

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 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 Committee Member of the Club may hold a committee post in another model boat club or model boat organisation, with similar interests.
- 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.
- 1.5. The Club Committee shall comprise of 3 Elected Officers (the Chairman, Treasurer and Secretary) and 4 off Ordinary committee Members.

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 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.
 - 2.2.7. Be the Club contact with the Information Commissioner's Office in connection with the data protection requirements of the club (Closed Circuit Television for security monitoring and General Data Protection Regulations)
 - 2.2.8. Act as the Data Controller within the requirements of the operation of CCTV and the GDPR.
 - 2.2.9. Hold the Club's Data Privacy Forms and monitor that the member's preferences are complied with.
 - 2.2.10. Make the Committee aware of any Junior Members and the Club's responsibilities with regard to Child Protection requirements. 'Safeguarding and protecting people for charities and trustees' contains guidance to assist organisations.
- 2.3. The **Treasurer** shall:
 - 2.3.1. Handle the finance 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. Maintain the Club's membership list.

- 2.3.4. Refund any expenses incurred by Members connected with the business of the Club on the approval of the Committee.
- 2.3.5. Produce the Club's bank statement and books at the end of each financial year or when required to be audited.
- 2.3.6. Ensure that the Club's insurance cover is up to date including cover for Steam boiler inspections and responsible officers. Details of cover to be made known to members and available in the club house.
- 2.4. Ordinary Committee Members** assist the Officers of the Club in:
 - 2.4.1. The smooth running of the Committee and 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.
 - 2.4.4. Responding to any Request for Erasure of personal data and making the Data Controller aware of such requests.
- 2.5. Boiler Inspectors** shall be nominated by the Committee, and named as Responsible Officers, in accordance with the requirements of the current version of The Boiler Test Code. They shall be registered with the Northern Association Of Model Engineers, and shall maintain the Club's register of Steam Boilers and Gas Tanks in accordance with NAME's requirements. Testing equipment shall comply with the requirements of the current version of The Boiler Test Code.

3. Club Meetings

3.1. Annual General Meeting

- 3.1.1. An Annual General Meeting will be 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 smooth 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 will be given to any member on request.
 - 3.1.2.3. Conferring of Honorary 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. Conferring of Life Membership, by vote, when the Committee have received and endorsed a recommendation for same as proposed and ratified prior to the meeting
 - 3.1.2.5. 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 fee 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 years shall be from April 1st to March 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 and Renewal of Membership

6.1.1. A new application for membership shall be made to the Treasurer using the 'Application for Membership form'.

6.1.2. The Application shall be considered by the Officers and/or the Committee (at the earliest opportunity), which shall either accept or reject the application.

6.1.3. Membership is contingent on the applicant's reading and 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.

6.1.5. Annual renewal of membership shall also be considered by the Officers and/or the Committee (at the earliest opportunity), who shall either accept or reject the renewal.

6.1.6. In the event of a membership renewal being rejected by the Officers and/or the Committee the member shall have the same right of appeal as in 6.3.2 below.

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 they no longer wish to remain a Member. In this case, the Committee will investigate the reason for the resignation, and consider if any refund of pre-paid membership fee is appropriate.

6.3. Forfeiture of membership

- 6.3.1. A quorate Committee shall have the power to terminate the membership of any Member whose conduct is contrary to the Rules, Constitution or Operational Procedures of the Club, or is prejudicial to the club or an individual member. In the event of a tied vote, the Chairman shall have the final vote.
- 6.3.2. The Committee shall be considered quorate when it comprises of a minimum of 5 committee members, at least 1 of whom shall be an Officer.
- 6.3.3. A member whose membership has been terminated by the committee shall have the right of appeal to a **FULL** Committee, at which they can make their case. The Committee decision in this case shall be final. In the event of a tied vote, the 3 Officers shall have the final vote.

7. Communications

- 7.1. The Club will communicate using both paper systems and electronic systems where appropriate
- 7.2. The Club will maintain a website.
 - 7.2.1. The website will give details of the Club and its location and any other information of interest to existing and potential members.
- 7.3. The Club will maintain a Facebook page.
 - 7.3.1. This will not contain any details specific to individual members, but will contain general information about the Club and its events, along with photographs of it's past events. It will be used to advertise forthcoming Club events. Use of photographs of individuals shall be in accordance with the GDPR requirements. That includes the Right of Erasure contained therein.
 - 7.3.2. The Facebook page will not allow posts to be uploaded unless approved by the page moderator.
- 7.4. The Club committee shall appoint Moderators for both the Web Site and the Facebook page, and shall monitor both to ensure satisfactory operation of both platforms.
 - 7.4.1. The moderators shall monitor both platforms to ensure their satisfactory operation
- 7.5. 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.
 - 7.5.1. A copy of the latest issue will be displayed in the Club House, and on the Members Section of the Web Site.
- 7.6. A copy of the Club Constitution, Operational Procedures and Rules, and any changes, will be issued to members and a copy displayed in the Club House, and on the Web Site.

8. Use of Personal Data

- 8.1. The Club shall process Data in accordance with the GDPR regulations.
- 8.2. The Club shall maintain and update a Data Privacy Statement detailing how data shall be used, as defined in the GDPR regulations. This will be made available to members on the Website, and by written request to the Secretary.
- 8.3. An individual has the Right of Erasure as defined in the GDPR regulations. The Data Privacy statement gives details of this process. The Individual shall request the erasure of their data. This right is not absolute and does not apply in certain circumstances.

9. Use Of Photographs

- 9.1. Where photographs are taken of identifiable individuals for use by the Club, the requirements of the GDPR regulations shall be observed when those images are processed by the Club.

- 9.2. Any images of children shall only be used or reproduced following parental consent (For the purpose of the GDPR regulations parent also means guardian).
- 9.3. Images may be used where the Club deems Legitimate Interest as the Lawfulness Basis as defined in the GDPR regulations.