

BUSA STANDING ORDERS

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A. BUSA CODE OF CONDUCT

1 This Code applies to all Senior Officers, Officers, Personal Members, Member Clubs and their members, whether competing in the Events, attending meetings and functions of the Association or where they are representing the Association, including verbally and in written correspondence. The code also applies to Member Clubs, their members and visitors (of Member Clubs) where competing in any Event where the RRS apply and attending the meetings and functions on behalf of their club.

2 No person or Club shall:

- 2.1 breach the Constitution/Standing Orders
- 2.2 bring the Association into disrepute
- 2.3 bring the sport of sailing into disrepute
- 2.4 commit Gross Misconduct (as defined by the RRS)
- 2.5 injure or damage the property of the Association or venue
- 2.6 disobey the reasonable orders or instructions of race officials officiating at the Events
- 2.7 in the case of Senior Officers or Officers, fail to properly perform their duties.

Failing to adhere to Section 2 of this Code shall be a disciplinary offence.

3 Any allegation that a disciplinary offence has been committed shall be sent in writing in the first instance and in full to the Secretary or Chair to the Association who shall bring it to the attention of the Chair within seven days of the incident. The Chair may advise the General Committee of the receipt of a complaint; however, it is at their discretion.

4 No complaint under Section 2.3 or 2.4 shall be accepted if it was considered by the Protest Committee or International Jury of one of the Events or of an event where there is an official BUSA presence and no further action was taken.

5 Where the Protest Committee or International Jury of an Event or of an event where there is an official BUSA presence has found the accused guilty of Gross Misconduct under the RRS, BUSA shall accept that finding of guilt and it may not be overturned.

6 The Chair shall appoint a panel of at least three members of the General Committee, within seven days of receiving a complaint, to investigate the disciplinary offence. The Chair may also appoint a member to the panel from outside of the Association. The Chair may be a member of the panel.

7 The panel must inform the accused person or persons of the allegation and allow them to view all evidence which has been considered by the panel. The accused person or persons must be permitted to make representations to the panel before it reaches a decision.

8 The panel shall determine whether or not the accused person or persons is guilty of the offence, and if so, impose a punishment.

9 The panel may impose the following punishments:

- 9.1 Expulsion from the Association
- 9.2 Suspension from the Association for a specific period of time
- 9.3 Exclusion, permanent or temporary, from the Events or membership of representative teams of the Association
- 9.4 In the case of a Senior Officer or Officer, removal from office
- 9.5 Compensation for damage or loss incurred
- 9.6 A warning
- 9.7 Admonishment

10 There is no right of appeal against the findings of fact of the disciplinary panel. However, the decision of panel may be appealed on the grounds that:

- 10.1 The procedure followed by the panel was improper
- 10.2 The decision was perverse and was not one which a reasonable panel could have reached on the evidence presented to it

11 Any appeal shall be lodged with the Secretary or Chair of the Association within seven days of the decision of the panel being published.

12 The Chair shall appoint a person (who may be from outside the Association) he/she deems to be suitably qualified to hear the appeal. That person shall not be a member of the disciplinary panel or have been involved in the investigation of the offence. If the case requires additional external support in hearing the appeal, it can be forwarded to the SDRP (Sports Dispute Resolution Panel).

13 After hearing the representations of the appellant and the disciplinary panel, the person hearing the appeal may:

- 13.1 Uphold the decision of the disciplinary panel
- 13.2 Quash the decision of the disciplinary panel
- 13.3 Remit the matter back to the disciplinary panel for fresh consideration

14 Where a disciplinary offence involves the Chair, their duties under this Code shall be performed by a Vice-Chair.

Adopted by the General Committee

B - CONDUCT OF MEETINGS

1. MINUTES

The Secretary to the Association (or their appointed deputy) shall act as Secretary to the General Meeting and shall keep full and proper minutes of the proceedings of the Meeting. The Minutes shall record all those present.

