



Great Yarmouth Model Boat Club

CONSTITUTION

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V1.2

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1. CLUB NAME

- 1.1** The name of the Club shall be 'Great Yarmouth Model Boat Club'. Hereinafter referred to as GYMBC or 'the Club'.

2. OBJECTIVES

- 2.1** The objective of the Club is to provide a mutually supportive environment for the furtherance of all aspects of the hobby of building and operating model boats and model trucks.

3. CLUB COMMITTEE

- 3.1** The Club shall be administered by a Committee who will be elected for a period of up to one year, but may be re-elected at the Club's Annual General Meeting (AGM). To be eligible for election to the Committee such persons must have been an active member of the Club for a minimum of one year, or have a specialised skill that will benefit the Club and be at least eighteen years of age.

- 3.2** The Committee shall be made up of the following roles:

3.2.1 The Chairperson

3.2.2 The Treasurer

3.2.3 The Secretary

- 3.3** These three roles constitute the senior positions of the Committee and have both legal and financial responsibility for the operation of the Club. These roles shall NOT be combined into a single role.

- 3.4** The senior positions shall be supported by a further four Committee members.

- 3.4.1** The roles of Vice Chairperson, Event's Organiser, Web Master, Public Relations Officer or other specific roles may be occupied by any of the Committee members.

- 3.5** At the discretion of the Committee a 'Club President' may be appointed as a 'titular head' of the Club. The role of President is for a period of 3 years or less and is offered to a person who has served the Club for a number of years or brings a wealth of skills and experience to the role. The President is free to resign the role at any time and is not required to pay Club subscription fees.

4. POWERS

- 4.1** In furtherance of the Club objectives the Committee may exercise powers to:
- 4.1.1 Recruit members to the Club who have an interest in pursuing the hobby.
 - 4.1.2 Collect subscriptions from members to cover the running costs of the Club and to open a bank account to manage such funds.
 - 4.1.3 To work in partnership with similar clubs and organisations, in particular for the exchange of information, advice and knowledge, for the mutual benefit of the Club and its members.
 - 4.1.4 To publicise and promote the activities of the Club through meetings, newsletters, events and shows.
 - 4.1.5 Take any form of action that is lawful and ethical which is desirable to further the objectives of the Club.

5. MEMBERSHIP

- 5.1** Membership shall be open to anyone who has an interest in assisting the Club to achieve its objectives and is willing to abide by the Constitution of the Club.
- 5.2** Persons under the age of eighteen, or other 'vulnerable persons' will only be accepted as members if they are accompanied at all times by a parent, guardian or specified responsible person.
- 5.3** Classes of membership shall be as follows:
- 5.3.1 Full single membership.
 - 5.3.2 Associate membership (non-sailing spouse/partner)
 - 5.3.3 Honorary membership. Honorary membership of the Club shall be given at the invitation of the Committee to a person who has given invaluable service to the Club. Honorary members shall have all the privileges of a Full member and will not be required to pay a subscription.
Membership subscriptions are set out in Appendix 1.
- 5.4** Where it is considered that membership could be detrimental to the objectives, activities and/or the reputation of the Club the Committee reserve the right to decline a membership application.
- 5.5** If at any time from acceptance of a member their conduct is considered to be prejudicial to the welfare of the Club their subscription for the current calendar year will be refunded in full (NOT the Joining Fee) and they will be requested to leave the Club.
- 5.6** Any member whose conduct is considered to be prejudicial to the welfare of the Club will be given a written warning. If the conduct is regarded by the Committee to be extreme then the member will be immediately asked to resign. If the member refuses to resign then by formal resolution at a Committee or General Meeting they will be expelled from the Club. All Club equipment, other items and Membership Card must be returned by the expelled member within 48Hrs.

- 5.7** If a decision is reached to suspend or rescind membership of the Club the Secretary will write to the member explaining why such a decision has been reached. The member shall have the right to appeal in writing to the Committee stating full and valid grounds for such an appeal. Any such appeal may be considered in an Open Meeting by the Club members. The member may request another member to present his/her case. During this period the member shall remain suspended from ALL Club activities. The final and binding decision will be conveyed to the member in writing within thirty days of an appeal.
- 5.8** Any member of the Club may resign their membership at any time by providing the Secretary with written notification.

6. SUBSCRIPTIONS

- 6.1** Annual subscriptions shall be set at the Annual General Meeting (AGM) and shall be due at the first of January each year.
- 6.2** Annual subscriptions and fees are set out in Appendix 1.
- 6.3** New members joining the Club after the end of June shall pay a subscription of 50% of the full year. The Joining Fee will be payable in FULL.
- 6.4** Any member who has NOT renewed their subscription by 31st January will receive a written reminder. If the subscription is not paid by the end of February the member will be deemed to have resigned from the Club.

