

## **Royal North of Ireland Yacht Club**

### **GENERAL RULES, REGULATIONS AND HOUSE RULES**

#### **Name**

1. The Club shall be called the Royal North of Ireland Yacht Club.

#### **Objects**

2. The object of the Club is to encourage Amateur Yacht Sailing and Racing. In Club races yachts must be steered by members or by members of recognised Yacht Clubs. By the term "Amateur" shall be meant a person who has not at any time received payment for being a helmsman or member of crew of a yacht.

#### **Flags**

3. The Club Flags shall be a Blue Ensign (Authorised by Admiralty Warrant, dated 27th June 1903) and a Blue Burgee, both featuring the Club device, viz. a Yellow Shamrock surmounted by the Royal Crown. The Ensign shall be worn according to the regulations made by the Ministry of Defence from time to time, and only if the owner holds an Admiralty Warrant.

#### **Trustee**

4. The property and effects of the Club shall be vested in the Trustees in trust for the members of the Club for the time being.

#### **Trustees Term of Office**

5. A Trustee when elected shall hold office during life or until his or her office is vacated by resignation, by ceasing to be a member of the Club or by special resolution of a General Meeting of the Club removing such Trustee from his or her office.

#### **Trustee - Vacancies**

6. Any vacancy occurring among the Trustees shall be filled by the members at the Annual General Meeting next following such a vacancy.

### **Trustee - Duties**

7. The Trustees shall hold the property and effects of the Club subject to the control of the Committee.

### **Trustee - Investments**

8. The Trustees shall invest any monies of the Club in their hands requiring investment in such stocks, shares, securities or investments as shall be directed in writing by the Committee, whether the same shall be authorised by law for Trustee investments or not, and may, by such direction vary any such investment.

### **Trustee - Committee Direction**

9. The Trustees shall sell, mortgage or otherwise dispose of, or deal with any property of the Club vested in them and any monies of the Club in their hands in such manner as may be directed by a resolution of the Committee.

### **Trustee - Liability**

10. No Trustee shall be under any liability for any loss caused by any investments made pursuant to any directions as aforesaid or be responsible for any sale, mortgage or disposition or dealing with any property or monies of the Club in pursuance of any such resolution.

### **Trustee - Direction of the Committee**

11. A copy of a direction in writing or of a resolution of the Committee, with a certificate signed by the Chairman of such Committee and the Honorary Secretary of the Club, that such direction has been given or such resolution has been duly passed by the Committee, shall in favour of the Trustees be conclusive evidence that such direction has been duly made, or such resolution been duly passed (as the case may be) and that the same is valid, and any act or omission of the Trustees in pursuance of any such direction or resolution shall be valid and effective notwithstanding any irregularity in the giving of the direction or passing of the resolution, and the Trustees shall not be affected by notice of any such irregularity or responsible for any loss caused by their obedience to such direction or resolution (as the case may be). The Trustees shall be fully indemnified by the funds of the Club against all loss caused by acting as Trustees, Officers, Committee and Management.

### **Officers Committee - Sub Committees**

12. The affairs of the Club shall be managed by a Committee which shall be called "The Committee" and shall consist of a Commodore, Vice Commodore, Rear Commodore, Captain, First, Second and Third Officers, Honorary Secretary, Honorary Treasurer, Honorary Sailing Secretary, Honorary Cadet Instructor and Honorary Rescue Officer. No member shall be eligible for election to the Committee until he or she has been a full member for two years. The Commodore shall convene a sub-committee which shall be called "The Executive Committee" which shall consist of the Vice Commodore, the Rear Commodore, the Honorary Secretary and the Honorary Treasurer. The Vice Commodore shall convene a sub-committee which shall be called "The Yard and Sailing Committee", hereinafter called "The Sailing Committee". The Rear Commodore shall convene a sub-committee which shall be called "The House, Ground, Entertainments and Bar Committee", hereinafter called "The House Committee".

The Sailing and House Committees shall consist of the convenors and other members drawn from the full Committee. Where necessary other members may be co-opted to these committees to assist in their operations. The Commodore, the Vice Commodore, the Rear Commodore and the Honorary Secretary shall be ex-officio members of each sub-committee.

