

## **CONSTITUTION**

### **Kirklees Model Boat Club (K M B C)**

#### **Objectives:**

The KMBC shall be formed to promote all aspects of the hobby, and shall strive to encourage and develop the hobby both within the club and with its neighbours, to improve the standard of modelling by the interchange of ideas, discussion and demonstration of techniques.

A committee will be formed to carry out the running of the club.  
It will consist of:

President - Term of 2 years  
Chairman  
Secretary - Membership Secretary  
Treasurer  
Events Co-ordinator and Part Time Public Relations Officer  
Six committee members

#### **Responsibilities**

##### **Chairman.**

The overall control of the committee and monthly meetings.  
Overall control of the organization of events.

##### **Secretary.**

To record minutes of meetings.  
To deal with correspondence relating to club matters.  
To complete an inventory of club equipment and property and its disposition.

##### **Treasurer.**

To receive all monies.  
To keep accurate accounts.  
To maintain accurate membership records.  
To allocate club funds as available and according to committee instructions.  
To reimburse members for authorised expenditure.

##### **Public Relations Officer.**

To liaise with other clubs, and organizations, for both home, and away events.

##### **Remainder of Committee.**

To assist the principal officers as required

For any Committee Meeting a minimum of seven members are required to form a quorum

1.

The management committee will call the Annual General Meeting in November each year, at the normal Club meeting, held on the 2<sup>nd</sup> Wednesday of the month.

At the AGM an annual report will be provided to give:

The various undertakings for the year.

To provide an outline of the previous years successes and failures.

The financial state of the club

1.a.

The committee will be elected each year at the A.G.M. Nominations, including a proposer and seconder to be sent to the secretary 14 days prior to the meeting. Persons nominated for election to the committee must have been a member for at least 3 years.

1.b.

The constitution rules can only be amended at the A.G.M. or E.G.M.

1.c.

Proposed changes to the rules for the A.G.M/E.G.M. to be in writing and received by the secretary 14 days before the meeting.

1.d.

Auditors will be appointed to confirm the annual accounts.

1.e.

The Committee may co-op up to three members onto the Committee for a specific task or a specific time.

2.

At least 28 days notice of the A.G.M. will be given in writing or electronically to all club members.

3.

Annual subscriptions and any joining fee will be decided at the Annual General Meeting.

4.a.

Subscriptions are due by the 1st January each year. Any members who have not paid the subscriptions for the ensuing year by the last day of March will not be allowed to sail until they have done so, or be covered by the Club Insurance.

4.b.

New members joining after the 1<sup>st</sup> of September each year, will be required to pay a joining fee and a full years subscription for insurance purposes. However their membership fees will cover them until the end of the following year.

5.

All meetings will have an agenda and will be minuted. Any other business will only be accepted at general meetings if the Secretary is given at least 28 days notice in writing of the item to be discussed.

6.

Voting will normally be by show of hands, however a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be allowed

7.

All proposals must be seconded and voted upon. A majority vote is required to carry any proposal.

8.

Amendments to proposals must be voted upon first.

9.

The Committee, through the Chairman has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

10.

The Committee has the right to refuse membership to new applicants.

11.

New members will be required to serve an initial probationary period of 12 months, and may have their membership terminated at the discretion of the Committee for unsatisfactory conduct.

12.

Persons letting their membership lapse after 31<sup>st</sup> March in any year will be required to re-apply for membership by completing a membership form and pay any joining fee on their return to the club.

13.

All club safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the Committee at the next club meeting or at a general meeting.

#### **EXTRAORDINARY MEETINGS**

14.

The Secretary will convene an Extraordinary General Meeting of the club by a resolution of the Committee stating the business to be brought before the meeting, of which 28 days notice has been given to all members stating the business to be discussed.

15.

The Secretary will convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 10 members of the club, stating the business to be brought before the meeting, of which 28 days notice has been given to all members in writing stating the business to be discussed.

16.

When a request for a meeting is made in accordance with the above rules and it is not called within 28 days, the persons requiring the E.G.M. may themselves convene an Extraordinary General Meeting of the club by giving 28 days notice in writing to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting will have the same force and effect as if they were passed at a meeting convened by the Committee.

#### **DISCIPLINARY ACTIONS.**

17.

Any complaint concerning any member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next Committee meeting or if serious a specially convened Committee meeting.

18.

The Committee may impose a suspension not exceeding 60 days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate

19.

The Committee may consider removal from the roll of members any member whose conduct is considered to be prejudicial to the club. Dismissal will be in accordance with the following procedure in order to comply with the laws of natural justice.

20.

The member is to be given a verbal warning by an authorised Committee Member in which the member is made aware of his misdemeanour and what he is reasonably required to do to make amends

21.

If the member does not respond, he is to be given written warning by an authorised Committee Member to advise him of his misdemeanour and what he is reasonably required to do to make amends.

22.

If he still fails to respond, the Committee should invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.

23.

If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.

24.

When the member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal,

this will be to the club membership at the monthly meeting, agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution.

25.

In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with the above requirements.

26.

In the event of dismissal the Committee will arrange for the member's current membership fee to be reimbursed in full.

27.

The Secretary must be informed of any negotiations proposed by club members which affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.

28.

Any Committee Member or Officer wishing to resign should do so in writing.

Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.

29.

The Committee may pay accounts and incur any normal liabilities on behalf of the club. If a Committee Member engages or becomes involved in court proceedings, whether criminal or civil in his representative capacity on behalf of the club, as opposed to his capacity as a private individual, the club will indemnify the Committee Member in respect of any fines or damages or costs awarded against the Committee Member

30.

In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will belong to the Club and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer.

#### **DISSOLUTION OF THE CLUB**

Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. Should a quorum (5 members including one trustee) fail to appear, the meeting will be adjourned and a further EGM must be called. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.

31

On dissolution and after the sale of assets, settlement of all outstanding debts, and the refund of subscriptions for the remaining part of the year, any funds will be distributed to sporting or sailing charities, with consideration given to the Royal National Lifeboat Institution and The Yorkshire Air Ambulance.