7. MEETINGS

- 7.1** The Committee shall meet formally at least four times per annum. Meetings shall enable the Committee to discuss actions, monitor progress and consider future actions, plans and activities.
- 7.1.1** As required the Committee can, as seen fit, contact and invite an outside consultant or professional to attend meetings.
- 7.1.2** All Committee members shall be given at least seven day notice of when and where a meeting is due to take place, unless it is deemed as an emergency.
- 7.1.3** Two-thirds of the full Committee must be present in order for a meeting to take place. It shall be the responsibility of the Chairperson or designated deputy to chair all meetings.
- 7.1.4** A record is to be made of all such meetings, normally in the form of written minutes. Copies of the minutes shall be sent to any absent Committee members.
- 7.1.5** All members of the Committee shall have equal voting rights.

7.2 An Annual General Meeting (AGM) shall take place in November each year. All members of the Club will be given a one month notice in writing of the time and place of the AGM.

7.2.1 The agenda for the AGM shall normally include, but not be limited to, the following:

- * To receive a summary of the minutes of the previous AGM and any actions arising.
- * To receive reports summarising the events and achievements during the past year from the Club Committee.
- * To receive a statement of the Club's accounts made up to 31st October preceding the AGM.
- * To discuss and vote on any specific resolutions notified prior to the AGM. Such resolutions will normally be made known to the members at the time of notification of the AGM.
- * To elect the Club Committee.
- * To deal with any other business.

7.2.2 Nominations for each of the roles on the Club Committee are to be made in writing to the Secretary at least ten days before the AGM. All nominations are to be signed by the proposer and one other member to 'second' the nomination. Exceptionally, where no nominations are received prior to the AGM, nominations may be accepted from the floor at the time of the AGM.

7.2.3 All Full and Honorary members of the Club shall be entitled to vote at the AGM. With the exception of changes to this Constitution (see section 11) voting shall normally be made by a show of hands on a majority basis. If by general consensus of the members present it is agreed that a ballot is preferable to a show of hands then the vote shall be made by this means. Where notice has been given of a resolution to be voted on that could be considered contentious, provision shall be made for the option of a postal vote.

7.2.4 Members may vote by proxy on a resolution by writing to the Secretary.

7.3 Should the need arise an Extra-ordinary General Meeting (EGM) may be called by the Club Committee or at the written request of ten full members to the Secretary stating the reasons for such a meeting. The Secretary shall take all necessary actions to arrange such a meeting within 60 days of receiving the written request.

7.4 A quorum at any AGM or EGM shall require attendance by a minimum of one quarter of the Full and Honorary members which shall include at least two-thirds of the Club Committee.

7.5 Periodic informal open Club meetings shall be arranged by the Committee. Such meetings are for the purpose of disseminating information and gathering the views of the members. Outside presenters may be invited to provide talks and presentations that are of general interest to the membership. The date, time and venue of these meetings shall be defined in an annual programme of events compiled by the Committee.

8. FINANCE

- 8.1** All money acquired by the Club, including subscriptions, fees, donations and bequests shall be paid into a bank account in the name of the Club. Under NO circumstances are any funds to be invested or retained in the name of any individual. To facilitate the day to day operation of the Club, a reasonable cash float may be held by the Club Treasurer.
- 8.2** All funds must be applied to the objectives of the Club and for no other purpose.
- 8.3** A bank account shall be maintained in the name of the Club. Any cheques or cash withdrawal relating to the Club's bank account shall be signed by two of the following Club Committee: Chairperson, Treasurer or Secretary. Should the Club use electronic banking facilities provision shall be made for appropriate authorisation of payments in accordance with the banks procedures for Clubs or small businesses. Any such electronic transactions would only be made by an authorised signatory and would require written authorisation from one other authorised signatory.
- 8.4** Any income/expenditure shall be the responsibility of the treasurer who will be accountable to ensure funds are utilised effectively and that the Club stays within any agreed budget or spending limits.
- 8.5** Formal documented accounts shall be maintained. If appropriate the accounts shall be examined by a suitably qualified independent person or organisation. A financial report shall be presented at the AGM.
- 8.6** The Club's accounting year shall run from 1st November to 31st October in the following year.