2. BUSINESS & AGENDA

2.1 No business shall be discussed at a General Meeting unless it appears on the Agenda.

2.2 Emergency business for insertion in the Agenda shall be submitted to the Chair prior to the start of the General Meeting and he/she shall put the question to the General Meeting "that the business stated be accepted onto the Agenda". The Meeting may accept the business by a two-thirds majority and it shall be considered in the normal manner.

2.3 The General Committee may direct that an item of special business be inserted onto the Agenda prior to the start of the General Meeting.

2.4 The Chair shall determine the order of the Agenda, which shall be ordered as follows:

- Apologies for Absence
- Minutes of the Previous Meeting
- Matters Arising
- Reports of the Officers
- Event Planning
- Elections
- Other Items of Business
- Emergency and Special Business

3. THE CHAIR

3.1 The Chair of a General Meeting shall be the Chair of the Association. Where the Chair cannot preside, a Senior Officer shall take the Chair.

3.2 The Chair shall coordinate the proceedings and direct the order of business in accordance with these Standing Orders.

3.3 The Chair shall not move any motion or amendment from the Chair.

3.4 Members shall respect the Chair without question and submit to their authority when called to do so. No Member shall speak when the Chair is addressing the Meeting.

4. SPEAKING RIGHTS

4.1 The Chair shall decide the order of speaking and no Member shall address the Meeting unless called to do so. The Chair may limit the length of speeches. Observers will not have the right to speak at the Meeting.

4.2 The Chair shall not unreasonably refuse a Member the right to speak.

4.3 All comments shall be directed at the Chair.

5. VOTING

5.1 Voting at the Meeting shall be by show of hands unless the Chair otherwise directs. Only those entitled to vote shall vote. This does not affect the right of Members to vote by post or email.

5.2 Once passed, a resolution of a General Meeting shall not be amended or rescinded at that Meeting.

6. EMAIL OR POSTAL VOTING

6.1 Once the Agenda has been issued to the Members, any Member may vote by post or email provided that they comply with these Standing Orders.

6.2 The General Committee may prescribe the form in which email or postal votes are to be given and make any such form available on the BUSA website.

6.3 In the case of a Member Club, the President or other chief officer of the Club shall communicate the Club's votes to the Secretary to the Association no later than the second working day before the Meeting.

6.4 In the case of any other Member, the Member shall communicate his/her vote to the Secretary to the Association no later than the second working day before the Meeting.

6.5 The Secretary to the Association shall deliver all received postal and email votes to the Chair prior to the start of the Meeting. Prior to the start of the Meeting, all postal and email votes shall be kept secret by the Secretary.

6.6 Where the Secretary has reasonable grounds to believe that any vote received has been improperly made or has not been properly authorised by a Member Club, he or she is entitled to make such inquiries as thought fit to establish the validity of the vote. The Secretary shall report the matter to the Chair who shall have the final decision on whether or not the vote is valid.

6.7 After any vote has been taken at the Meeting, the Chair shall declare the number of postal/email votes received and their effect on the result.

7. MOTIONS & AMENDMENTS

7.1 All motions and amendments shall be proposed by one Member and seconded by another from a different Member Club or Personal Member. Once submitted, a motion or amendment may not be withdrawn except with the consent of the Chair prior to the General Meeting or with the consent of the Meeting once it has commenced.

7.2 The proposer of a motion shall have the right to sum up immediately before the vote but may not introduce new material into a summing up speech.

7.3 In the absence of discussion, the Chair shall request further speeches before any vote.

7.4 Any amendment shall fall within scope of the substantive motion.

7.5 Only one amendment may be discussed at a time.

7.6 The amendment shall be read to the General Meeting and the Chair shall ask the proposer of the motion if he/she accepts the amendment. If so, the motion is amended and shall be considered as normal.

7.7 If the proposer does not accept the amendment, then the General Meeting shall discuss and vote on the amendment in the normal manner.

