting rights	\$75.00
● Cruising	- no voting rights	\$75.00
● Social	- no voting rights	\$20.00
● Life Member	- full voting rights	fees waived
● Junior Member	- no voting rights	\$10.00

By-law 2 provides for a pro rata fee for membership applications received after Feb 1 in any year.

There is currently no membership nomination fee

6.2 Conduct of Members

The NCYC encourages its members to participate in a broad range of sailing and land based activities. To ensure that this participation is both a safe and enjoyable experience, all members are required, as a condition of membership, to comply with the association's **Rules** and **By-laws**, which include the **Code of Conduct** (refer *By-law 26*).

6.3 Life membership

From time to time the NCYC may recognize particular service and commitment provided to the association by a member and in acknowledgement of that service and commitment, award 'Life Membership' to that member. The procedure for granting the award of life membership is set out in *By-law 24*.

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6.4 Event entry fee

The Ordinary Member fee includes entry fees for all SAGS, WAGS, CAS and PerCS events.

Event entry fees may apply to special events organised or hosted by NCYC such as the NCYC Compass Regatta (incorporating the Scarborough Classic Boat Race)

6.5 Visiting boat entry fee

The participation of visiting boats and the establishment of their handicaps are provided for in *By-laws 11, 12 and 13*.

6.6 Member Insurance

The NCYC is required by regulation to maintain 'association' insurance cover relevant to its activities. The association insurance covers 'claims made' against office bearers and members arising out of any association activity either on land or on the water. The association insurance does not necessarily cover third party or property damage resulting from an individual member's action or inaction while participating in organized association activities. Refer *By-laws 14 and 16*.

Whilst social sailing events are not generally considered formal races, yacht owners should have their insurers confirm that they are covered for any event in which they intend to participate.

7. NOTICES OF RACE and SAILING INSTRUCTIONS

Notices of Race (NOR) and Sailing Instructions (SI) are, when required, published prior to special events.

Sailing Instructions for WAGS, SAGS, CAS and PerCS are detailed in the WAGS, SAGS & CAS Sailing Manual available on our web site. Follow the web site links [Info- Handbook](#).

8. NCYC PERFORMANCE HANDICAP SYSTEM

8.1 General process

Handicaps are based on progressive performance and are adjusted by the handicapper after each relevant race.

A boat's current performance handicap may also be used for special scratch start events sailed under the COLREGS. Refer *By-laws 20, 21 and 22*.

8.2 Establishing handicap

A new handicap is established by the relevant member and the handicapper agreeing on one of

the following two methods:

a. Sailing two handicap establishment races;

- i. [The new handicap will be calculated by doubling the best result, adding the second best result and then dividing by three. The handicapper may also consider the weather conditions, and whether the boat was sailed to the best of the crew's ability, to determine the NCYC performance handicap.]*

b. Accepting a handicap assigned by the handicapper.

8.3 Corrected times

LEGEND

CT	=	Corrected time	BCT	=	Benchmark corrected time
HC	=	Handicap	AP	=	Achieved performance
ET	=	Elapsed time	EH	=	Establishing handicap
DNF	=	Did not finish	DNS	=	Did not start
DSQ	=	Disqualified			

PROCEDURE

1. Elapsed time is converted to decimal minutes.
[e.g. 2hrs 25min 30sec = 145.5 min.]
2. Corrected time is calculated by multiplying elapsed time by the handicap.

$$\mathbf{CT = ET \times HC}$$

The winning boat is the one with the lowest corrected time.

8.4 Performance handicap adjustment

A benchmark corrected time (BCT) is calculated at 20% of elapsed times down from the winning boat (lowest CT). The specific location of the BCT is at the handicapper's discretion depending on both the spread and bunching of all CT's. It is generally set at the 20th percentile but must not exceed the 40th percentile.

From this BCT, the AP for each boat is calculated as both a decimal factor and a percentage (i.e. AP and AP%).