### **Election of Officer - The Committee**

13. Members of the Committee shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire but be eligible for re-election.

Any casual vacancy or vacancies that occur in the Officers may be filled by the Committee but such Officer or Officers shall only hold office until the next Annual General Meeting. A member shall be entitled to hold more than one office or appointment. Likewise two persons may hold one office by joint appointment.

### **Nomination of Officers**

14. Any two members in categories (HL), (LI), (FU), (FS), (RE),(RS), (HS, HLS & LS), (JR) or (ST) may by notice in writing to the Honorary Secretary ten days at least before the Annual General Meeting propose and second any member in category (HL), (LI), (FU), (FS), (RE), (RS), (HS, HLS & LS), (JR) or (ST) who may be eligible under these rules for election to the Committee. A list of persons proposed as Officers of the Committee shall be posted in the Club House at least seven days before the Annual General Meeting. At the Annual General Meeting the vacancies on the Committee shall be filled by vote of the members present. If a complete Committee is not elected at the Annual General Meeting the Committee shall have the power to fill any vacancy or vacancies on the Committee according to the provisions for filling vacancies in Rule 13.

### **Other Honorary Officials**

15. There may be elected at each Annual General Meeting, an Honorary Solicitor, an Honorary Auditor and an Honorary Librarian, and such other honorary officials as may, from time to time, be expedient. Such honorary officials shall hold office for one year but shall be eligible for re-election and nominations for vacancies shall be in the same manner as in the preceding rule. Honorary officials may or may not be ex-officio members of the Committee.

### **Committee Meetings**

16. The Committee shall meet from time to time at such place and hour as may be convenient. Notices shall be sent by the Honorary Secretary of each Committee Meeting stating the time and place of such meeting. Five shall form a quorum. The chair at Committee Meetings shall be taken by the senior Officer present. Should no Officer be present, the Meeting shall appoint a Chairman. In addition to his own vote the Chairman shall have a second or casting vote.

### **Sub-Committees - Additional**

17. The Committee may appoint from time to time from amongst their numbers such other sub-committees which may, or may not be given powers of co-option. Where powers of co-option are granted the co-opted member need not be from amongst the other members of the Committee.

### **Honorary Secretary and Honorary Secretaries of Sub-Committees**

18. (i) The Honorary Secretary shall cause to be kept correct Minutes of the proceedings of all General Meetings and of all Committee Meetings in Minute Books provided for the purpose.
  
- (ii) The Sub-Committees shall appoint Honorary Secretaries who shall cause to be kept correct minutes of the proceedings of all meetings of the Sub-Committee in the Minute Books provided for the purpose.

### **Honorary Treasurer**

19. The Honorary Treasurer shall cause to be kept a correct account of all money received and disbursed on account of the Club and such books of account as he shall deem advisable. He or she shall cause to be prepared the accounts of the Club made up to the 30th September in each calendar year and a balance sheet as at that date, to be laid before the Annual General Meeting. A copy of such Balance Sheet and Accounts after Audit shall be transmitted to each member entitled to them fourteen days before the Annual General Meeting. The Honorary Treasurer shall ensure that the requirements of Section 21 of the Registration of Clubs Act (Northern Ireland) 1967 and the Registration of Clubs (Northern Ireland) Order 1987 and any statutory amendment or modification thereof are complied with.

### **Membership**

20. (i) The Club shall consist of the following categories of membership:

#### **Category HO - HONORARY**

The Committee shall have the power to elect any person as an Honorary Member of the Club for such period as it may think fit. Honorary Members shall not be required to pay either entrance fee or subscription. Members of the Council of the RYA, Flag Officers of all Royal and recognised Yacht Clubs extending like privileges to the Officers of this Club shall be ex-officio Honorary Members of the Club.

#### **Category HL - HONORARY LIFE**

Only those members who have been members for fifty years or more shall be eligible for election to Honorary Life Membership.

### **Category LI - LIFE**

Members may purchase Life Membership by paying 12 times the current annual subscription. This category will only be open to full members over 24 and in the case of married members and their spouse, where purchase price will be 12 times the rate for a full member and spouse. The Committee may limit the number of Life Members in this category.

### **Category FU - FULL**

Full Members are those persons residing permanently in Northern Ireland who have attained the age of 24 years and have been elected in accordance with these rules.

