

Runcorn and District Scale Model Boats

CONSTITUTION

1 NAME

- 1.1 The name of the group shall be Runcorn and District Scale Model Boats. Hereinafter referred to as the Group.
(For the purposes of advertising and exhibiting sometimes referred to as 'Runcorn Model Boats').

2 AIMS

- 2.1 To provide a meeting point for individuals with a common interest in supporting, developing and promoting all aspects of model boating. All ages are catered for both male and female; juniors are particularly encouraged to take part in such activities. Individuals in the Group, excluding juniors, make a modest subscription towards the running costs of the group.
Hereinafter individuals in the Group are referred to as 'Subscriber(s)'.
2.2 To improve the standard of modelling by discussion and the interchange of ideas and techniques.
2.3 To promote the activities of the group both locally and in the wider community.
2.4 To promote an interest with the general public by exhibitions/displays at various events and by providing 'sail yourself' models for junior at these events.

3 ELECTED OFFICERS/RESPONSIBILITIES

- 3.1 The Board of Officers shall consist of:-
The Commodore – The overall control of the Board and events at the monthly group meetings. Overall control of the organisation at events and displays.
The Deputy Commodore – To assist the Commodore in his/her duties.
Secretary – To record minutes of meetings. To deal with all correspondence relating to group matters. To complete and maintain up to date an inventory of group assets and its disposition.
Treasurer – To receive all monies. To keep accurate accounts. To allocate group funds as appropriate and in accordance with Board instructions. The funds belonging to the group shall be applied only to further the aims of the group. To reimburse subscribers for authorised expenditure.
Subscription Secretary – To receive annual membership subscriptions and to forward them onto the Treasurer. To maintain a list of names and addresses of all Subscribers.
Sailing Officers – To ensure that the frequency board and any other equipment e.g. waders, rescue pole are available during sailing activities at the lake.
3.2 The Board Officers, together with the Sailing Officers, will be elected each year at the A.G.M. Nominations for these posts, including a proposer and seconder, shall be given to the Commodore/Secretary prior to the A.G.M. Persons nominated for election to the Board of Officers must have been a Subscriber of the group for at least 12 months.
3.3 All Board Officers and Sailing Officers shall stand down at each A.G.M. but may stand for re-election if they so wish.
3.4 The Board Officers may co-opt, for a limited time, not exceeding four months, up to three non-executive Subscribers onto the Board to provide advice on a specific task or tasks.

4 **ANNUAL GENERAL MEETING**

- 4.1 An A.G.M. will be held at the January meeting each year.
- 4.2 All Board Officers will be elected at the A.G.M.
- 4.3 If more than one individual has been nominated as a Board Officer then there shall be a vote by all subscribers present to determine the successful candidate.
- 4.4 An annual report will be presented detailing the activities and undertakings for the previous year.
- 4.5 The accounts for the group shall be presented by the Treasurer indicating the financial position of the group.
- 4.6 The Constitution can only be amended at the A.G.M. or an E.G.M.
- 4.7 Annual subscriptions will be decided at the A.G.M.
- 4.8 The A.G.M. will have a formal agenda.
- 4.9 Minutes of the meeting will be taken.
- 4.10 Voting will normally be by a show of hands. However a secret ballot must be taken should any Subscriber request that this be done. Proxy and postal votes will not be allowed.
- 4.11 All proposals must be seconded and voted upon. A majority vote is required to carry any proposal.
- 4.12 Amendments to proposals must be voted upon first.
- 4.13 In the event of a drawn vote the Commodore will have a casting vote.
- 4.14 The Board of Officers, through the Commodore, has the power to request a person to leave any meeting in the event of that person disrupting the meeting.

5 **EXTRAORDINARY GENERAL MEETING**

- 5.1 The Secretary will convene an Extraordinary General Meeting (E.G.M.) of the Group by a resolution of the Board of Officers and/or on receipt of a request in writing signed by not less than ten fully paid-up Subscribers to the Group.
- 5.2 7 days' notice of the E.G.M. will be given to all Subscribers stating the business to be discussed.
- 5.3 When a request for an E.G.M. is made in accordance with the above rules and it is not called within 7 days, the persons requiring the E.G.M. may themselves convene an E.G.M. of the group by giving 7 days' notice in writing to all subscribers. The written notice will set out the purpose for which the meeting was called.
- 5.4 Any resolutions passed at an E.G.M. will have the same force and effect as if they were passed at a meeting convened by the Board of Officers.

