



“Camborne Pond Hoppers”

Established: 2000



CONSTITUTION

1 NAME

- 1.1 The Club shall be called the CAMBORNE MODEL BOAT CLUB known as the “Camborne Pond Hoppers”, hereafter referred to as “the Club” in this document.

2 OBJECTIVES

The objectives of the Club shall be to:

- 2.1 Bring together persons engaged in the construction, sailing and exhibiting of working marine models, and associated activities.
- 2.2 Attract and encourage interest in model boating amongst members of the public of all ages and, where possible, recruit new members to the Club to assure its longer-term future.
- 2.3 Provide and maintain suitable amenities to support the above aims.
- 2.4 Associate and maintain co-operative relationships with other model boat clubs in the South West and beyond as appropriate to the wishes of the Membership.

3 COMMITTEE

- 3.1 A committee, appointed by the Membership at the AGM or at an Extraordinary General Meeting, shall conduct the business of the Club. The size and structure of the Committee may vary from time to time according to the requirements of the Club, but shall in all cases be led by four Officers:

3.1.1 Chairperson

The Chairperson shall maintain a good overview of the Club’s business, be responsible for communications with the Club’s Membership, and shall be responsible for calling and chairing all meetings as required.

3.1.2 Deputy Chairperson

The Deputy Chairperson shall work with the Chairperson to a) ensure that if the Chairperson is indisposed or otherwise unable to perform his or her duties, the Deputy Chairperson will take over their responsibilities as appropriate and as necessary, and b) accept and perform specific responsibilities as delegated by the Chairperson from time to time.

3.1.3 Secretary

The Secretary shall be responsible for giving notice to the Membership of forthcoming AGMs and EGMs, taking minutes at all meetings, and shall ensure that the Club is run in accordance with all Club Rules, National and Local Laws and Legislation, and shall maintain a register of the following.

- Members’ Names, Addresses, Telephone numbers and E-mail addresses
- Details of Club Property held by any Members
- Club hut keyholders

The above information shall be kept confidential to the Club and its Members.

3.1.4 **Treasurer**

The Treasurer shall be responsible for conducting the financial affairs of the Club, and shall:

3.1.4.1 Maintain records of all income and expenditure

3.1.4.2 Provide up to date financial details for all meetings as requested

3.1.4.3 Make all records available for inspection by any Member of the Club. However, any Member requiring inspection of the Club's financial records must provide a written request giving a minimum of four weeks' notice.

3.1.4.4 Produce a set of accounts for approval at the AGM.

3.2 **Committee Members**

3.2.1 A minimum of two Members not holding any other office within the Club shall be appointed to serve on the Committee.

3.2.2 Such Committee Members will support the Officers of the Club in their duties and may be assigned specific tasks and/or responsibilities as required.

3.2.2 Additional Members may be co-opted onto the Committee as required to perform specific functions (eg Open Day Marshall)

3.2.3 No Member may be an Officer or Committee Member if they are already serving on the Committee of another Model Boat Club or Model Boat organisation.

3.4 **Resignation of Officers**

When an Officer resigns during his or her term of office, an Extraordinary General Meeting shall be called to elect a successor, unless an AGM is imminent.

3.5 **Resignation of Committee Members**

When a Committee Member other than an officer resigns their position, the committee may co-opt a Member to the Committee as a temporary appointment to cover the position until the next AGM.

3.6 **Powers to co-opt**

The Committee shall have the power to co-opt Members to serve on the Committee for specific duties of a temporary nature, as and when required, such positions to be non-voting.

3.7 **Attendance**

Members accepting positions on the Committee do so on the understanding that they are able to discharge their obligations in a proper and fitting manner. Regular attendance at committee meetings is also a requirement.

3.8 **Quorum**

A quorum shall consist of four Committee Members, which must include a minimum of two Officers.

4 **FINANCIAL YEAR**

4.1 The Club's financial year shall commence on the 1st January and cease on the 31st December the same year, for which a complete set of accounts shall be maintained.

5 MEETINGS

- 5.1 An Annual General Meeting (AGM) will be held on the first Sunday in March each year unless notified in writing. At this meeting, the Committee will be elected by the Members and receive the Officers' reports. Only people who are fully paid up Members may vote
- 5.2 An Extraordinary General Meeting (EGM) may be called either by the Committee, or by a Quorum of a minimum of twenty Members. The request must be made in writing outlining the reasons and accompanied by the relevant Member's signatures. An EGM should then take place within twenty-eight days of the request being received.

6 DISSOLUTION

- 6.1 The Club may be dissolved at any time by the consent of three-quarters of the Membership putting their signature to a document of dissolution.
- 6.2 The disposal of the Club's funds and assets, after discharge of all liabilities would be decided by a majority vote of Members at a meeting called for the purpose.

7 AMENDMENTS TO THE CONSTITUTION

- 7.1 Any proposed amendments to the Constitution must be submitted, in writing, to the Club Secretary at least twenty-eight days before the AGM.
- 7.2 Any amendments must be approved by a majority of at least 51% of the Club's Members.