9. GENERAL LIABILITY & INSURANCE

- 9.1** The Club Committee are to put in place Public Liability Insurance (PLI) to indemnify the Club and its members against claims arising from third parties whilst pursuing the hobby of model boating and model trucks in a lawful manner. Such insurance is to provide cover for Club members anywhere within the UK and shall carry sufficient limit of PLI indemnity to cover the requirements for public shows, exhibitions, events, etc.

- 9.2 The above insurance will not cover loss or damage to member's models or associated equipment and members are encouraged to ensure they have private cover for such losses.
- 9.3 Any incident likely to give rise to a claim against the Club or a member MUST be reported in detail without delay to the Secretary and on NO account shall liability for any occurrence be admitted.
- 9.4 The Club, Club Committee and Members cannot be held liable for loss, injury or claim arising out of any activity beyond the Club's control.

10. PUBLICITY

- 10.1 Where possible a member of the Club Committee is to act as Public Relations Officer to publicise the activities of the Club in pursuance of the Club's stated objectives.
- 10.2 Where possible a member of the Club Committee is to act as Web Master to maintain a Club website for the benefit of Club members to generally publicise the Clubs existence and activities.

11. AMENDMENTS TO THE CONSTITUTION

- 11.1 Proposals for amendments to the Constitution may be raised by any member of the Club. Any such proposed amendment must be conveyed to the Secretary in writing and signed by two full members. After due consideration by the Club Committee and discussion with the originators of the amendment, the proposal will be formally raised at the next AGM or by calling an EGM if appropriate.
- 11.2 At the AGM or EGM any proposed changes will be discussed and a vote taken on the acceptance or rejection of the proposal. For such changes to be ratified a minimum of a two-thirds majority must be achieved.

12. DISSOLUTION

- 12.1 If for any reason either the Club Committee or members consider the Club to be no longer viable a formal proposition for dissolution is to be generated and discussed in accordance with procedures set out in Clause 11 of the Constitution
- 12.2 If no other solution can be found a vote is to be taken to accept or reject the proposition. For such a proposition to be approved a two thirds majority of all full members must be achieved. Should it be agreed to dissolve the Club the following actions are to be taken:
 - 12.2.1 Any assets are to be sold or otherwise disposed of where possible to local charities or similar clubs at the discretion of the Club Committee.
 - 12.2.2 Any outstanding debts are to be settled and best efforts are to be made to secure any monies owed by creditors.
 - 12.2.3 Any remaining funds after completion of the above activities shall be refunded to members on a pro-rata basis of paid subscriptions in the

current Club year. Any money remaining will be donated to an appropriate registered charity, i.e. the RNLI, with agreement of the membership.

12.2.4 Any remaining bank accounts shall be closed.

12.2.5 Any remaining website is to be taken down.

13. GENERAL OPERATING GUIDELINES

13.1 The appendices to this document set out the subscription and joining fees and general guidance on the day-to-day operation of the Club. Wherever practicable such guidelines are to be adhered to by all members. Such guidelines are NOT subject to the same degree of control as the main body of the constitution and may be amended from time to time by the Club Committee to meet any prevailing circumstances.

13.2 Any other documentation dealing with such matters as 'Racing Rules' appertaining to specific activities, for example; Fast Electric Racing, etc, shall be referred to as 'Technical Notes'. The content of such documents is the responsibility of the Officer responsible for that particular activity and will be formulated in agreement with the members with an interest in that activity. Such documents will be held by the Club Secretary and will be made available on the Club website. Printed copies of such documents shall also be made available.

13.3 General Data Protection Regulations (GDPR)

Introduced in European Member States as from 25th May 2018

As a member of GYMBC your data (Name, Address, Telephone Number and email address) will be processed, retained and shared for any reasonable

purposes as part of your membership of GYMBC. These purposes include but are not limited to the following:

1. General membership administration.
2. Receiving communications to which you are entitled as a member of GYMBC.

Please contact the Secretary by post or email if you wish to:

- a. Object to your data being held. (Note that if you object to your data being held then the Club will not be able to communicate with you)
- b. Request access to the data held.
- c. Request an amendment to your data.

If you resign from the Club or allow your membership to lapse then your data will be deleted from the Club records.

The legal basis on which your data is held:

1. The legitimate interest of GYMBC as a not for profit Club with no commercial activities.
2. The fulfilment of any benefits to which being a member of GYMBC entitles you.
3. Your data will not be passed to any third party organisations without your written permission.

APPENDIX 1

Joining and Subscription fees:

- | | | |
|-----------|------------------------|----------------------------|
| 1 | FULL MEMBERSHIP | £15 per annum |
| 1a | JOINING FEE | £5 (single payment) |

2 ASSOCIATE MEMBERSHIP £FREE

Associate membership is only for non-sailing spouse/partner.