### **Category FS - FULL MEMBER & SPOUSE**

Full Members and Spouses are persons residing permanently in Northern Ireland who have attained the age of 24 years, are married and have been elected in accordance with these rules.

### **Category RE – Concessionary**

Members of ten years standing who have attained the age of 65 years during the year prior to their next subscription falling due.

### **Category WI - WIDOW/WIDOWER**

Members of ten years standing who is the widow/widower of deceased member elected in accordance with these rules.

### **Category HS, HLS, LS - SPOUSES OF CATEGORIES HO, HL, LI**

Members of ten years standing who are spouses of Honorary Members, Honorary Life Members and Life Members.

### **Category JR - JUNIOR**

Junior Members are those persons residing permanently in Northern Ireland who have attained the age of 18 years but are under the age of 24 years and have been elected in accordance with these rules.

### **Category ST - STUDENT**

Student Members are those persons domiciled in Northern Ireland in bone fide full-time education and have been elected in accordance with these rules.

## **Category CA - CADET**

Cadet members are those persons over the age of 10 years but under the age of 18 years. Cadet members may, with the approval of the Committee, become Junior or Student Members as appropriate on 1st October next following their eighteenth birthday, without further formality, no entrance fee being payable.

### **Sub-Category: Junior Cadets**

Junior Cadets members are those persons over the age of 8 years but under the age of 10 years whose parents are prepared to accept the restrictive nature of this sub-category of membership for their child, the conditions of which may be varied by the Committee at any time as it considers appropriate. (See addendum 1).

## **Category OU - OUTPORT**

Outport Members are those persons residing outside Northern Ireland or such Members of H.M. Forces and others as the Committee may decide be elected outport members.

## **Category TE -TEMPORARY**

The Committee may admit without Entrance Fee, as a Temporary Member of the Club for any period and at such a subscription, as it may in its absolute discretion determine, any person, whether resident in Northern Ireland or not.

- (ii) The Committee may at any time limit the number of any class of membership.
- (iii) The combined number of Full Members, Spouses and Life Members shall not be less than one quarter of the total members of the Club.

### **Privileges and Voting Powers**

21. Members in Categories (HL), (LI), (FU), (FS), (RE), (HS, HLS, & LS), (JR), (ST) only shall be entitled to all the privileges of the Club, to receive notices of, and to attend at General Meetings. Only members in Categories (HL), (LI), (FU), (FS), (RE), (HS, HLS, & LS), (JR), (ST) and holding current membership cards may attend at and vote at General Meetings of the Club. Other categories of members may only use the Club House in accordance with the General Rules, Regulations and House Rules of the Club which may from time to time be made.

### **Entrance Fees**

22. A new member or Outport Member changing membership to Full Member (with the exception of such Outport Member who joined as members of HM Services) shall pay an entrance fee on being elected. The Committee shall from time to time determine the amount of the entrance fee payable

by each class of member, and may at its discretion waive the entrance fee.

#### Annual Subscriptions

23. Annual subscriptions shall be set by the Committee and become due and payable in advance on the first day of October each year. At the first day of November subscriptions outstanding will be subject to 25% surcharge.

#### Candidate of Membership

24. (i) Every candidate for membership of the Club shall be proposed by one member of the Club and seconded by another member of the Club, both of whom shall have been full members in Categories (HL), (LI), (FU), (FS), (RE), (RS), (HS, HLS & LS), (JR) or (ST) for a period of at least three years, and shall be personally acquainted with the candidate. The candidate shall sign a form of application for membership provided for that purpose by the Club, giving all particulars required by the Club, with an undertaking to be bound by the rules of the Club if elected. That form shall be signed by the proposer, the seconder and also by a sponsor who shall be a member of the Committee who has met the candidate. The form of application together with a remittance for the relevant subscription and entrance fee where applicable, shall be submitted to the Honorary Secretary. If not elected to membership such payment will be returned to the applicant.
  
- (ii) The Honorary Secretary shall submit every application for membership to the Committee at its next meeting. Following receipt of such application, the Committee, having made such enquiries about the applicant as it thinks fit and considering him or her a suitable candidate, shall cause their name and the names of his or her proposer, seconder and sponsor to be displayed in a conspicuous place in the Club premises for not less than 14 days prior to election. Any member of the Club objecting to a candidate may communicate his objection in writing, stating the grounds thereof, to the Honorary Secretary, who shall communicate the same to the Committee, but to no other person or persons.

