**BUSA STANDING ORDERS**

**A. BUSA CODE OF CONDUCT**

**B. CONDUCT OF GENERAL MEETINGS**

**C. ELECTIONS**

**D. FINANCIAL**

**E. OFFICER ROLES & RESPONSIBILITIES**

**F. MEMBERSHIP – DESCRIPTION OF CATEGORIES**

1. **BUSA CODE OF CONDUCT**
2. 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 representing the Association, including verbally and in written correspondence.
3. No person or Club shall:
   1. breach the Constitution/Standing Orders
   2. bring the Association into disrepute
   3. bring the sport of sailing into disrepute
   4. commit Gross Misconduct (as defined by the RRS)
   5. injure or damage the property of the Association or venue
   6. disobey the reasonable orders or instructions of race officials officiating at the Events
   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 disciplinary offence.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. The panel shall determine whether or not the accused person or persons is guilty of the offence, and if so, impose a punishment.
7. The panel may impose the following punishments:
   1. Expulsion from the Association
   2. Suspension from the Association for a specific period of time
   3. Exclusion, permanent or temporary, from the Events or membership of representative teams of the Association
   4. In the case of a Senior Officer or Officer, removal from office
   5. Compensation for damage or loss incurred
   6. A warning
   7. Admonishment
8. 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:
   1. The procedure followed by the panel was improper
   2. The decision was perverse and was not one which a reasonable panel could have reached on the evidence presented to it
9. Any appeal shall be lodged with the Secretary or Chair of the Association within seven days of the decision of panel being published.
10. The Chair shall appoint a person (who may be from out with the Association) he 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).
11. After hearing the representations of the appellant and the disciplinary panel, the person hearing the appeal may:
    1. Uphold the decision of the disciplinary panel
    2. Quash the decision of the disciplinary panel
    3. Remit the matter back to the disciplinary panel for fresh consideration
12. Where a disciplinary offence involves the Chair, his duties under this Code shall be performed by a Vice-President.

Adopted by the General Committee

Neil Marshall

CHAIR 2017-2019

**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.

1. **BUSINESS & AGENDA**
   1. No business shall be discussed at a General Meeting unless it appears on the Agenda.
   2. Emergency business for insertion in the Agenda shall be submitted to the Chair prior to the start of the General Meeting and he 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.
   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.
   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
2. **THE CHAIR**
   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.
   2. The Chair shall co-ordinate the proceedings and direct the order of business in accordance with these Standing Orders.
   3. The Chair shall not move any motion or amendment from the Chair.
   4. Members shall respect the Chair without question and submit to his authority when called to do so. No Member shall speak when the Chair is addressing the Meeting.
3. **SPEAKING RIGHTS**
   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.
   2. The Chair shall not unreasonably refuse a Member the right to speak.
   3. All comments shall be directed at the Chair.
4. **VOTING**
   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.
   2. Once passed, a resolution of a General Meeting shall not be amended or rescinded at that Meeting.
5. **EMAIL OR POSTAL VOTING**
   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.
   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.
   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.
   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.
   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. 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.
   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.
6. **MOTIONS & AMENDMENTS**
   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.
   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.
   3. In the absence of discussion, the Chair shall request further speeches before any vote.
   4. Any amendment shall fall within scope of the substantive motion.
   5. Only one amendment may be discussed at a time.
   6. The amendment shall be read to the General Meeting and the Chair shall ask the proposer of the motion if he accepts the amendment. If so, the motion is amended and shall be considered as normal.
   7. If the proposer does not accept the amendment, then General Meeting shall discuss and vote on the amendment in the normal manner.
   8. The Chair of the meeting has the right to curtail the discussion at his/her discretion.
7. **PROCEDURAL MOTIONS**
   1. The following procedural motions are always in order and shall take priority over all other business, save a point of order:
      1. Challenge to the presence of a quorum
      2. Motion of no confidence in the Chair
      3. Motion to challenge the Chair's ruling
      4. That the motion be taken in parts
      5. That the question be now put
      6. That the question be not put
      7. That the motion be referred to a body for investigation
      8. That the Meeting be adjourned
   2. A procedural motion under SO 7.1 shall require a two-thirds majority to pass.
   3. The Chair shall accept a challenge to the presence of a quorum immediately and shall rule on the presence of a quorum.
   4. There shall be one speech for and one speech against in all procedural motion debates.
   5. If the General Meeting votes to adjourn the Meeting, it shall consider the date, time and place of the resumed Meeting.
8. **POINTS OF INFORMATION/ORDER**
   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.
   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.
   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 fifteen 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.