3 JUNIOR MEMBERSHIP £7.50 per annum

Junior membership is for individuals between 10 and 18 years of age.

NOTE: Children of a Full Member aged under 10 are not charged a membership fee but must be accompanied by a Full Member.

4 TEMPORARY MEMBERSHIP £5

Temporary membership is available for holiday makers and visitors to join the Club for a maximum of 30 days. Temporary members will provided with a copy of the Operational Rules.

APPENDIX 2

Operational Rules:

1 Health & Safety

- 1.1 The Club rescue dinghy shall only be used by adult members of the Club.
- 1.2 Members using the dinghy or waders must wear a life jacket.
- 1.3 There must be two or more adults present when the dinghy or waders are used.
- 1.4 There must be two adults present when the Clubs facility at the Venetian Waterways is being used.
- 1.5 An appropriate fire extinguisher(s) will be located in the Club Hut and will be adequately maintained.
- 1.6 A First Aid box will be provided and maintained in the Club Hut. Members MUST advise a member of the Club Committee of any items used. Any accident MUST be recorded in the Accident Register kept in the Club Hut.
- 1.7 NO batteries may be on charge unattended in the Club Hut.
- 1.8 NO Lithium Polymer (LIPO) batteries are to be charged in the Club Hut.

2 Club Hut (Formerly known as; The Waterways Mid-Station)

- 2.1 This facility is owned by Great Yarmouth Borough Council and the Club has privileged use of this facility.
- 2.2 Members are required to keep the Club Hut tidy at all times and avoid storing any items in a manner that could prove hazardous.
- 2.3 At the discretion of the Club Committee members may store boats and associated equipment in the Club Hut. Such items must be clearly identified with the owner's name. Items are stored entirely at the owner's risk.
- 2.4 The storage of flammable liquids in the Club Hut is strictly forbidden.
- 2.5 Club owned equipment, for example; gazebos, tables, etc are only to be used for authorised Club events.
- 2.6 The Club Hut is accessed by a combination key safe. Only Club Committee members will be issued with the number in order to open the door initially.
- 2.7 It is essential that on leaving the Club Hut that any electrical equipment is turned off, the lights are turned off and the door is securely locked.
- 2.8 Full members will be informed of the security code for the gate lock and this must be secured before leaving the site.

3 The Venetian Waterways

- 3.1** Members are reminded that the Waterways are a Public Amenity and as such is available for use by members of the general public at all times with the exception of the area within the Mid-Station fence. GYMBC has the privilege of being permitted to operate as a Club at the Waterways, but members must be conscious of the fact that we do NOT have exclusive use of the Waterways. As such, members must at ALL TIMES show due regard and consideration to other users of the Waterways and MUST avoid any risk of conflict that could jeopardise the Club's privileged position.
- 3.2** The Club has an informal agreement with the local authority that we may bring vehicles onto the ramp area of the mid-station for the purpose of loading and unloading. When bringing a vehicle onto the site extreme care is to be taken and a particular watch is to be kept for elderly people, pedestrians, children, people in wheelchairs and dogs. Under NO circumstances are vehicles to be left on site longer than is absolutely necessary.
- 3.3** Any accidents, incidents or occurrences MUST be reported to a member of the Club Committee immediately.
- 3.4** Any contact with the local authority in connection with the use of the Waterways is to be made ONLY by the Club Committee.

4 Model Operating Requirements

- 4.1** Members of the Club have a wide range of model boats of widely differing sizes and capabilities, consequently there can be a potential conflict of interest in the use of certain types of models that are not compatible, i.e. a large high powered model will create wash and turbulence on the water that could seriously jeopardise a smaller model. For this reason every effort must be made to accommodate all users of the water.
- 4.2** The local authority has stipulated that NO internal combustion powered models can be used on the Waterways.
- 4.3** Operators of steam powered models must comply with the prevailing boiler testing requirements and where appropriate must be able to provide evidence of testing by an approved person or organisation.
- 4.4** Any air-screw driven models, including ducted fans, must have effective guarding of the moving parts.
- 4.5** The flying of planes, helicopters and drones is NOT permitted within the Waterways.
- 4.6** Members operating radio controlled Trucks (and other land based vehicles, i.e. tanks, cars, buggies, etc.) at the Waterways

MUST at all times be mindful that their models represent a potential trip hazard to members of the public and therefore must drive appropriately with regard to speed and positioning.