#### Election of Members

25. The election of candidates shall be by the Committee and no person shall be admitted to the Club until so elected. A candidate who receives a majority of the votes of the members of the Committee present and voting shall be elected. A candidate rejected after such a ballot may not again be considered for membership of the Club until the

expiration of twelve months from the date of such ballot, and if rejected a second time shall become ineligible for membership. The size of overall membership, or specific membership category, shall be limited to a number to be determined from time to time by the Committee.

#### Notice to New Members

26. Two days after election new members shall be notified of such election and be sent a copy of the General Rules, Regulations and House Rules of the Club. They will then be immediately entitled to all the benefits and privileges of that class of membership to which they have been elected and be bound by these rules.

No person shall be admitted to any of the privileges of membership until the expiration of a period of at least two days from the date of their election.

#### Absent Members

27. Members who are absent from the United Kingdom for a whole year, commencing on the 1st October, shall be exempt from their subscription for such year, provided they give prior notice in writing of their absence to the Honorary secretary.

#### Payments to the Club

28. (i) Arrears. If any payment due to the Club, whether a subscription or otherwise, is three calendar months overdue, the name of the defaulting member may be read out at the next meeting of the Committee or Executive Committee and may then be posted in the Club as a defaulter. One month thereafter his or her name may be removed from the Club list, unless a reason satisfactory to the Committee be given for such delay.

Any defaulting member may be debarred from enjoying any of the privileges or benefits of the Club while in default.

Any defaulting member whose membership is terminated due to the operation of this rule will be liable, if re-elected at a later date, to the full current entrance fee.

- (ii) Discounts. The Committee may at its absolute discretion offer discounts on subscriptions or other payments made within a specified time, to encourage prompt settlement of accounts.

#### Expulsion of Members

- 29. It shall be the duty of the Committee, if at any time it shall be the opinion that the interests of the Club so require, by letter to invite any member to withdraw from the Club within a time specified in such letter and in default of such withdrawal, to submit the question of his or her expulsion to a meeting of the Committee. At such meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of his or her conduct, verbally or in writing, and if thereupon two-thirds of the members present shall vote for his or her expulsion he or she shall forthwith cease to be a member of the Club, subject to the right of appeal to a Special General Meeting of the Club.

#### Resignations

- 30. Members wishing to retire from the Club must give notice in writing to the Honorary Secretary prior to the 1st October otherwise they are held liable for the current year's subscription. Any person ceasing to be a member of the Club shall thereupon forfeit all right to and claim upon the Club, its property or funds.

#### Visitors

- 31. (i) Every member in Categories (HO), (HL), (LI), (FU), (FS), (RE), (RS), (HS, HLS & LS), (JR), (ST), (OU) and (TE) shall be allowed to introduce guests, subject to such House Rules as shall be made from time to time by the Committee and provided that such guest shall not be admitted to the Club premises except in the company of a member. The member shall immediately on admission of the guest to the Club premises enter his or her name and address and the name of the guest in a book which shall be kept for that purpose and which shall show the date of each visit. A member shall be responsible for the guest strictly observing the rules of the Club and for the conduct of the guest whilst on Club premises and for any liability arising therefrom. The member shall not leave the Club premises before the guest and the guest of a member shall not be supplied with intoxicating liquor in the Club premises unless upon invitation and in the company of the member. The same person shall not be admitted as a guest to the Club premises on more than 20 days in any period of twelve months. The number and frequency of such visits may additionally be limited by the Committee. (Limited by House Rule 2).

(ii) A person on payment of a fee in respect of any day may on that day use such facilities as the Committee may determine. Paragraph (i) shall not apply to that person in respect of that day.

#### Annual General Meeting

32. There shall be held by 31st January in each year an Annual General Meeting at such time and place as shall be fixed by the Committee, for the purpose of electing Officers and Committee and of transacting the general business of the Club.

#### Special General Meetings

33. The Committee may at any time, for any special purpose, call a Special General Meeting of the Club, and the Honorary Secretary must call such a meeting upon receiving a requisition in writing signed by not less than twelve members, and stating the purpose for which the meeting is required. No business shall be transacted at a Special General Meeting, other than that of which notice has been given.