7.8 The Chair of the meeting has the right to curtail the discussion at his/her discretion.

8. PROCEDURAL MOTIONS

8.1 The following procedural motions are always in order and shall take priority over all other business, save a point of order:

- 8.1.1. Challenge to the presence of a quorum
 - 8.1.2. Motion of no confidence in the Chair
 - 8.1.3. Motion to challenge the Chair's ruling
 - 8.1.4. That the motion be taken in parts
 - 8.1.5. That the question be now put
 - 8.1.6. That the question be not put
 - 8.1.7. That the motion be referred to a body for investigation
 - 8.1.8. That the Meeting be adjourned
- 8.2 A procedural motion under SO 7.1 shall require a two-thirds majority to pass.
- 8.3 The Chair shall accept a challenge to the presence of a quorum immediately and shall rule on the presence of a quorum.
- 8.4 There shall be one speech for and one speech against in all procedural motion debates.
- 8.5 If the General Meeting votes to adjourn the Meeting, it shall consider the date, time and place of the resumed Meeting.

9. POINTS OF INFORMATION/ORDER

- 9.1 A point of order shall take precedence over all other business and shall be directed to the Chair in the form of a question.
- 9.2 A point of information may be made by any person with speaking rights, provided that the Member addressing the General Meeting at the time gives way.
- 9.3 A point of information is a factual statement, and not a statement of belief or opinion.

C - ELECTIONS

1. NOMINATION

Any nomination for election shall be made in writing to the Secretary to the Association not less than seven days prior to the General Meeting at which the election is to occur. It is not a requirement to attend the General Meeting, however attendance is preferred.

2. SPEECHES & QUESTIONS

All candidates shall be entitled to address the Meeting, if in attendance, prior to the ballot for a time specified by the Chair. Members shall be entitled to put questions to the candidates.

3. VOTING

Voting shall be by show of hands, by ballot papers or other method as defined by the Chair at the beginning of elections. Only those entitled to vote shall vote.

4. COUNTING & DECLARATION

The Secretary or Senior Officer shall conduct the count of the show of hands or ballot papers for each position and inform the Chair of the results. Any dispute shall be resolved solely by the Chair. The Chair shall declare the results to the General Meeting and certify the results as true and accurate.

D - FINANCIAL

1. EXPENSES

All bona fide fees and expenses incurred on behalf of Association by the Senior Officers or Officers or its official representatives in the execution with their office shall be reimbursed by the Association.

Only in exceptional circumstances shall reimbursement be made without a receipt.

2. TRAVEL CLAIMS

Reasonable travel expenses will be reimbursed on the production of appropriate receipts. The Honorary Treasurer or Secretary may refer any particular claim to the Chair for a decision if either believes the claim may be inappropriate

Travel expenses for BUSA Teams must be authorised by the relevant Captain.

3. ACCOMMODATION

Accommodation costs are only to be incurred with the prior approval of the Honorary Treasurer (for committee expenses) or the General Committee (in all other cases).

4. SPONSORS

The General Committee must ratify all sponsors to ensure that there are no conflicts of interest.

5. TEAM EXPENSES

BUSA Team members (as defined below) may be reimbursed for their entry fees or travel costs in attending events in the United Kingdom. Reimbursement will only be made if:

- 1 Each team member is a student as defined by the BUCS Regulations
- 2 The expenditure is authorised by a member of the BUSA Executive Committee
- 3 A full event report has been submitted to the Secretary in the required format by the team captain within the requested timescale.
- 4 The team member has submitted a media profile to the Secretary.

A BUSA Team is a group of sailors who have been selected through fair and open selections as determined by the General Committee. The Team must compete under the name of "BUSA".

