

BUSA CONSTITUTION



1. NAME

The name of the association shall be the British Universities Sailing Association ("BUSA").

2. DEFINITIONS

"the Subscription" means the annual fee levied on Member Clubs and Personal Members which adopted by the Annual General Meeting upon a proposal from the Honorary Treasurer.

"the Events" means:

- (a) The British Universities & Colleges Sport (BUCS) Fleet Racing Nationals
- (b) The BUSA Inland Championships
- (c) The BUCS/BUSA Team Racing Championships (and Qualifiers)
- (d) The BUCS/BUSA Match Racing Championships (and Qualifiers)
- (e) The BUCS/BUSA Yachting Nationals

"sailing club" means a sailing club affiliated or recognised by a Higher Education Establishment or a college which has been recognised as having Higher Education Establishment status

"student" means:

a student registered at a Higher Education Establishment in a full-time or part-time course of study recognised by that Establishment; or

a sabbatical officer of a Student Union or Athletic Union of a Higher Education Establishment; or

a student on a sandwich course provided that the duration of the course in industry is less than twelve months; or

and where a student's course of study concludes during the course of an academic year, they shall remain a student for the purposes of this Constitution until the end of that academic year;

and where that student is a full member of a Member Club.

3. OBJECTS

The objects of the Association shall be:

- (a) The promotion and development of student sailing

- (b) The organisation and administration of the Events
- (c) The selection and administration of BUSA Representative Teams
- (d) All such other objects which further and are incidental to the above.

4. MEMBERSHIP

4.1 The Members of the Association shall be:

- (a) The Senior Officers
- (b) The Officers
- (c) The Member Clubs
- (d) Personal Members

4.2 The Member Clubs are sailing clubs or associations which have been admitted to the Association by the General Committee

4.3 A sailing club may apply for admission to the Association on application to the General Committee and on payment of the Subscription Fee.

4.4 The acceptance or rejection of new Member Clubs shall be at the sole discretion of the General Committee.

4.5 The Member Clubs shall be affiliated to the Royal Yachting Association ("RYA") through their membership of the Association.

4.6 A Member Club in good standing with the Association shall be entitled to enter its full members in the Events and to take part in all the activities of the Association.

4.7 A Member may resign from the Association by giving written notice to the Secretary to the Association.

4.8 An individual student sailor may apply for Personal Membership of the Association on application to the General Committee. The General Committee may, in its absolute discretion, grant personal membership provided that the candidate for membership is a personal member of the RYA and that there are no more than five individual members from any one institution.

5. FEES & SUBSCRIPTIONS

5.1 The Member Clubs and Personal Members shall each pay to the Association the Subscription each year no later than the first day of November.

5.2 Until a Member Club or Personal Members has paid the Subscription Fee and all other arrears due to the Association, they

shall not be in good standing with the Association and may not exercise the rights of membership.

- 5.3 The General Committee shall write to any Member Club or Personal Member who has not paid the Subscription by the thirty-first day of December in each year and demand payment within one month.
- 5.4 Any Member Club or Personal Member who fails to pay the Subscription within one month of demand shall be expelled automatically from the Association and its activities, without appeal.
- 5.5 A Member Club or Personal Member who has been expelled for non-payment may apply for re-admission to the General Committee which may re-admit the Member Club in its sole discretion. The General Committee may also request additional payment if the Club or Member has previously been expelled under this Article.
- 5.6 Member clubs who have a person from their club sitting on the committee that year will be entitled to a discounted membership fee of £100 (no more than 1 discount per university).

6. FINANCIAL

- 6.1 The income of the Association shall only be used in furtherance of its stated objects.
- 6.2 The Honorary Treasurer shall keep full and proper books of account of the Association's finances and shall submit to every Annual General Meeting the audited accounts and statements of the Association.
- 6.3 The General Committee shall maintain such bank accounts in the name of the Association as it thinks fit and the signature of any two members of the General Committee duly authorised by the Committee shall be required to operate and administer the accounts.
- 6.4 No Senior Officer or Officer shall be liable for the bona fide debts of the Association or those incurred on behalf of the Association nor shall they be liable for any loss or damage incurred by the Association in the proper execution of their office except in the case of wilful, reckless or negligent conduct on their part. The Senior Officers and Officers shall be entitled to be indemnified out of the assets of the Association against any losses or liabilities so sustained.

