



# SELSEY MODEL BOAT CLUB CONSTITUTION

## 1. CLUB NAME

The Club will be known as SELSEY MODEL BOAT CLUB and can be referred to as SMBC or simply 'the Club'.

## 2. OBJECTIVE

The objective of the Club shall be to provide a mutually supportive environment for members to enjoy the hobby of radio-controlled model boat construction and sailing.

## 3. CLUB COMMITTEE

The Club shall be administered by a Committee who will be elected for a period of one year, but may also be re-elected at the Club's AGM.

- 3.1 The Committee shall be made up of the following roles :
  - 3.1.1 The Chairperson.
  - 3.1.2 The Secretary.
  - 3.1.3 The Treasurer.
  - 3.1.4 The Competition Secretary.
  - 3.1.5 The Safety Officer.
- 3.2 These roles constitute the senior positions of the Committee and have the legal and financial responsibility for the operation of the Club. These roles may be combined in exceptional circumstances, but only on a temporary basis.
- 3.3 The roles of Web Master, Social Event Organiser, Public Relations Officer (PRO) or other specific roles may be occupied by any of the Committee members or a seconded Club member.

## 4. POWERS

In furtherance of the Club objectives the Committee may exercise power to :

- 4.1 Recruit members.
- 4.2 Collect subscriptions.
- 4.3 To publicise and promote the activities of the Club.
- 4.4 The Committee shall be responsible for creating and updating the Club rules.
- 4.5 Take any other (lawful & ethical) actions to further the objectives of the Club.
- 4.6 Any contact with the local authority in connection with the operation of the Club, shall be the sole responsibility of the Committee. The local authority is Chichester District Council, (CDC).

## 5. MEMBERSHIP

- 5.1 Membership shall be open to anyone who has an interest in supporting the objectives of the Club and is willing to abide by the rules and Constitution of the Club.
- 5.2 Classes of membership shall be :  
Full Adult Member, Junior Member. Visitor (as per the application form).
- 5.3 Where it is considered that membership could be detrimental to the objectives, activities or reputation of the Club, the Committee reserve the right to decline a membership application.

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- 5.4 Should a member's actions, behaviour or conduct be detrimental to the Club, that person's membership shall be forfeited by notice in writing.
- 5.5 Any member of the Club may resign their membership at any time by writing to the Committee.

## 6. SUBSCRIPTIONS

- 6.1 Annual subscriptions shall be set by the Committee and announced at the AGM.
- 6.2 Payment shall fall due on the 1st March annually.
- 6.3 Any member who has not paid their subscription by the 31st March, shall be sent a written reminder by the Treasurer. If the subscription is not paid by the 30th April, the member will be deemed to have resigned from the Club.

## 7. MEETINGS

- 7.1 The Committee shall meet to discuss actions, monitor progress, and consider future actions, plans and activities.
- 7.2 At least three Committee members must be present for the meeting to take place.
- 7.3 A full record of the discussion/actions of the Committee shall be made and the minutes circulated to all Committee members.
- 7.4 An Annual General Meeting (AGM) shall be held at a convenient date at the beginning of March each year.
- 7.5 The AGM shall include, but not be limited to, a summary of the previous AGM and any actions arising, a report of the Club finances, a report from the Competition Secretary, to vote on the election of Committee members, a discussion of any resolutions made by Club members and to deal with any other business.
- 7.6 Voting shall be by a show of hands and a simple majority shall carry the resolution. In the event of a tied vote, the Chairman shall have the casting vote.
- 7.7 If a change of this Constitution is being considered members may vote by proxy in writing to the Secretary.
- 7.8 Should the need arise for an Extra-ordinary General Meeting, (EGM), this may be called by the Committee or at the written request of at least three (3) full members, to the Secretary stating the reasons for such a meeting. The Secretary shall arrange the EGM within 60 days of receiving the written request. Any proposed change to the Constitution must achieve at least a two-thirds majority of those voting.
- 7.9 Periodic Club meetings shall be arranged during the year to disseminate relevant information, gather the views of the members and provide talks and presentations etc. that are of interest.

## 8. FINANCE

- 8.1 All moneys acquired by the Club shall be paid into the Club's bank account. The account shall be in the name of the Club, see Section 1.
- 8.2 No moneys are to be invested or retained in the name of any individual member.
- 8.3 The Treasurer shall retain a small cash float for incidental expenses.
- 8.4 All funds shall be applied to the objectives of the Club and for no other purpose.
- 8.5 Access to the Club account shall be limited to the Treasurer and the Chairman only. Other Committee members may be granted access to view the account only.
- 8.6 A formal statement of account shall be presented at the AGM each year.
- 8.7 The Club's financial year shall run from the 1st March to the last day of February the following year.

## 9. INSURANCE

- 9.1 The Club shall maintain suitable Public Liability Insurance in accordance with the requirements of the Chichester District Council licence which is held by the Club in respect of use of East Beach Pond, Selsey.
- 9.2 Such insurance does not cover damage or loss of members property.
- 9.3 The Club or it's Committee members cannot be held liable for loss, injury, or claim arising out of activity beyond the Club's control.
- 9.4 Any incident likely to give rise to a claim against the Club or a member, MUST be reported in detail and without delay to the Secretary. On no account shall any liability for any occurrence be admitted.

## 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 shall act as Web Master to maintain the Club website for the benefit of Club members and to generally publicise the Club's activities and existence.

## 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 shall be conveyed to the Secretary in writing and be signed by at least three full members. After consideration by the Committee and discussion with the instigators, the proposal may be formally raised at the next AGM or by calling an Extra-ordinary General Meeting (EGM).
- 11.2 The proposed change must achieve at least a two-thirds majority of those voting at the AGM/EGM.

## 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 the dissolution of the Club shall be made and actioned in the same way as an amendment to the Constitution as set out in Section 11.
- 12.2 In the event that dissolution is agreed (as per Section 11) any assets held by the Club shall be sold or otherwise disposed of at the discretion of the committee.
- 12.3 All moneys owed to creditors shall be paid and all moneys owed by debtors shall be secured. The moneys at the bank and held as petty cash shall be distributed at the discretion of the Committee and may include repayment of that year's subscription to members, donated to local charities e.g. RNLI, Selsey First Responders etc.
- 12.4 The bank account shall then be closed and the website taken down.

## 13. HEALTH & SAFETY

- 13.1 The Club shall maintain a Health and Safety policy at all times, which shall be kept under regular review to reflect current risks and issues.
- 13.2 There MUST be at least one other adult present when a member is wading in the pond.
- 13.3 There MUST be one adult member present when another member is operating a model on the pond.
- 13.4 Any accidents or injury must be reported to a member of the Committee as soon as possible.