E - OFFICER ROLES & RESPONSIBILITIES

Role	Term	Student (at time of election)/Volunteer	Max term
President	2 years	Volunteer	N/A
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)
Chair	2 years	Student (Past BUSA Committee member preferred)	2 terms (4 years)
Vice Chair	1 year	Student	2 terms (2 years)
Honorary Treasurer	N/A	Volunteer	N/A
Development Officer	1 year	Student	2 terms (2 years)
Fleet Racing Officer	1 year	Student	2 terms (2 years)
Match Racing Officer	1 year	Student	2 terms (2 years)
Keelboat Officer	1 year	Student	2 terms (2 years)
Scottish Area Chair	1 year	Student from Scottish University	2 terms (2 years)
Northern Area Chair	1 year	Student from Northern University	2 terms (2 years)
Midlands Area Chair	1 year	Student from Midlands University	2 terms (2 years)
Southern Area Chair	1 year	Student from Southern University	2 terms (2 years)
Western Area Chair	1 year	Student from Western University	2 terms (2 years)
Eastern Area Chair	1 year	Student from Eastern University	2 terms (2 years)
Media Coordinator	1 year	Volunteer or Student	2 terms (2 years)
Tour Manager	1 year	Volunteer or Student	2 terms (2 years)
Honorary Member(s)	N/A	Volunteer – Maximum of 3	None
BUSA Secretary	1 year rolling contract	Non-student contracted by BUSA	N/A
NGB Representative	N/A	RYA Employee	N/A

BUCS Representative	N/A	BUCS Employee	N/A
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Executive Committee:

CHAIR

Lead of the committee and direct contact to the president.

Requires approx. 3-5 hours a week of admin.

The role enables you to implement your vision of UK university student sailing.

Responsibilities

The Chair's responsibilities extend from compiling the agenda and chairing committee meetings, to providing the central point of contact from BUSA to organizations including ICSA and the RYA.

- ❖ Oversee all BUSA activities, delegate actions and support committee members in their roles
- ❖ Work closely with the Secretary and Vice Chair to deliver an annual calendar of BUSA activities
- ❖ Compile Agenda for and Chair committee meetings
- ❖ Compile an executive summary of committee meetings
- ❖ Communicate with administrative organizations, principally ICSA and the RYA.
- ❖ Represent student sailing at appropriate forums
- ❖ Compile the agenda for each annual general or extraordinary general meeting, as directed by the committee.

VICE CHAIR

Works closely with the chair to oversee BUSA activities and support the committee in their roles.

Requires approx. 3-5 hours a week of admin.

Responsibilities

- ❖ Liaise with major stakeholders and partners - these have included Rooster, K Sail and Andrew Simpson Foundation in the past
- ❖ Help ensure BUSA projects, partnerships and policies are up to date with all the appropriate paperwork
- ❖ Support other committee members
- ❖ Chair committee meetings in the Chair's absence and assist with compiling the agenda for each annual general or extraordinary meeting

HONORARY TREASURER

Time commitment varies between 1-2 hours per month to 1-2 hours every fortnight. It is important that the treasurer has time to complete critical tasks during the busy periods of the year - October (memberships) and April (BUSA Championship Finals)

Responsibilities

The Treasurer's role is to maintain the financial position of BUSA, through allocating achievable budgets, invoicing member clubs, and administering expenses. They do not have to be a current university club member.

- Set and manage the BUSA budget each year to ensure sustainability and self-sufficiency.
 - Maintain and present accounts for each meeting and the AGM.
 - Report on progress to the RYA where required, as set out in the contract
 - Set appropriate affiliation fees in line with the wider financial picture.
 - Invoice member clubs for affiliation fees.
 - Produce a budget in conjunction with the Development Officer for the BUSA Development Fund, following liaison with the Chair.
 - Scrutinize and pay committee expenses where appropriate.
- Support host organizations in producing championship budgets
- I will set and manage the BUSA budget each year to ensure BUSA are self-sufficient. I will report on progress for this action to the RYA when required, as set out in the Contract.

PRESIDENT

The President's role is to provide institutional memory to a committee with a high membership turnover. They are to dip in and provide expert guidance where required, and support members of the committee as they are invited, or see fit.

Approximately 1 to 2 hours of work a month.

Responsibilities

- Provide continuity to the committee, and assist in preserving BUSA's reputation.
- Provide 'senior guidance' as required and act as the final arbiter in the case of disputes within the workings of BUSA.
- Support committee members in their roles as required.
- Mentor the Chair and Vice-Chair in their roles.