Boats with an AP% above 103% will have a maximum handicap increase of 3%.

$$\mathbf{HC(new) = HC(old) \times 1.03}$$

Boats with an AP% above 100% but less than 103% will have a new handicap of AP%.

$$\mathbf{HC(new) = AP}$$

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Boats with an AP% between 99% and 100% will have no change in handicap.

$$\mathbf{HC(new) = HC(old)}$$

Boats with an AP% below 99% will have a new handicap ascertained as follows

$$\mathbf{HC(new) = HC(old) \times 0.99}$$

8.5 Manual handicap adjustment

Manual adjustments to handicaps may be made if a boat has had a modification that will significantly affect its performance, or where a boat's performance in any race, series or regatta indicates an inappropriate handicap.

8.6 Season commencement adjustment

At the commencement of each sailing season, a boat's handicap will be reviewed and may be adjusted at the handicapper's discretion. The review will have regard to performance history and other relevant factors.

8.7 Special Event/Series Handicaps

A boat's current racing handicap will be used for the first race in a special event or series. For all subsequent races within the special event or series, adjustment is applied only for races within the special event or series.

Note: A boat competing in a special event or series may have more than one concurrent but different handicap, each associated with the relevant event or series.

8.8 Single Handed Race

The single handed race is a skilled mariner's event and may be held at any time during the season but most likely at the close of the season and/or late in the calendar year.

The single handed event is restricted to yachts with only one person on board. Special safety requirements apply and are detailed in the Notice of Race and the Sailing Instructions published prior to each event.

8.9 Lady Skippers Race

The lady skippers race is an annual event intended to promote participation by female members in the role of yacht skippers. It is an event during which a female must helm the yacht for at least 50 minutes in each hour.

Special safety requirements apply and are detailed in the Notice of Race and the Sailing Instructions published prior to each event. The yacht's handicap may be adjusted based on the nominated lady skipper's experience.

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This event is most likely to be held late in the sailing season.

8.10 Cruising in Company Events

These events are held from time to time and may take the form of a race or cruise to various destinations. These events will be organised by the Cruising Coordinator or his or her delegate.

9. MARKS OF THE COURSE, the RACE AREA and COURSE DIAGRAMS

9.1 Marks of the course

Marks of the common courses - All positions are close approximations and refer to WGS84 Map

Datum

Symbol	Description	Position	
S	Start Line	Varies	
CR	Caboolture River yellow Fisheries beacon	27°09.2S	153°03.9E
DB	Deception Bay red beacon	27°07.5S	153°07.5E
GR	Garnet Rock green beacon	27°14.6S	153°07.4E
RP	Reef Point green beacon	27°11.0S	153°08.0E
PC	Pearl Channel red buoy	27°11.6S	153°13.0E
BR	Brisbane Road isolated danger mark	27°17.1S	153°11.7E
BSC	Bribie South Cardinal	27°06.9S	153°09.9E
OR	Otter Rock green beacon	27°16.6S	153°06.8E
BMF	Beachmere Fisheries buoy	27°08.7S	153°05.3E