8 MEMBERSHIP

8.1 Applications

- 8.1.1 Applications for Membership will be received from persons of any age, sex, ethnic origin, religion, sexual orientation or political persuasion.
- 8.1.2 Applicants must complete fully and submit a Club application form.
- 8.1.3 All Membership applications will be considered by the Committee within 7 days of receipt of fully completed application forms.
- 8.1.4 The Committee reserves the right to decline any application where it has good reason to believe that granting Membership to the applicant is likely to be detrimental to the harmonious functioning and well-being of the Club and its Members.

8.2 Membership categories

- 8.2.1 Junior Member: Maximum age of sixteen (16) years at the time of joining.
- 8.2.2 Adult Member: Aged seventeen (17) years or over at the time of joining.
- 8.2.3 Family Membership: Member and partner and their children aged sixteen (16) or under.
- 8.2.4 Honorary Membership: Members who have been recognized for having given exceptional services to the Club.

8.3 Subscriptions

- 8.3.1 Subscription levels shall be decided on by the Committee and advised to the Membership, with the Membership year being 1 January to 31 December the same year.
- 8.3.2 Members have until 31 January to make payment of their subscription to the Treasurer by cheque payable to Camborne Model Boat Club or in cash.
- 8.3.3 If Members fail to pay their subscriptions by 31 January without reasonable excuse, they will be deemed to have ceased to be Members of the Club. However, they may re-apply at any time by submitting a new application form and their application will be considered by the Committee.
- 8.3.4 New persons joining the Club part way through the year will pay a pro-rata rate based on the remaining portion of the Membership year. This does not apply to existing Members deemed in arrears who must pay the full subscription on re-joining the Club.
- 8.3.5 Club Officers and Committee Members will not be exempt from annual Club Membership subscriptions.

9 VOTING RIGHTS

- 9.1 All paid up Members of the age 17 or over have a right to vote at the AGM or at any EGM.
- 9.2 Voting for a person nominated for Committee may either be in person at the EGM / AGM or by post that has been received by the secretary on the Saturday before the EGM / AGM.

10 EXPENDITURE

- 10.1 Expenditure up to the value of £75 may be authorised by the Treasurer and either the Chairperson or Secretary. Expenditure above this amount must be approved at a committee meeting. A receipt must accompany any claims for purchases. Only the Treasurer and approved Committee Member signatories can sign cheques.

11 GRIEVANCIES AND ITEMS OF BUSINESS

- 11.1 If any Member has a grievance or item of business thought to be of importance, the grievance or item of business must be submitted in writing and passed to the Secretary. This must then be raised at the next committee meeting where the issue will be discussed. If the majority of the committee deems the item valid, the Member raising the issue may be invited to attend a meeting to discuss the issue further.

12 DISCIPLINARY PROCEDURE

If a Member, in the opinion of the committee, is found or reported to have exhibited unreasonable or anti-social behaviour, repeatedly used foul language, or brought the Club into disrepute, the following course of action must be followed:

- 12.1 A letter will be sent to the offending Member advising of his/her reported actions and inviting them to attend the next committee meeting to explain his/her conduct.
- 12.2 If the offending behaviour is considered proven by the majority of the committee, the Member will be given either a verbal warning, which shall be minuted, or a written warning, subject to the severity of the action.

- 12.3 Should the matter be unproven, the matter will be deemed closed with no further action against the Member.
- 12.4 Should the Member fail to attend the meeting with the committee without just reason, then the reported action of bringing the Club into disrepute will be considered valid and a written warning will be issued.
- 12.5 Any verbal warning or written warning shall remain valid for a period of 6 months of its issue.
- 12.6 If after this period, the Member does not re-offend, then the disciplinary action is deemed completed and the matter closed.
- 12.7 If any Member issued with a verbal warning re-offends within 6 months, the above action will be repeated and if proven, a written warning will be issued.
- 12.8 In the event of a second written warning being issued, the offending person's Membership will be suspended until the AGM, where Members attending will decide by voting whether to approve or reject that person's Membership for the following year.
- 12.9 Where it is proven that a serious breach of discipline has taken place, such as assault against or theft from fellow Members, wardens or viewing public, wilful damage or unacceptable and disruptive behavior, the committee will have the authority to immediately expel the Member from the Club.

13 INSURANCE

- 13.1 The Club will arrange and maintain public liability Insurance.
- 13.2 This insurance covers the Officers and Members of the Club against legal claims from third parties for personal injury and loss or damage to property sustained as a result of negligence of the Club, its Officers or Members.
- 13.3 This insurance also covers the Officers and Members of the Club against legal claims from other Members or Officers of the Club for personal injury and loss or damage to property sustained as a result of negligence of the Club, its Officers or Members.
- 13.4 This insurance does not cover accidental damage to, or loss of, models or ancillary equipment belonging to Members. Members are responsible for arranging, maintaining and paying for their own 'All risks' insurance if they require it. The Club can provide information on sources of this type of insurance if required.