7. OFFICERS & HONORARY MEMBER

- 7.1 There shall be the following Senior Officers:
- (a) The Honorary President
 - (b) Two Vice-Presidents
 - (c) Two Representatives appointed by the RYA
 - (d) The Chairman
- 7.2 The Honorary President, the Chairman and Vice-Presidents shall be elected at every other Annual General Meeting and shall hold office for two years.
- 7.3 One Representative from the RYA shall act as Secretary to the Association.
- 7.4 There shall be the following Officers:
- (a) The Honorary Treasurer
 - (b) The Team Racing Co-ordinator
 - (c) The Publicity Officer
 - (d) The Men's Captain
 - (e) The Ladies' Captain
 - (f) The Keelboat Officer
- 7.5 The remaining officers shall be elected at each Annual General Meeting and shall hold office until the succeeding Annual General Meeting.
- 7.6 There will also be Five Area League Co-ordinators who will report and be responsible to the Team Racing Co-ordinator.
- 7.7 An Honorary Member may be elected annually providing that they are a RYA-qualified Race Official.
- 7.8 No more than two of the Senior Officers or Officers may be from same Member Club.
- 7.9 Retiring officers shall be eligible for re-election but shall not hold office for more than four years.
- 7.10 The Chairman and the two RYA Representatives will also represent the Association on the Sports Management Group for British Universities & Colleges Sport.
- 7.11 Where the position of any Senior Officer, Officer or Honorary Member is vacant, the General Committee may co-opt a suitable and competent person to fill that office until the next Annual General Meeting when he or she shall retire. Any term of office

served as a co-opted officer shall not count towards any total limit as specified in Articles 7.2 and 7.9.

8. GENERAL COMMITTEE

- 8.1 The management and administration of the Association shall be conducted by the General Committee having regard to this Constitution and the Standing Orders of the Association.
- 8.2 The General Committee shall consist of the Senior Officers, the Honorary Member and the Officers.
- 8.3 The Chairman of the General Committee is the Chairman of the Association. When then Chairman cannot preside, a Senior Officer shall take the chair.
- 8.4 The Secretary to the Association shall act as Secretary to the General Committee and shall keep full and proper minutes of the proceedings of the Committee.
- 8.5 The General Committee shall meet not less than four times a year and at such other times as the Chairman thinks fit.
- 8.6 The General Committee may delegate its authority and powers to working groups or sub-committees.
- 8.7 The discussions and communications of the General Committee, working groups or sub-committees shall be confidential and shall not be disclosed by its members without the consent of the Committee.
- 8.8 Meetings of the General Committee shall be closed but the Committee may agree to allow observers to be present provided that seven days notice of their attendance has been given to the Committee and that no member of the Committee present at the meeting objects.
- 8.9 The next place of the meeting of the General Committee shall be determined at its present meeting, or in default of which, by the Chairman.
- 8.10 The quorum of the General Committee is five which shall include one Senior Officer.
- 8.11 Retiring and newly-elected Senior Officers, Officers and Co-ordinators shall have a full and proper handover, allowing paperwork and contacts to be passed on.

9. GENERAL MEETINGS

- 9.1 A General Meeting of the Association shall be held at least once per year (the Annual General Meeting) and at such other times as are required (Special General Meetings).
- 9.2 The Annual General Meeting shall only be held at one of the Championships, where the largest predicted number of Member Clubs will be represented, or as determined by the General Committee.
- 9.3 A Special General Meeting may be called by the General Committee if it thinks fit.
- 9.4 A Special General Meeting shall be called by the General Committee upon receipt of a requisition signed by five or more Members given to the Secretary to the Association and provided that the business to be transacted at the Special General Meeting is specified in that notice. The Special General Meeting shall not be called less than one month after the date of requisition.
- 9.5 Any item or matter for discussion at a General Meeting must be given to the Secretary to the Association not less than one month before the proposed date of the Meeting. This does not affect special or emergency business.
- 9.6 The Agenda shall be circulated to all Members not less than fourteen days before the proposed date of the Meeting.
- 9.7 Any Senior Officer, Officer, Honorary Member, Member Club or Personal Member may attend and speak at a General Meeting.
- 9.8 Only the Senior Officers, Officers, and duly appointed representatives of the Member Clubs in good standing shall be entitled to vote.
- 9.9 The quorum of a General Meeting shall be 20 Member Clubs or 25% of the total number of Member Clubs whichever is the lesser.
- 9.10 Where a quorum is not present, the General Meeting may proceed to transact its business on an advisory basis to the General Committee. The General Committee at its next meeting may then ratify the decisions of the General Meeting except that it may not amend the Constitution.
- 9.11 Each Member Club shall be entitled to two votes. Voters must be nominated by their club before the beginning of the General Meeting. Observers may be allowed, however they will not be entitled to address the meeting or to vote.