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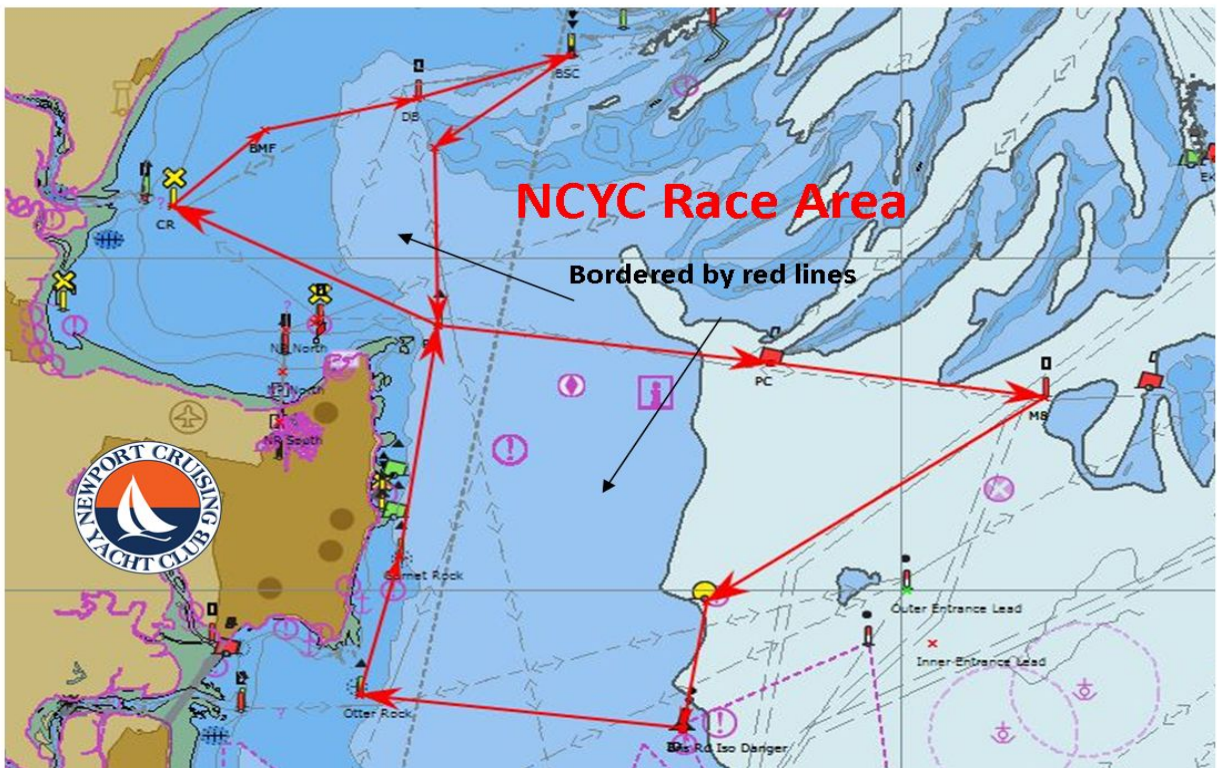
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9.2 Race area



NCYC Race Area

All regular yacht race events are held within the areas bordered by red lines



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9.3 Course diagrams

The course diagrams define a number of standard courses agreed by members to be used for series and courses of the day. They generally use fixed navigation marks within the 'race area' and are designed to provide a balance between windward, reaching and running legs.

The courses are reviewed from time to time to address member and participant critique. The diagrams are available as separate individual documents on the NCYC web site newportcruisingyachtclub.com.au.

The course diagrams indicate the course in both graphic and tabular form. The mark sequence table also indicates distances between marks and total 'string line' distance from the start to each mark.

The course diagrams are not provided for navigation purposes. They are simplified to clearly define courses and therefore lack detail. For navigation purposes, charts ratified by Maritime Safety Queensland must be used.

Part 2.

NCYC BY LAWS

The NCYC By-laws define specific member entitlements, obligations and responsibilities identified by the management committee and agreed (or set aside) from time to time at general meetings. All members are bound by these By-laws (refer *Association Rule 42 – By-laws*).

- 1 NCYC membership entitles each member to partake in specified NCYC organized activities and functions both on land and on the water. Full members also have access to all Yachting Queensland member benefits via the affiliation process (refer section 2 – AFFILIATION AGREEMENTS)
- 2 Where an application for membership is received after February 1 in any year the membership fee payable shall be ascertained as follows:

H

Annual membership fee x number of months remaining prior to the next AGM (rounded up) divided by 12.
- 3 The requirements for logging on by radio (VHF Ch 77) applies to all NCYC aquatic events.

