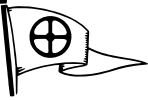
	Helensburgh Sailing Club		
	STANDARD OPERATING PROCEDURE		
Control of Governance Documents			
Procedure No	00 – Rev01	Prepared By	Tim Flatman
Date Issued	March 2021	Checked by	Donald McLaren
Supersedes	--	Approved by	James Miller

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1. Purpose:

- 1.1. Describes the framework and control of the club's governance documents

2. INTRODUCTION

- 2.1. The Constitution & Byelaws, Policies and Procedures set the standards for acceptable behaviour and operating practices of the Club.
- 2.2. The Constitution & Byelaws are the overarching objectives and rules of the club agreed by the Annual General Meeting
- 2.3. A policy adds depth and guidance to an objective and the handling of various key scenarios
- 2.4. A procedure outlines what steps to take to achieve the policy.
- 2.5. As the environment, other operating bodies that the club interfaces with, laws and technology change, so the constitution, its byelaws, the policies and procedures require maintenance and updating to remain effective.

3. Regular Review

- 3.1. Regular review of the policies and procedures is required to ensure they continue to meet their objectives, relevancy and accuracy.
- 3.2. An annual winter review shall be carried out and the policies and procedures reissued, with revision dates updated to reflect that, each March.

4. Preparation, Checking and Approval

- 4.1. Any office bearer can prepare or revise a policy or procedure using the standard Word template developed for the purpose
- 4.2. The club secretary or any Flag Officer can check a policy or procedure
- 4.3. Only the Commodore shall approve a policy or procedure