

# **Clevedon & District Model Boat Club (C&DMBC)**

## **Constitution**

(as agreed 15 January 2019)

### **1 Name and Purpose**

- 1.1 The name of the Club shall be the Clevedon and District Model Boat Club (C&DMBC).
- 1.2 The aim of the Club is to promote the building and sailing of all forms of model boats (with the exception of internal combustion powered model boats) and to provide a forum in which members may exchange and discuss ideas.

### **2 Administration**

- 2.1 The Officers of the Club shall be:  
President (optional, see point 2.8),  
Chairman,  
Vice Chairman (optional, see point 2.7),  
Treasurer,  
Secretary.
- 2.2 The Club will not have a Committee; members will be the 'Committee' and have equal voting rights. A vote will normally be taken by a show of hands, but a secret paper vote may be held if deemed appropriate.
- 2.3 The Officers of the Club will be elected at the Annual General Meeting and serve for one year.
- 2.4 The Chairman will be the main point of contact for the Club and maintain the list of Club members; ensuring all members receive their membership card.
- 2.5 The Secretary will be responsible for reminding members of the date of the next meeting and preparing and maintaining minutes of Club meetings.
- 2.6 The Treasurer will be responsible for the receipt and payment of all Club monies and maintain the Club accounts for presentation to the AGM.
- 2.7 Where necessary, the Club may elect a Vice Chairman to provide support to the Chairman, e.g. in circumstances of ill health. The Vice Chairman may stand in for the Chairman as and when necessary.
- 2.8 The Club may appoint a President from among the Honorary Membership, if approved by a majority of the members.

- 2.9 The Club will meet on the fourth Tuesday of the month. The summer meetings from May to August will take the form of sailing sessions on the Marine Lake.
- 2.10 The Club will also hold a monthly Sunday sailing session at the Marine Lake on the second Sunday of the month.
- 2.11 The Annual General Meeting (AGM) will be held in October for the presentation of accounts, the election of officers and any motions received by the Secretary prior to the meeting. A quorum of 20% of members will be required for the meeting to proceed.
- 2.12 At the AGM, the agenda will include:  
The Chairman's report,  
The Secretary's report,  
The Treasurer's report which will be required to include the presentation of the Club's financial position and make the current bank statement available for members to view. The Treasurer will also present a list of the Club's assets.
- 2.13 An Extraordinary General Meeting may be convened where the Officers of the Club are agreed it is appropriate. Members shall receive notification of the EGM at least one week prior to the date of a meeting. A quorum of 20% of members will be required for the meeting to proceed.
- 2.14 At the AGM and EGM, the President or, in the absence of a President, the Chairman will have the casting vote.

### 3 Membership

- 3.1 Full Club membership will run from the 1<sup>st</sup> of October until the 30<sup>th</sup> September the following year.
- 3.2 The Club will have three categories of membership:  
Full membership,  
Family membership (husband, wife, children under 18 years of age),  
Honorary membership.
- 3.3 A decision to award Honorary Membership must be approved by a majority of Club members. Honorary members will not be liable for payment of the annual subscription.
- 3.4 A telephone cards listing the home telephone numbers of all members will be issued to each member.
- 3.5 The Club may refuse a membership application and has the right to expel any member who has not exhibited reasonable standards of behaviour. Any decision to expel a member must be supported by a sub-committee comprising of the President and the officers of the Club

plus three additional club members. A member facing expulsion will have the right of appeal against such a decision to the sub-committee. The President will have the right to summarily expel a member with no redress providing the officers of the club plus three members are in agreement.

3.6 Membership will be limited to 50 members plus junior members.

#### 4 Finance

4.1 Membership subscriptions will be set at a rate per annum and reviewed annually. Payment of subscriptions will be due at the AGM in October, with payment received by the end of November. A new member joining throughout the year will pay a pro-rata subscription based on the number of months remaining. A former member, who does not rejoin as normal, will be expected to pay the full subscription if he/she wishes to rejoin during the year.

4.2 Income received will be used for the payment of Club insurance as required to cover third party insurance.

#### 5 Code of Conduct

5.1 Members are expected to behave in an orderly manner and have regard for the reputation of the Club, safety, public health and the environment.

5.2 Members are expected to behave in an appropriate manner to other Club members and to members of the public and be aware of possible consequences of personal statements.

#### 6 Privacy and Data Protection

6.1 Applying for membership of the Club requires the completion of a membership form, which will collect personal information including name, address, email address, and telephone number.

6.2 This information may be used to send communications to members including minutes, information on Club events or other Club matters, information from other clubs or information requested or information that may be considered to be of interest. It may also be used to obtain members views on Club matters.

6.3 By joining C&DMBC, members give their consent for the Club Officers to retain member's personal data both in paper format and on computer for the purpose of administering the Club's business.

6.4 Member telephone numbers and email addresses will only be shared with other members, unless advised otherwise.

- 6.5 The Club does not share, sell or rent personal detail to any third party unless required to do so by law.
- 6.6 Personal information will be retained for as long as Club membership is maintained. Where Club membership ceases, personal information will be retained for a period of 1 year, after which it will be deleted from the computer record and paper information disposed of in a confidential manner.

## 7 Child Protection Policy

- 7.1 The Child Protection Policy is contained in a separate document uploaded onto the Club's web page and shall be revised annually.

## 8 Internet Presence

- 8.1 The Club may maintain an internet presence, which will be regularly maintained and updated.
- 8.2 Members may offer for sale model boats and boating accessories via meetings or on the Club's web page

## 9 General

- 9.1 Members must abide by the Club Constitution.
- 9.2 Members must be responsible for their own equipment.
- 9.3 Members of the Club shall be encouraged to promote the Club by engaging with members of the public and participating in shows organised by the Club and other organisations.
- 9.4 In the event the Club is dissolved, any remaining assets of the Club shall be donated to the local RNLI.

## 10 Review of the Constitution

The Constitution may be reviewed as and when necessary. Any amendments may only be agreed at the Club AGM. Proposed additions/amendments should be submitted in writing to the Club Secretary no less than 21 days before the date of the AGM and circulated to members by the Secretary no less than 12 days prior to the AGM. Any changes to the Constitution will require a two-thirds majority of the members present.

22/1/2019