

Knightcote Model Boat Club

The Operational Procedures of the Club

1. Election of Officers and Ordinary Committee Members

- 1.1 All Officers and Ordinary Committee Members shall be elected at an Annual General Meeting or Extraordinary General Meeting.
- 1.2 All Officers and Ordinary Committee Members shall be eligible for re-election annually. There is no maximum period of office.
- 1.3 No Officer of the Club may hold an officer post in another similar club or organisation.
- 1.4 Where a vacancy occurs during a term of office the Committee may fill the vacancy by co-opting until the next AGM or EGM when the vacancy will be filled in the normal way.

2. Duties of the Elected Officers and Ordinary Committee Members

- 2.1 The **Chairperson** or in their absence an elected officer shall:
 - 2.1.1 Preside at all meetings.
 - 2.1.2 Sign all minutes and other official documents.
 - 2.1.3 Act as casting vote (second vote) in any tied vote situation.
- 2.2 The **Secretary** shall:
 - 2.2.1 Keep minutes of meetings and other Club records.
 - 2.2.2 Conduct Club correspondence and arrange publicity
 - 2.2.3 Organise Club events and functions.
 - 2.2.4 Convene meetings and notify the Committee and Members of the time and place of such meetings.
 - 2.2.5 Be the first point of contact for new members.
 - 2.2.6 Maintain the Club's documentation and implement a system of document control. This may be by date issue.
- 2.3 The **Treasurer** shall:
 - 2.3.1 Handle the finances of the Club and report on funds at each Committee Meeting.
 - 2.3.2 Collect subscriptions and fees from each Member annually or on joining.
 - 2.3.3 Refund any expenses incurred by Members connected with the business of the Club on the approval of the Committee.
 - 2.3.4 Produce the Club's bank statement and books at the end of each financial year or when required to be audited.
- 2.4 **Ordinary Committee Members** assist the Officers of the Club in:
 - 2.4.1 The smooth running of the Committee and the Club.
 - 2.4.2 Bringing to the notice of the Committee the views and requests of the Members.
 - 2.4.3 Attempting to resolve any problems, complaints or grievances that a Member may have. If there is a 'root cause' to the problem then this will be addressed and where necessary procedures revised.

3. Club Meetings

3.1 Annual General Meeting

- 3.1.1 An Annual General Meeting will held each year.
- 3.1.2 The Agenda will include:
 - 3.1.2.1 Election of Chairperson, Secretary, Treasurer and President together with Ordinary Committee Members Members as may be deemed necessary for the good running and development of the Club.

- 3.1.2.2 Presentation of the Accounts of the Club, showing receipt and expenditure for the preceding year. A Balance Sheet of the Club Accounts shall be made available for inspection, a copy of which shall be given to any member on request
- 3.1.2.3 Conferring of Horary Membership by vote when the Committee have received and endorsed a recommendation for same as proposed and ratified prior to the meeting.
- 3.1.2.4 Any other business.

3.2 Extraordinary General Meeting

- 3.2.1 An Extraordinary Meeting may be held at the instruction of the Committee or upon written request to the Secretary of at least 5 Members to discuss urgent Club business.
- 3.2.2 At least 21 days written notice shall be given to all Members of an EGM

3.3 Committee Meetings

- 3.3.1 The Committee shall meet, as and when required, to ensure the smooth running of the Club
- 3.3.2 The Committee will implement approved decisions of the AGM or EGM of the Club and further such policies.

3.4 Social events and functions

- 3.4.1 These may be arranged by the Committee or following a request by a member.

4. Club Finance

4.1. Subscriptions

- 4.1.1 Annual subscriptions for each category of membership, joining fees and visitor's fees shall be recommended by the Committee, and approved at an AGM or EGM.
- 4.1.2 Any change in the subscription rate or joining fee shall be effective from the date ratified by the AGM or EGM and be notified to Member together with the 'due date' for payment.
- 4.1.3 Annual subscription year shall be from January 1st to December 31st.

4.2 Auditing

- 4.2.1 The Committee of the Club may at any time appoint a responsible person to audit the accounts, documents, vouchers, securities, etc. that they may require to see, and take possession of them providing that a receipt is given.

5. Alteration to Rules

- 5.1 Alterations or additions to the Club Constitution, Operational Procedures and Rules may be made on the proposal of the Committee or at the written request of Members. Such proposals shall be circulated in writing to all Members at least 7 days before the AGM or EGM summoned for that purpose, and where they will be voted on by the membership.

6. Membership

6.1 Application for Membership

- 6.1.1 Application for membership shall be made to the Secretary using the 'Application for Membership' form.
- 6.1.2 The Application shall be considered by the Committee, which shall either accept or reject the application.
- 6.1.3 Membership is contingent on the applicant's acceptance of the Rules of the Club and payment of the subscription and any joining fees in force at the time of the application.
- 6.1.4 Membership shall commence on the day of acceptance by the Committee.

6.2 Termination of Membership

- 6.2.1 Membership shall be assumed to have lapsed if a Member's subscription has not been paid by the due date. After this date Members will be asked to pay a Joining Fee if they wish to continue their membership.
- 6.2.2 A Member should offer his resignation in writing should he no longer wish to remain a Member. In this case the Committee will investigate the reason for the resignation.

6.3 Forfeiture of Membership

- 6.3.1 The Committee shall have the power to recommend the termination of membership of any Member whose conduct is contrary to the Rules, Constitution or Operational Procedures of the Club.
- 6.3.2 The recommendation shall be put to the members of the Club. An EGM will be called for this purpose and will require a majority vote in favour to be carried.

7. Communications

- 7.1 The Club will issue a newsletter not less than twice per year. It will contain details of Club meetings, events and activities, matters relating to the operation of the Club and any other information of interest to Members. A copy of the latest issue will be displayed in the Clubhouse.
- 7.2 The Club may maintain a web-site. It will give details of the Club and its location, and any other information of interest to existing and potential members.
- 7.3 A copy of the Club Constitution, Operational Procedures and Rules, and any changes, will be issued to members and a copy displayed in the Clubhouse.