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- 4 Participants in SAGS , WAGS, CAS and PerCS events are governed by the International Regulations for Preventing Collisions at Sea (the COLREGS). From time to time an activity review sub committee may be convened to offer advice and opinion on social sailing racing under the COLREGS(Refer also to **Bylaw 25**).
- 5 The skipper of any yacht participating in an NCYC activity has the sole responsibility to ensure that their yacht is seaworthy and, having regard to the nature of the activity, in all respects complies with safety requirements prescribed by regulation.

Maritime Safety Queensland resolves this down to a simple statement-

All owners and operators, masters and crew members must ensure the ship is:

- *Safe*
- *Properly equipped and crewed*
- *Operated in a safe manner.*

- 6 In the event of a gale warning being issued by the Bureau of Meteorology, any aquatic event organized for that day must be abandoned even if the event commenced prior to the warning.
- 7 The association shall meet in general meeting twice annually on the first Tuesday in November and April following the annual general meeting held in August each year. Meetings commence at 7:30 pm.
- 8 Members may raise issues and queries at a general meeting or with a member of the management committee. (refer also to **bylaw 28**)
- 9 **Management Committee Member Duties**

Commodore

- Overall responsibility for all the NCYC activities.
- Liaison with stakeholders and other relevant organizations.
- Coordinate, negotiate and liaise with sponsors (in consultation with the Publicity Officer).
- Chair general, special and management committee meetings.
- Author or sub-edit newsletters, reports and special notices.
- Liaise with the Vice-Commodore and Principal Race Officer in the production of Notice of Race, Sailing Instructions and the race calendar
- Development of Sailing/Events calendar with Committee.

Vice-Commodore

- Deputize for the Commodore in his or her absence.
- Assist with newsletters, reports and special notices.
- Assist the Commodore in negotiation and liaison with sponsors.
- Assist with race calendar (in association with other committee members).

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- Responsibility for ‘on water’ activities and associated documentation (in conference with the Principal Race Officer).
- Ensure ‘Aquatic Event Authorities’ are applied for and received as well as related liaison with Maritime Safety Queensland.

Secretary

- Maintain club's records, handbook and registers.
- Receive and send all correspondence as per general meeting and management committee decisions.
- Record minutes of general and committee meetings.
- Process membership applications and updates.
- Act as communicator and custodian of incorporation registration matters.
- Race and event announcements (assisted by other committee members).
- Hold Club common Seal.

Treasurer

- Maintain financial records.
- Receive income and pay expenses as approved by the management committee.
- Collect membership and race entry fees.
- Prepare forecasts of the annual budget as may be required from time to time.
- Prepare monthly financial reports and manage annual audits.

Public Relations Officer

- Build sponsorships and liaise with current sponsors.
- Liaise with the President to prepare newsletters or notices to members.
- Promote NCYC activities through the calendar, website and notices.
- Co-ordinate with the Treasurer and Secretary for invoices and acknowledgement letters confirming sponsor’s support.
- Arrange for sponsors’ advertising material, banners, etc to be displayed. Seek management committee and NCYC sanction when necessary.
- Arrange trophies/prizes etc. for presentation on trophy night.

Principal Race Officer (PRO)

- Roster race officers and assistants.
- Manage the selection of the courses for the day’s racing in conference with other race officials if necessary.
- Co-ordinate the laying of the start/finish line and moveable marks of the course.
- Final decision on alteration to courses (e.g. shortening course) in conference with other race officials if necessary.
- Final decision on abandonment or postponement of a race based on weather conditions and members' safety (in consultation with other race officials.)

- Prepare Notices of Race (NOR) and Sailing Instructions (SI) for management committee endorsement.
- Prepare and submit to Maritime Safety Queensland applications for Aquatic Event Authorities associated with events.

Cruising Officer

- Organize cruising activities
- Liaise with other organizations as required
- Coordinate cruising activity dates with the Commodore and Vice Commodore

Handicapper

- Allocation of handicaps to competitors.
- Publication and presentation of special race results.
- Appoint assistants as required.
- Posting of handicaps prior to next race.

