

# CONSTITUTION

1. The name of the Club shall be **FARNDON BOAT CLUB**.
2. The Club's address shall be that of the Honourable Secretary.
3. The aims and objectives of the Club shall be:
  - To promote common interests, knowledge and friendship between Members, Boat Clubs and users of the waterways, particularly those in the Farndon area.
  - To secure the improvement and development of the waterways, particularly those sailed by the Club members.
  - To represent the members collective and individual interests.
  - To provide opportunities for members to meet together for talks discussions, social activities, also to compete as a Club at rallies and to organise other events appropriate to the needs of the members.
  - The Boat Club complies with Data Protection Act 1998 by using the personal information supplied on the Membership Application only for Boat Club purposes. Information will not be shared with any third party.
  - Farndon Boat Club will be managed under this Constitution by the Elected Officers and Committee Members.
  - The Constitution shall appear on the Boat Club website.
  - The Club's Burgee shall be as shown on the front cover.

## RULES

### Members

#### a) Classes of Membership

- Ordinary Membership-  
Shall be open to any person over 18 years who has a boating interest upon payment of the annual subscription and will include members of the immediate family.
- Honorary Membership  
The Committee may invite any person who they consider would benefit or honour the Club to be an Honorary Member. The annual subscription is waived during this period. Honorary Membership shall be reviewed at the Annual General Meeting.

- **Life Membership**

The Committee may elect Full Members who have given outstanding service to the Club or whose achievement has brought the Association credit. Honorary Life Members retain the rights of Full Members and will not be required to pay the annual subscription.

**b) Admission of Members**

- Is by the completion of a Membership Application Form and the payment of the Club Subscription to the Membership Secretary.
- The Committee reserve the right to refuse or rescind membership and the subscription will be refunded.

**c) Membership Fees**

- Membership fees are to be paid within 3 months of the annual renewal date which is 1st October

**Officers**

**The Flag Officers** of the Club shall be:

Commodore, Vice Commodore, Rear Commodore,

**The Officers** shall be

Honorary Secretary, Honorary Treasurer, Honorary Membership Secretary, Safety Officer and News Editor.

These Officers shall be elected annually at the AGM by a majority decision on a show of hands. Three or more Committee Members shall be elected annually at the AGM by the same method. If there are any resignations during their term of office the Flag Officers shall have the power to co-opt a replacement if it is considered necessary.

**Nomination for Officers**

All candidates for election to any office in the Club shall be members thereof. Written nominations bearing the Signature of the proposer and seconder, and signed consent of the nominee must be received by the Honorary Secretary at least 14 days before the meeting at which the election is to be held.

**Duties of Officers**

The Commodore shall be the Chair and Chief Executive of the Club and

- Heads the organisation of Events and Trips
- Calls meetings and arranges venues
- Shepherds Sea Trips
- Writes reports for Newsletter and AGM

**The Vice Commodore**

- Assists the Commodore
- Assists organisation of Events and trips

- Shepherds Sea Trips
- Arranges Winter Talks

### **The Rear Commodore**

- Assists the Commodore
- Assists the organisation of events and trips
- Shepherds Sea Trips
- Arranges Winter Talks

and they are to assist the Commodore in his duties in any way he/she may request.

### **The Honorary Secretary**

- Shall keep minutes of the Annual General Meeting and any other meetings where a vote is required by the members present to reach a decision on a specific subject
- Conduct Business correspondence to Boat Clubs, Marinas, Public Bodies, River users and all Rally correspondence
- Have custody of all the Club Official Documents and Records
- Perform such other duties as the Committee may direct.
- Orders Burgees

### **The Honorary Membership Secretary**

- Aims to maintain and increase the Club Membership
- Shall hold and maintain a current list of all Members addresses and boats.
- Maintains and updates the Email Listing
- Collects Subscriptions and other Event monies.
- Ensures income details are recorded and monies passed to Treasurer
- Issues receipts for subscriptions and Membership Cards
- Sends communications, posters and information to Members
- Updates the Notice Boards
- Informs Members of Club Benefits

### **Treasurer**

- Records and Banks Club monies to the nominated Club Accounts
- Pays Accounts and invoices approved by the Committee
- Co- signatory with another appointed nominees of Cheques issued on behalf of the Boat Club
- Keep an accurate record of the Clubs Accounts for review
- Arranges the Event and Club Insurances
- Presents the Accounts at the AGM
- Arranges an independant Audit of the Club Accounts

### **Safety Officer**

- Communicates with British Waterways re Rally
- Carries out Risk Assessments
- Sends Risk Assessments to BW and other interested parties.

### **News Editor**

- Produces Newsletters
- Looks for items of interest to Members
- Collects stories and anecdotes from Members
- Arranges printing
- Distributes Newsletter

### **Committee Members**

- Contributes to and attends Committee Meetings
- Assists Officers of the Club.

All members to actively promote the Club to Boaters at the Marina.

### **Annual General Meeting**

The Club shall hold a AGM during November. The time, date and place to be communicated to the Membership 28 days beforehand. The purpose of the AGM will be to

- Present and approve the Minutes of the previous AGM
- Receive the Annual Accounts and balance sheet
- Receive the Commodores Report
- The election of Flag Officers, Officers and other Committee Members
- Fixing the Club Subscriptions for the following year.
- Appointing an Auditor who may be a Club Member but not a member of the Committee.
- Receiving resolutions from Officers
- Receiving resolutions from Members. Any Member may table a resolution to the AGM by submitting to the Secretary at least 21 days before the date of the AGM

### **Quorum**

A quorum of at least 15 subscribing members must be present at an AGM meeting before any decisions are made that affect the Club's organisation or future.

### **Special General Meeting**

The Officers and Committee may call a Special General Meeting at any time but shall do so forthwith upon a written request signed by ten members stating clearly the reason why a meeting is required.

### **Notice of General Meeting**

At least 21 days before a General Meeting the Secretary will inform Members of the agenda, time and place of the meeting. Any Member may table an amendment in writing at least 10 days before the meeting.

### **Privileges**

No monies or property belonging to the Club or any gain arising from activities of the Club shall be applied otherwise than for the benefit of the Club or for a charitable or benevolent purpose.

**Financial Year**

The Club's financial year shall end on 30 September each year

**Subscriptions**

Are due 1st October and payable within 3 months. Any change to subscriptions will be decided at the AGM.

**Interpretation of the Rules**

The right of interpretation as to the meaning of these Rules is vested in the Officers of the Club and their decision shall be final and binding on all matters.