- Assist and push the Committee to meet its agreed targets and deadlines on behalf of the BUSA members, and help to guide the strategic plans of the committee.

VICE PRESIDENT

Approximately 1-2 hours per week.

The Vice President's role is to provide short-term institutional memory to a committee with a high membership turnover. They are to dip in and provide expert guidance where required, and support members of the committee as they are invited, or see fit. The role is best suited to people who have experience on the BUSA committee or have been a senior member of a USC committee, and have a broad knowledge across the different sailing disciplines.

Responsibilities

- Take an advisory role for the rest of the committee.
- Act as a knowledge base for members of the committee, providing continuity between shorter term roles such as those of the regional representatives.
- To support committee members in their roles as required.
- To sit on BUSA sub-committees as appropriate.

Discipline Officers:

DEVELOPMENT OFFICER

The Development Officer oversees the development of student sailing through BUSA. This role is a development role, with a view to grow the BUSA provision of student sailing, through both training opportunities and membership consultation.

Approx. 2-3 hours per week

Responsibilities

- Identify the key areas of development needed within student sailing, with the help of the Area Chairs.
- Communicate feedback from development events and consultation to the committee.
- Inform the committee of the key development areas needed within student sailing.
- Oversee the completion of the annual development survey, summarise results, discuss and share appropriately.
- Produce a development plan with the area chairs, which is achievable.

- Identify areas of funding needed to further student development, and to put together funding requests with the help of the Treasurer.
- Look to improve BUSA provision for all experience levels, including beginners.
- Look to improve diversity and inclusivity within University sailing.
- Adaptability - can respond to the role how you want to - can make what you want from it

TEAM RACING OFFICER

The Team Racing Officer takes responsibility for overseeing the provision of team racing for BUSA, principally: the area qualifiers, the playoffs and the BUCS Team Racing Championship.

Approx. 2 hours a week - greater time required in lead up to championship events.

Responsibilities

- Oversee the bidding process for the BUSA Team Racing Championships including the regional qualifiers, playoffs and championship finals.
- Act as the liaison between the committee and the host club for all stages of the BUCS Team Racing Championship.
- Communicate feedback from Team Racing events to the committee.
- Support the administrator to co-ordinate and distribute the pre-event race documentation for the Team Racing Championship.
- Attend Team Racing Finals as Event Director or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or I am competing.

FLEET RACING OFFICER

The Fleet Racing Officer takes responsibility for overseeing the provision of fleet racing for BUSA, principally the BUCS Fleet Racing Championship, with the Championship Technical Delegate(s).

Approx. 2 hours per week

Responsibilities

- Oversee the bidding process for the BUCS Fleet Racing Championships.
- Act as the liaison between the committee and the host club for the BUCS Fleet Racing Championships.
- Communicate feedback from Fleet Racing events to the committee.
- Develop the provision of Fleet Racing for students.Fleet
- Attend the Fleet Racing Championships as Event Director or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or I am competing.

MATCH RACING OFFICER

The Match Racing Officer liaises with the host club/organisation to enable the provision of the Match Racing Championships.

Approx. 2 hours per week.

Responsibilities

- Oversees the bidding process for the BUCS Match Racing Championships.
- Acts as the liaison between the committee and the host club/organisation for the BUCS Match Racing Championships.
- Communicates feedback from Match Racing events to the committee.
- Development - seek further opportunities for student match racing. BUCS Match Racing Championship.
- To attend the Match Racing Championships as Event Director if required or appoint an appropriate Event Director from the BUSA committee unable to attend or competing.

KEELBOAT OFFICER

The Keelboat Officer takes responsibility for overseeing the provision of keelboat racing for BUSA, principally the BUCS Yachting Championships. Act as the liaison between the committee and host organisation for the BUCS Yachting Championships.

Approx. 2 hours per week.