YQ Representative

- Attend YQ general and special meetings as the NCYC representative.
- Report YQ meeting agenda, discussion and decisions to the management committee.
- Inform members of matters arising at YQ meetings (via general meetings).

Property Officer

- Maintain the NCYC asset register.
- Maintain NCYC property in good working condition.
- Ensure availability of equipment when required.
- Report any significant maintenance or replacement requirements.

Webmaster

- Management and maintenance of the NCYC web site.
- Update race calendars and race results on the web site.
- Post notices and other matter on the web site that may be forwarded by committee members from time to time.
- Report any website management issues to the management committee.
- Highlight sponsors on the website.

Social Sailing Coordinator

- Coordinate SAGS, WAGS and CAS events.
- Modify and post results and revised start times.
- Appoint assistants as require.
- Prepare and post weekly updates

9.1

Any member, who, at the request of the management committee, performs a function which includes a requirement to communicate with members via email, whether he or she be a management committee member or not, shall be given access to and use of the NCYC Gmail and info account for the purpose of discharging those functions.

10 Management Committee Post AGM Duties

- Forward notice of election of Commodore and Treasurer to the Office of Fair Trading.
- Forward notice of election of Secretary to the Office of Fair Trading.
- Forward notice of insurance cover to the Office of Fair Trading.
- Review of association and member marine insurance cover compliance.
- Review of membership category compliance.
- Initiate a handover of all IT procedures and records from outgoing Management Committee and change all passwords.
- Prepare budget for forthcoming year.
- Review the requirement for any sub-committee and ensure any sub-committees deemed to be required are duly formed.
- Review Strategic and Risk management plans.

- 11** Visiting boats are eligible to enter 3 events in any season, after which, membership becomes a prerequisite to further participation.
- 12** Visiting boats will be assigned an arbitrary handicap and are eligible for a placing. However, visiting boats are only eligible for prizes if the event is an 'invitation event'.
- 13** A visiting boat's performance during the 3 gratis races may be used as a basis for the establishment of an NCYC handicap.
- 14** All participating vessels **must** have third party and property cover (i.e. public liability insurance) of at least \$10,000,000.
- 15** **Reserved**
- 16** Each yacht owner (or owner's agent) in charge of a yacht intending to participate in any NCYC event must submit to the secretary written confirmation of appropriate insurance cover, within 14 days of either renewal of membership or changed circumstances. Such confirmation must include the 'insurer', the 'policy number', the 'extent of cover' and the 'period of cover'. ***[Explanation: This By-law ensures that any claim relating to third party or property remains as an impost upon the individual members directly involved and is not progressed to the association NCYC insurance arena to become an impost upon all members.]***
- 17** Should a boat's performance alter significantly, its handicap may be adjusted at the handicapper's discretion. Such adjustments will only be made in conference with the management committee or a

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handicap review sub-committee. All adjustments must be discussed with and agreed by the recipient prior to application and/or publication.

18 A new member or any existing member who changes boats shall establish an initial (or new) handicap as prescribed in section **8.2 *Establishing handicap***.

19 **Reserved**

20 The performance handicap system decided by members from time to time shall be described in detail in the NCYC Handbook. The description shall include methodology for :

- Establishing handicap.
- Corrected times for individual races.
- Performance handicap adjustments subsequent to individual races.
- Manual handicap adjustments.
- Season commencement adjustment.
- Special series handicaps.

21 The handicap system published in the NCYC Handbook shall apply to all relevant NCYC races. Refer section 8:

NCYC PERFORMANCE HANDICAP SYSTEM.

22 If any yacht undergoes any modification (including equipment replacement) that may have an effect on the yacht's current handicap, the skipper of that yacht is required to notify the handicapper of that modification.

Failure to do so may jeopardize the yacht's points or placings. The handicapper is empowered to re-calculate handicap results retrospectively in such cases.