#### Notice of General Meetings

34. Notices shall be sent by the Honorary Secretary to each member entitled to one, at least fourteen days before all General Meetings, stating the time and place of such meetings and, in the case of a Special General Meeting, the purpose for which it is called.

#### Quorum and Chairman

35. At all General Meetings twenty shall form a quorum, and the senior Officer present shall preside. Should no Officer be present, the meeting shall appoint a Chairman from among those present.

#### Voting

36. Every question submitted to a General Meeting shall be decided in the first instance by a show of hands, but a poll may be demanded by not less than five members. Unless otherwise expressly provided by these rules, every question shall be decided by a majority of votes on an ordinary resolution. In addition to his own vote the Chairman shall have a second or casting vote.

#### Special Resolutions

37. A resolution of any meeting of members of the Committee shall be a Special Resolution if it has been supported by at least two-thirds of the members present and voting at the meeting of which notice specifying the intention to propose the resolution as a Special Resolution has been given to the Honorary Secretary at least twenty-one days before the meeting.

#### Accounts

38. The financial year of the Club shall end on 30th September each year to which day the accounts of the Club shall be balanced.

#### Register of Yachts

39. The Honorary Secretary shall cause to be kept a Register of Yachts authorised by Admiralty Warrant to wear the defaced Blue Ensign. Such Register shall record the name of the Yacht and the owner and the number and the date of the warrant.

#### Bye-Laws

40. The Committee may from time to time make such bye-laws or house rules (not inconsistent with these rules) as it shall think expedient to the management of the Club and may, from time to time, repeal or amend the same. Such bye-laws shall be binding upon the members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.

#### Intoxicating Liquor

41. No member of the Committee and no manager or servant employed in the Club shall have any personal interest in the supply of intoxicating liquors therein or the profits arising from such supply.

No member shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.

No persons shall directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club, or members or guests apart from any benefit accruing to the Club as a whole.

The hours during which intoxicating liquor may be supplied on Club premises may be extended by the Committee on not more than fifty two occasions duly authorised by the Sub-Divisional Commander of the Police Sub-Division in which the Club premises are situated.

Intoxicating liquor shall not be supplied:

- a) To persons for consumption outside the premises of the Club.
- b) To any person under the age of eighteen years.

The hours during which intoxicating liquor may be supplied on Club premises are:

- (a) Monday to Saturday ... 11.30 a.m. – 11.00 p.m.
- (b) Sunday (Not being Christmas Day) 12.30 p.m. – 10.00 p.m.
- (c) Good Friday ... 5.00 p.m. – 10.00 p.m.
- (d) Christmas Day ... 12.30 p.m. – 10.00 p.m.

#### Membership Cards

- 42. All members shall carry the current membership cards while on the premises of the Club.

#### Limitation of Club's Liability

- 43. Members of the Club, their guests and visitors may use the Club's premises and any other facilities of the Club, but do so entirely at their own risk and thereby implicitly that:-
  - (i) The Club will not accept any liability for the damage to or loss of property belonging to members, their guests or visitors to the Club.
  - (ii) The Club will not accept responsibility for personal injury arising out of use of the Club premises, and any other facilities of the Club, or out of the participation in any race organised by the Club whether sustained by members, their guests or visitors, whether or not such damage or injury could be attributed to or was occasioned by the neglect, default or negligence of any officers, committee or servants of the Club.
  - (iii) Before inviting any guests or visitors on to the Club premises or to participate in any events organised by the Club, members will draw their attention to this Rule.

#### List of Members

44. An alphabetical list of names and addresses of every official and member of the Club shall be kept on the premises of the Club.

#### Amendment of Rules

45. These rules may be added to, repealed or amended only by Special Resolution at a Special General Meeting convened for the purpose.

#### Child Policy

46. The Club is committed to good practice which protects children from harm. Members will accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times.

#### Addendum 1.

##### Junior Cadet Membership Category

The conditions decided upon by the Committee are:

Age entry level 8 -10.

Parent must be a member.

Purpose of membership, to specifically encourage sailing for 8-10 year olds as helms, crew and on sailing courses.