6 **SUBSCRIPTIONS**

- 6.1 Subscriptions are due by 6 weeks after the A.G.M. Any individual who has not paid the subscription by this date will be deemed to be no longer a subscriber and will not be covered by the Group Insurance.
- 6.2 The Board of Officers has the right to refuse any applicant the right to become a Group Subscriber
- 6.3 A new subscriber to the group, making a subscription for the first time, shall pay the full applicable subscription fee.
- 6.4 For the purpose of this clause, a new subscriber is defined as an individual Who has not subscribed to the group in the previous year.
- 6.5 Application forms to become a subscriber to the group are available from the Secretary or the Subscriptions Secretary.

7 MONTHLY MEETINGS

- 7.1 Monthly meetings will take place on the second Thursday of each month.
- 7.2 Meetings will start at 7-30 pm.
- 7.3 Minutes of the meeting will be taken.
- 7.4 Any proposals tabled at the meeting must be seconded and, after discussion, voted upon. A majority vote is required to carry any proposal.
- 7.5 Amendments to proposals must be voted upon first.
- 7.6 Voting will normally be by a show of hands.
- 7.7 In the event of a drawn vote the Commodore will have a casting vote.
- 7.8 When the Commodore calls the meeting to order all private conversations will cease and any further comments will be made through the chair.
- 7.9 In the situation where more than one person wishes to be heard the Commodore will decide the order in which they will speak. Quiet and polite modes of address will be used at all times.

8 RULES

- 8.1 When sailing subscribers shall use only 27 MHz, 40 MHz, 2.4GHz and UHF radio transmitters and clearly display their channel and peg taken from the frequency peg board.
- 8.2 All sailing activities shall be undertaken with due regard and respect of other group subscribers using the lake and the general public.
- 8.3 The property of the local authority is to be treated with respect at all times, this including the wildlife and environment in the vicinity of the lake.
- 8.4 In the event that more than one subscriber requires the use of the same frequency peg then it shall be used in turn for a period no longer than 30 min.
- 8.5 All radio transmitters with an aerial over 15 cm (6 inches) in length, when fully extended, must be fitted with a protective end cover.
- 8.6 At the lake the instructions of Sailing Officers are to be complied with at all times.
- 8.7 At exhibitions/displays the instructions of the Commodore, or any person nominated by the Commodore to act as co-ordinator with the exhibition organisers, are to be complied with at all times.
- 8.8 Runcorn and District Scale Model Boats holds a Public Liability Insurance Policy covering all paid up subscribers. Cover is for accidents that may arise or occur anywhere within Great Britain and is limited to a payment no greater than £2,000,000. A copy of the current insurance policy is available upon request.
- 8.9 Internal combustion engine powered model boats are not allowed on the lake.
- 8.10 Where required, steam powered model boats must have a valid boiler certificate, otherwise insurance cover may be invalidated.

9 DISCIPLINARY ACTIONS

Any Subscriber to the Group deemed to have brought the Group into disrepute will be requested in writing to attend the next monthly meeting and to explain his/her actions. If there is no prior response to the written request to attend the next meeting and the Subscriber does not attend as requested, those Subscribers present will vote on whether such behaviour has brought the Group into disrepute. If it is confirmed that the Subscriber's actions have brought the Group into disrepute, the Board of Officers may impose any of the following sanctions:-

- Verbal warning regarding the misdemeanour
- Suspension from all activities for a period not exceeding 60 days
- Removal from the roll of subscribers.

Any sanction imposed by the Board of Officers will be notified in writing to the Subscriber concerned.

If the Subscriber fails to respond to the written request to attend the next meeting and offers no response to the request he/she will be deemed to have left the Group and be advised accordingly in writing.

10 **DISSOLUTION**

10.1 The Group may be dissolved by a resolution passed by a simple two – thirds majority of those present and voting at an E.G.M.

10.2 The quorum for such a meeting will be a minimum of two-thirds of all paid subscribers at the time that the E.G.M. is called.

10.3 If confirmed the Board of Officers shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the group or some other charitable organisation(s) as the Group may decide.

10.4 In the event of a number of equally acceptable organisations being nominated for the distribution of assets, then the Board of Officers will have any final decision.

Signed.....Commodore.....Date

Signed.....Secretary.....Date