23 **APPLICATION TO RENEW MEMBERSHIP**

- Membership with the NCYC may be renewed if:
 - i. The member applying for renewal was a financial member in the year immediately preceding the year to which the application to renew membership is received; and
 - ii. The application to renew membership is received within two (2) calendar months, or further period agreed by the Management Committee, following the Annual General Meeting at which the membership fees are set in respect of the year for which renewal is sought.
- All applications for renewal of membership must be processed using the procedures set out in association rule 9.

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- Association rules 11 and 12 shall apply to all applications for renewal of membership.

24 A current member of the NCYC may be awarded “life membership” of the NCYC where the member has provided extraordinary service and commitment to the NCYC over a substantial period of time. Nomination for the award of “life membership” must be submitted to the management committee in writing, signed by at least two ordinary members, not including the member to whom the nomination refers, and include details of the grounds supporting the nomination. The management committee may, upon considering the nomination, put the nomination to the members as a special resolution at general meeting or request further information regarding the nomination or decline the nomination. All communication relating to the nomination must be undertaken “In Confidence”.

25 Subsequent to each annual general meeting, the management committee shall nominate one (1) full member to join the Principal Race Officer and the Vice-Commodore to form an Activity Review Sub-committee. The Activity Review Sub-committee’s functions shall include:

- Initiation of enquires into reported incidents involving any breach or alleged breach of safety during an association activity, whether on land or at sea;
- Preparation of reports for, and recommendations to, the Management Committee in regard to safety in connection with association activities, whether on land or at sea;
- Any other function in connection with or incidental to safety of association members and which the Management Committee may require the Activity Review Committee perform.

For the sake of clarity:

- (a) An association activity includes WAGS, SAGS, CAS, PerCS (and any variation thereof), or any other sailing event organized by the association.
- (b) A breach of safety includes a failure to comply with the COLREGS or any reasonable direction given by the Principal Race Officer, whilst participating in an association activity.
- (c) Nothing in these By-laws is intended to diminish or shift the sole responsibility of the skipper of a yacht for the seaworthiness of, and safety aboard their vessel.

26 CODE OF CONDUCT

Preamble

This Code of Conduct is to be read in conjunction with the NCYC Association Rules and Bylaws and is intended to:

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- Assist NCYC members to fulfil their obligations as members of the NCYC.
- Establish and maintain a standard of behaviour expected of NCYC members.
- Establish a safe and enjoyable fellowship among NCYC members.
- Maintain and enhance the good reputation of the NCYC in the public arena.

Guiding Principles

Members of the NCYC shall:

1. Comply with the NCYC Rules and Bylaws.
2. At all times extend goodwill and courtesy to fellow NCYC members.
3. At all times act in an ethical and sportsmanlike manner towards NCYC members and members of the public participating in an NCYC function.
4. At all times afford due care and regard for the safety of all NCYC members and for property and associated rights of the NCYC and its members.
5. Comply with the *International Regulations for Preventing Collisions at Sea (COLREGS)*

Behaviour inconsistent with the **Guiding Principles** is deemed to be a breach of the NCYC **Code of Conduct** and includes, without limitation:

- Abusive language at any NCYC functions or directed to any NCYC member(s).
- Defamatory comments (written or oral) relating to any NCYC member(s) or NCYC committee.
- To knowingly discriminate against any NCYC member(s).
- To denigrate, intimidate, harass or assault any NCYC member(s) or member of the public whilst participating in or attending an NCYC function.
- A breach of the COLREGS or any reasonable direction given by the NCYC PRO whilst participating in an NCYC function and which causes endangerment to another person or property.
- The interference with or misuse of any property of the NCYC or NCYC member(s) in the absence of proper authority.
- To hold out as being a duly authorised representative of the NCYC in the absence of authorization properly given pursuant to the NCYC Rules.
- Any act, omission or comment howsoever made that brings or is likely to bring the NCYC into disrepute.