Responsibilities

- Communicate feedback from keelboat events to the committee.
- Organise keelboat training opportunities for students.
- Support the administrator to co-ordinate and distribute the pre-event race documentation for the BUCS Yachting Championship.
- Attend the BUCS Yachting Championships as Event Director if required or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or competing.

MEDIA OFFICER

Approx. 3 hours per week. May be required to attend some BUSA events for media related duties.

Responsibilities

- Manage and moderate BUSA's social media channels, principally Facebook, Instagram, Twitter, and YouTube.
- Proactively promote BUSA activities, both to student members and externally.
 - Present and promote the championship events on social media, and create and distribute media plans in absence.

- o Obtain event reports from University sailing events throughout the year which can then be published by the Secretary onto the BUSA website
- Manage and update a media calendar.
 - o Coordinate the BUSA Instagram story take-overs throughout the year.

Area Chair:

Northern/Midlands/South-Central/Western/Eastern Area Chair

The Area Chairs are to act as the BUSA point of contact in their area, providing the structure to ensure a link between the BUSA committee and the affiliated University Sailing Clubs in that area.

Approx. 1-2 hours per week.

Responsibilities:

- Set up and facilitate discussion in my respective area.
- Communicate the actions of the committee to those in my area, and feedback the views of affiliates in my area. This may be via the maintenance of an area Facebook group.
- Support the Fleet Racing, Match Racing and Keelboat Officers with the promotion and delivery of their events (if required).
- Support the Development Officer by informing them of my area's Development needs and facilitate the provision of development opportunities.
- Maintain good contact with USCs in the region

Scottish Area Chair

Approx. 2-3 hours per week (possibly more in the weeks leading up to each Qualifier weekend)

On top of the responsibilities above, the Scottish Area Chair shall organise the three Scottish Team Racing League weekends and attend as Event Director. This will involve:

- Liaising with SSSailing Secretary to finalise the SSSailing budget
- Opening, and overseeing the event bidding process
- Liaising with host Universities to arrange towing of fireflies, RIBs, sufficient number of volunteers, venue, start and finish boats, catering
- Arranging race officials and being their main point of contact throughout the events
- Assisting University Sailing Clubs with the BUCS entry process
- Updating and publishing event info as required (Event hosting guide and bidding form, Sailing Instructions, Emergency Procedures, Event Claims Forms etc)
- Drafting, publishing, and printing flight sheets ahead of each weekend.
- Keeping track of SSSailing box of dreams (clip boards, battens, autohoot, umpire flags, first aid kit etc), SSSailing radios, race bibs, printer, and laminator. Make sure these arrive at each event.

Honorary Member(s):

The honorary member's role is to provide the committee with the ability to invite those with expertise in certain areas onto the committee, to aid with the provision of service, governance, or development.

Responsibilities

- Assist with BUSA matters.
- Provide advice to committee members.

Help out at BUSA events where appropriate.

Addendum E – Description of Categories

BUSA Member Clubs shall belong to one of three proposed categories: BUSA Competitive Member Clubs, BUSA Developmental Member Clubs and BUSA Participation Member Clubs.

BUSA Competitive Member Club

- All benefits of BUSA Developmental Member Club.
- Members may represent BUSA on teams (e.g. tour events).
- May enter BUCS team, match, fleet and yacht racing events to the maximum number of entries permitted by the event notice of race (subject to entry deadlines).
- May bid to host BUCS events (Team racing finals, playoffs etc.).

BUSA Developmental Member Club

- All benefits of BUSA Participation Member Club.
- Members may compete in BUSA yachting, with no more than two members per team.
- RYA Affiliation included in Subscription.
- Full voting rights at AGM.
- Members eligible for committee positions.
- Club details published on the BUSA website.
- Member clubs can request BUSA funding for support with training.
- Support from BUSA in finding race officials for events.

BUSA Participation Member Club

- Members may enter BUCS team & match racing events with no more than one team per event.
- Members may compete in BUSA fleet racing events, entering no more than two boats.

The Subscription Fee will be determined each year by the BUSA General Committee