1. **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.

1. **VOTING**

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

1. **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.

1. **AREA LEAGUE CO-ORDINATORS**

The election of Area League Co-ordinators by their areas shall be arranged by the General Committee in such manner as it thinks fit and proper. Nominations for these positions should be sent to the Team Racing Co-ordinator.

**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.

1. **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.

1. **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).

1. **SPONSORS**

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

1. **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 the Men's or Ladies Captain

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 group of sailors who have been selected through fair and open selections by the Men's or Ladies Captain or as determined by the General Committee. The Team must compete under the name of "BUSA”.

**E - OFFICER ROLES & RESPONSIBILITIES**

## Honorary President

He/she will advise BUSA upon request, and will be available to attend at least one BUSA event per year.

## Vice Presidents (Two)

**Reports to:**  The General Committee.

**Overall** **responsibility**: The Vice Presidents act as continuity links on the committee and act as a knowledge base.

**Term:** 24 months

**Desirable abilities:**

* + To have sat on the BUSA Committee, to have helped to run a Major BUSA event, or to have represented BUSA.
  + To either be a final year student or postgraduate student who have sailed for a number of years.
  + To be available to attend Committee meetings (Min. 1 per year).

## Chair

## Reports to: President, Vice Presidents.

**Overall responsibility:** For the running of BUSA.  
**Term:** 24 months (Elected Bi-annually)

## Key areas of responsibility:

## Day to day running of the Association, with assistance from the BUSA Secretary at the RYA.

## To ensure that BUSA is managed to the expected standard on behalf of BUCS and the RYA.

## To ensure that the General Committee understand their roles and actively run BUSA.

## To set the dates and agendas for all BUSA meetings.

## To have a clear understanding of the Constitution.

* To ensure that BUSA’s reputation is upheld.
* To be involved with all aspects of BUSA.

**Consults with:**

* BUSA Members
* BUSA Committee Members
* BUCS
* RYA

**Desirable abilities:**

* To have sat on the BUSA Committee, to have helped to run a Major BUSA event, or to have represented BUSA.
* Good organizational and communication skills.
* Available to travel to meetings and events.
* To be a student for a minimum of one year whilst holding this position.

## Secretary to BUSA (RYA Representative)

## Reports to: RYA and the General Committee

## Overall responsibility: BUSA’s day to day running and to act as a knowledge base and advisor to the committee.

**Term:** Appointed by the RYA (as the National Governing Body)

## Key areas of responsibility:

## Day to day running of the Association, assisting the Chair and Committee members.

## To be the main public point of contact for the general public, members and committee members.

## To ensure that all BUSA events are run in accordance with BUCS Rules and Regulations, the Racing Rules of Sailing and the RYA Racing Charter.

## To present and take minutes from each meeting.

## To ensure that the links with other clubs and associations are maintained.

## To maintain the website and update when necessary.

* To publicise BUSA.
* To liaise with the Honorary Treasurer about all BUSA Finances.
* To process all BUSA admin from Welcome pack mail outs, general letters, subscription fees, etc.
* In particular, to organize with the RYA the BUSA Match Racing events and Yachting Championships on behalf of BUSA.
* To sit on the BUCS Sports Management Group.
* To have knowledge of all aspects of BUSA.

**Consults with:**

* BUSA Members
* BUSA Committee Members
* BUCS
* RYA
* General public

## The Honorary Treasurer

## Reports to: The General Committee

## Overall responsibility: The co-ordination of BUSA’s accounts and setting the year’s budget

**Term:** One year (elected annually)

## Key areas of responsibility:

* To work closely with the Secretary in setting the annual budget.
* To deal with finance requests from various BUSA members.

**Consults with:**

* The General Committee
* The Men’s and Ladies’ captains
* The Secretary

**Desirable abilities:**

* Good organizational, communication and accounting skills.
* Available to travel to meetings and events.
* Good understanding of the costs involved in sailing and especially

team racing.

## Website Officer (Editor)

## Reports to: The General Committee

## Overall responsibility: To keep BUSA members informed as to what is happening in terms of upcoming events and news stories through upkeep of BUSA website.

**Term:** One year (elected annually)

## Key areas of responsibility:

* Upkeep of the BUSA website – particularly ensuring calendar is up to

date.

* Publicising events.
* Writing news stories on website and in yachting media.
* Assisting in securing sponsorship for BUSA events.
* keeping BUSA members informed of what is happening/has

happened.