Entitled to use all club facilities; take part in all appropriate training sessions; club racing; use of cadet room etc

Membership on licence by committee and can be revoked by the committee.

Insured as member to sail at the club and in club boats.

Club Toppers available for rental

Parent or guardian to be responsible for preparing child for sailing to the slip, including preparation of sailing attire, bouyancy aid etc and be available at all times during participation and be there to receive child after sailing.

The Committee will rely on the parent or guardian to have made a judgement on the day as to the willingness and competency of their child to go sailing; (considering the varying degrees of conditions.)

Parent or guardian to sign a form accepting rules of membership on behalf of child and be responsible for implementing them (Child Policy to be attached).

Parent or guardian to notify cadet parent or OOD on duty of their child's participation.

On duty cadet parent to notify rescue.

Cadets must sign out going on to the water and sign in on return or use the relevant tagging system.

Cadets are subject to rule for minors regarding club hours.

Cadets are not allowed to use any club facility without parent or guardian on the club premises

Use of dining room only with parent for sailing suppers.

## HOUSE RULES

### House Hours

1. The Club shall be open for the use of members at such times and hours as the Committee shall determine.

### Visitors

2. Visitors may be introduced to the Club on Regatta Day and on six other occasions in the calendar year. If the Committee at any time shall be of the opinion that the interests of the Club so require, it may decide that a person may not be introduced to the Club as a visitor.

### Outport Visitors

3. A member may introduce one or more friends not resident in Northern Ireland, who are on a visit with him or her and sleeping in his or her house, as a visitor or visitors to the Club without payment of any subscription for a time not exceeding twenty consecutive days upon entering his or her name and the names of their visitors in the Visitors' Book. The member so introducing shall be responsible for his or her friends' conduct and for any debts to the Club left by him, her or them. The same person shall not be admitted as a visitor to the Club premises on more than twenty days in any period of twelve months or such lesser number of days as the Committee may from time to time determine.

### Payments

4. All members are to pay for every expense they or their friends incur in the Club before they leave the Club House, the Stewards having positive orders not to open accounts with any individual.

### Charges

5. A Tariff of Charges shall be placed in the Club rooms, and if a complaint arises as to food or service, such complaint shall be made in writing to the Honorary Secretary.

#### Gratuities

6. As the servants of the Club are not allowed to receive gratuities, members are particularly requested to refrain from offering any gratuities in either kind or cash.

#### Cadets

7. Cadets shall be admitted to such portions of the Club House, and during such hours as the Committee shall decide. Cadets are not permitted to enter the Bar or Billiards Room.

#### Members of Recognised Yacht Clubs

8. The Committee may invite to the Club House members of recognised Yacht Clubs and their friends on board during the stay of a yacht in Belfast Lough.

#### Club Property

9. No member shall take away from the Club, or injure or destroy, upon any pretence whatsoever, any articles the property of the Club without specific authority of a Flag Officer or the Honorary Secretary.

#### Animals

10. No animals are allowed in the Club House.

#### Minors

11. Minors other than Cadets (see House Rule 7) may only be admitted to the Club House provided they are accompanied by a member over 18 years of age. They are not permitted in the bar area but may be in the dining room provided they are accompanied by a parent or guardian.

#### Social Occasions

12. On certain social occasions, with the approval of the Committee, an entrance fee may be charged and only those paying may be allowed access to the Club House or grounds.

### Discipline

13. The Committee may suspend a member from the use of the Club House for periods up to three months for breaches of Club or House Rules.

### Billiards Room

14. No person under 18 years of age is permitted to enter this room.

### Car Parking

15. The parking of cars in the Club grounds is not permitted, nor is the riding of motor-cycles or bicycles. Members are requested to park their cars as neatly as possible along the battery wall.

### Cheques

16. Members may cash one cheque in the bar to the maximum of £30 in any one day. Cheques must be accompanied by a current bank card and are subject to availability of the cash float.

### Booking of Club facilities

17. Bookings for the exclusive use of Club facilities or dining for groups of more than 12 people must be made in writing to the Office.

### Boat / trailer storage

18. Storage of boats or trailers on Club premises is subject to the conditions and fees applicable as amended from time to time by the Committee. A copy of the conditions and fees are available on request from the Office.