- 9.12 Each Senior Officer and Officer shall be entitled to one vote.
- 9.13 Personal Members are not entitled to vote.
- 9.14 The Chairman shall be entitled to vote and have a second casting vote.
- 9.15 Votes shall be accepted by email or post provided that they comply with the Standing Orders laid down by the General Committee on such matters.
- 9.16 The decisions of a General Meeting are final and binding on the whole Association.

10. STANDING ORDERS

- 10.1 The General Committee may order Standing Orders to govern the conduct and affairs of the Association. Standing Orders shall not contravene the provisions of this Constitution.
- 10.2 Standing Orders (and any amendments thereto) ordered by the General Committee shall have immediate effect until the next General Meeting of the Association. Thereafter, the Standing Orders (or the new amendments) shall only continue to have effect if ratified by resolution of the General Meeting.

11. ORGANISATION OF THE EVENTS

- 11.1 The Association shall be the Organising Authority of the Events except where this responsibility is carried out by the British Universities & Colleges Sport or where the Association delegates this task to another body or working group.
- 11.2 The Events shall be run under the International Sailing Federation Racing Rules of Sailing ("the RRS"), the Prescriptions of the RYA thereto and under the RYA Racing Charter.
- 11.3 The General Committee may appoint a Senior Officer or Officer or several of them to exercise the powers of an Organising Authority under the RRS in relation to the Events.
- 11.4 All results and reports from the Events must be sent to the Secretary to the Association and the Publicity Officer within forty-eight hours of the completion of the event.

12. ELIGIBILITY, AREAS, LEAGUES & REPRESENTATION

- 12.1 Only students as defined may compete in the Events.

- 12.2 The areas and leagues of the Association shall be defined by Notices of Race issued by the Association.
- 12.3 A representative team of the Association shall only consist of students as defined by this Constitution.
- 12.4 Representative teams for non-international matches shall be selected by the Men's Captain or Ladies' Captain respectively and ratified by the General Committee.
- 12.5 Representative teams for international matches shall be selected by trials or by the General Committee.

13. DISCIPLINE & CONDUCT

- 13.1 The General Committee shall issue a Code of Conduct which shall govern the behaviour, discipline and conduct of competitors at the Events, of the Officers and Senior Officers, of the Personal Members, of the Member Clubs and their members.
- 13.2 The Code shall provide for disciplinary offences and their investigation and the expulsion, suspension or other reasonable punishment of competitors at the Events, of the Officers and Senior Officers, of the Member Clubs and their members or of the Personal Members provided always they have the right of appeal.

14. AMENDMENT

- 14.1 No amendment or alteration to this Constitution shall be made except by the Annual General Meeting of the Association where the amendment has properly appeared on the Agenda and where passed by a two-thirds majority of the Members present and voting, save as below.
- 14.2 An amendment to the Constitution relating to the financial affairs and financial administration of the Association may only be passed by a four-fifths majority of the Members present and voting.

15. DISSOLUTION

- 15.1 If, at any General Meeting, a resolution for the dissolution of the Association is passed by a majority of the Members present and at a subsequent General Meeting held not less than six weeks later (of which not less than four weeks written notice has been given to each Member), and at which a quorum is present, that resolution is confirmed by a two-thirds majority of the Members voting on it, the General Committee shall proceed to dissolve the Association.