**Consults with:**

* BUSA Members
* BUSA Committee Members
* Potential sponsors/sources of publicity e.g. Yachts and Yachting

Magazine.

**Desirable abilities:**

* Computer literate (able to upkeep website).
* Good Communications skills.
* Available to travel to meetings and events.
* To have sailed in a BUSA Event.

## Team Racing Co-ordinator

## Reports to: The General Committee

## Overall responsibility: The promotion and co-ordination of university Team Racing

**Term:** One year (elected annually)

## Key areas of responsibility:

## Chair of the Team Racing Working Group.

* Responsible for the Area League Co-ordinators.
* Overall responsibility for all team racing matters.
* Oversees and ensures the fair running of Team Racing qualifiers
* Organisation of BUSA Playoff Competition.
* Oversees the Team Racing Championships Organising Committee.

**Consults with:**

* The General Committee
* The Team Racing Working Group
* The Team Racing Championships Organising Committee
* Venues

**Desirable abilities:**

* Good organisational and communications skills.
* Good understanding of team racing.
* Available to travel to meetings and events.
* To have sailed in a BUSA Team Racing Event.

## Area League Co-ordinators (Scotland, Northern, Midlands, South Central, Western)

## Reports to: The Team-Racing Co-ordinator and the

## General Committee

## Overall responsibility: Runs their region, involved in the General Committee, makes them aware of what is going on in their region.

**Term:** One year (elected annually)

## Key areas of responsibility:

* Runs the region.
* Involved in the General Committee (lots of emails and travelling).
* Makes them aware of what is going on in our region.
* Part of the BUSA Team Racing Working Group.
* Organises Team Racing Qualifiers and other Area Championships.
* Sorts out any regional issues and disputes.
* Promotes all BUSA activities and events in their regions.
* Works closely with the universities in the region involving them in what is going on.
* Liaises with the Men’s and Ladies Captain about sailors within their regions.
* Future plans and how to improve the regions sailing.
* The Scotland Co-ordinator shall also sit on the SSS committee.

**Consults with:**

* The General Committee
* Regional Captains
* Venues

**Desirable abilities:**

* Good organizational and communication skills.
* Available to travel to meetings and events.
* To have sailed in a BUSA event.

## Men's & Ladies' Captains

## Reports to: The General Committee

## Overall responsibility: Event and Team selection

## Term: One year (elected annually)

## Key areas of responsibility:

* To proactively recruit sailors to represent BUSA in all disciplines.
* Be a figurehead for BUSA at external events.
* Select events for BUSA teams to enter.
* Select the best team to represent BUSA in such events.
* Organises the American-BUSA exchange in such a year.

**Consults with:**

* BUSA Members
* BUSA Committee Members
* Event Organising Authorities

**Desirable abilities:**

* Good organizational skills.
* Communication skills essential.
* Sailed for a number of BUSA events.
* Leadership experience and a figurehead to represent BUSA at events.
* Ability to select a team in tough circumstances.
* Available to travel to meetings and events.

## Keelboat Officer

## Reports to: The General Committee

## Overall responsibility: To liaise with the RYA and assist, where necessary, in promoting match and keelboat racing to students.

**Term:** One year (elected annually)

## Key areas of responsibility:

## To promotion of keelboat and match racing events to students.

## To assist the RYA and host club/university with the Yachting Nationals.

## To liaise with the Men’s and Ladies Captains to help find keelboat/match racers to represent BUSA.

**Consults with:**

* BUSA Members
* BUSA Committee Members
* Event organising authorities

**Desirable abilities:**

* Good organizational and communication skills.
* Available to travel to meetings and events.
* To have sailed in a BUSA event.

## Honorary Member

## Reports to: The General Committee

## Overall responsibility: To assist the General Committee upon request.

**Term:** One year (elected annually)

## Key areas of responsibility:

## To assist the committee when requested to comment on any issues arising.

**Consults with:**

* The General Committee
* External bodies, when requested to do so by the General Committee

**Desirable abilities:**

* Be a RYA National or Regional Judge, Umpire or Race Officer.
* Have extensive experience of protest committee work and umpiring (preferably in match and team racing)
* Have a good working knowledge of:
  + The Racing Rules of Sailing
  + Notices of Race & Sailing Instructions
  + The World Sailing Case Book, MR and TR Call Books, Rapid Response Calls and Q & As.
  + All policies issued by the RYA Judges & Umpires Group, Racing Rules Committee and Race Management Group.

**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 club 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**