27 All formal meetings convened by the NCYC shall be conducted under the NCYC guidelines for conduct of meetings.

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NCYC GUIDELINES FOR CONDUCT OF MEETINGS

(1) General procedure

- a) The Chair has the control of the meeting.
- b) The Secretary shall, in consultation with the management committee, prepare the agenda.
- c) A motion on notice shall not be amended prior to publication in the agenda other than at the request of the proposer or by the secretary in consultation with the proposer.
- d) The Secretary must ensure that a written record of attendances is made, proxies are received and noted.
- e) The Secretary must ensure that a quorum is present and inform the Chair accordingly.
- f) The meeting opens when the Chairperson takes the chair.
- g) The Chair should identify and announce any proxies.
- h) Procedural items shall be dealt with in the order they appear in the agenda.
- i) General Business items shall be dealt with in the order they appear in the agenda.
- j) The Chair shall decide the order of speakers.
- k) All comments, questions and motions must be addressed to the Chair.
- l) Speakers must be allowed to speak without interruption and for a reasonable time.
- m) A speaker's comments must be relevant to the issue before the meeting.
- n) The members in meeting may, by resolution, decide that a particular person shall not be heard further on a particular subject. **NO DEBATE IS ALLOWED ON THIS MOTION.**
- o) The Chair may terminate debate after a reasonable time and put the motion to the meeting for vote.
- p) The Chair must declare a motion won or lost.
- q) Members must conduct themselves in a manner consistent with the NCYC Code of Conduct.

(2) General Business

- a) Motions for which notice has been given are dealt with first.
- b) A member may move a motion from the floor provided such motion is relevant to and arises from or as a consequence of an item mentioned in the agenda.
- c) Discussion on a motion or the amendment of a motion shall not proceed until the motion or amendment has been seconded.
- d) If there is no seconder, the motion/amendment lapses.
- e) The Chair may allow a proposer of a motion to speak to their motion before calling for a seconder.

- f) Motions must be clear, unambiguous and capable of implementation having regard to the NCYC rules.
- g) An amendment shall not be moved by the proposer or seconder of a motion without the Chair's consent.
- h) An amendment must not alter the essence /character of the original motion.
- i) The proposer of a motion has a right of reply at conclusion of floor discussion.
- j) The proposer of an amendment does not have a right of reply.
- k) An amendment is voted on before the original motion.
- l) If the amendment is lost the original motion is then put.
- m) If the amendment succeeds, the amended motion becomes the motion and is put.
- n) Amendments cannot be further amended.

(3) Points of Order

- a) A point of order may only be used to draw attention to:
 - a breach of these guidelines;
 - an irregularity in procedure;
 - the irrelevance or repetition of a speaker's comments;
 - the breach of established practices;
 - the contradiction of a previous motion passed by a majority vote.
- b) A Point of Order may be raised at any time and may interrupt a speaker.
- c) A Point of Order must be raised immediately the grounds arise.
- d) A Point of Order is RAISED by standing and saying; "Point of Order"
- e) The Chair must immediately acknowledge the Point of Order.
- f) The Chair must immediately stop debate and the speaker must resume their seat.
- g) The member raising the point of order must then clearly state the grounds of the Point of Order.
- h) The Chair must then deal with the Point of Order and may confer with other committee members on the Point of Order and must have regard to relevant rules, by laws and accepted meeting procedure and practice when determining the validity of the Point of Order.
- i) NO DEBATE is permitted on a Point of Order other than reasonable clarification of the grounds upon which the Point of Order is raised and relevant rules/ procedure.
- j) A member wishing to challenge the Chair's decision on a Point of Order must immediately move a Motion of dissent as follows; "*dissenting from the chair's ruling*". That motion must be seconded and immediately put to the vote WITHOUT DEBATE.
- k) If that motion is lost the Chair's decision stands. If it is upheld the meeting must proceed accordingly.
- l) Points of Order need not be recorded in the minutes.

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