- 15.2 If directed to dissolve the Association in accordance with Article 15.1 above, the General Committee shall realise the assets of the Association and discharge the debts and liabilities of the Association.
- 15.3 If the assets of the Association are insufficient to discharge its debts and liabilities, the General Committee shall be entitled to demand and receive such payments from the Member Clubs and Personal Members in such proportions as it in its absolute discretion may think fit and necessary to discharge the remaining debts and liabilities.
- 15.4 If after the discharge of all debts and liabilities there remains a surplus of funds and assets, the General Committee shall distribute the surplus among the Member Clubs and Personal Members in such a manner and in such proportions and subject to such conditions as the General Committee shall in its absolute discretion think fair and reasonable.
- 15.5 A General Meeting may by resolution direct the General Committee to distribute any surplus funds or assets to such organisations or bodies which have similar objects of the Association.

DULY RESOLVED AND ADOPTED AT THE ANNUAL GENERAL MEETING OF THE BRITISH UNIVERSITIES SAILING ASSOCIATION HELD ON 12TH APRIL 2011 AT GUNWHARF QUAY/PORTSMOUTH HARBOUR YACHT CLUB.

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Ed Morris CHAIRMAN 2011-13

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 representing the Association, including verbally and in written correspondence.
- 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 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 Chairman to the Association who shall bring it to the attention of the Chairman within seven days of the incident. The Chairman 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 Chairman 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 Chairman may also appoint a member to the panel from outside of the Association. The Chairman 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 Chairman of the Association within seven days of the decision of panel being published.
 - 12 The Chairman 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).
 - 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 Chairman, his duties under this Code shall be performed by a Vice-President.

Adopted by the General Committee,
Adam Sunman CHAIRMAN 2009-11

STANDING ORDERS

- A. CONDUCT OF GENERAL MEETINGS**
- B. ELECTIONS**
- C. FINANCIAL**
- D. OFFICER ROLES & RESPONSIBILITIES**

A - 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 Chairman 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.
- 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 Chairman shall determine the order of the Agenda, which shall be ordered as follows:
 - (a) Apologies for Absence
 - (b) Minutes of the Previous Meeting
 - (c) Matters Arising
 - (d) Reports of the Officers
 - (e) Event Planning
 - (f) Elections
 - (g) Other Items of Business
 - (h) Emergency and Special Business

3. THE CHAIR

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

- 3.2 The Chairman shall co-ordinate the proceedings and direct the order of business in accordance with these Standing Orders.
- 3.3 The Chairman shall not move any motion or amendment from the Chair.
- 3.4 Members shall respect the Chairman without question and submit to his authority when called to do so. No Member shall speak when the Chairman is addressing the Meeting.

4. SPEAKING RIGHTS

- 4.1 The Chairman shall decide the order of speaking and no Member shall address the Meeting unless called to do so. The Chairman may limit the length of speeches. Observers will not have the right to speak at the Meeting.
- 4.2 The Chairman 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 Chairman 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 Chairman 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 Chairman 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 Chairman 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 Chairman 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 Chairman 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 Chairman shall ask the proposer of the motion if he accepts the amendment. If so, the motion is amended and shall be considered as normal.
- 7.7 If the proposer does not accept the amendment, then 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:

- (a) Challenge to the presence of a quorum
- (b) Motion of no confidence in the Chair
- (c) Motion to challenge the Chair's ruling
- (d) That the motion be taken in parts
- (e) That the question be now put
- (f) That the question be not put
- (g) That the motion be referred to a body for investigation
- (h) That the Meeting be adjourned

8.2 A procedural motion under SO 7.1(b) or (c) shall require a two-thirds majority to pass.

8.3 The Chairman 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 Chairman 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.

B - 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.

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 Chairman. Members shall be entitled to put questions to the candidates.

3. VOTING

Voting shall be by show of hands or by ballot papers, as defined by the Chairman 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 Chairman of the results. Any dispute shall be resolved solely by the Chairman. The Chairman shall declare the results to the General Meeting and certify the results as true and accurate.

5. 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.

C - 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 Chairman 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 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".

D - OFFICER ROLES & RESPONSIBILITIES

1. Honorary President

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

2. 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).

3. Chairman

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.

4. 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 Chairman 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

5. 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.

6. 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.

7. 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.

8. Area League Co-ordinators (Scottish, 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.

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.

9. 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.

10. 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.

11. 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 ISAF 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.