



Club Constitution and Rules (Bylaws)

NAME

The club shall be named the “Warminster Model Boat Club (MBC)” hereafter referred to as “the Club” in this document.

OBJECTIVES

1. The aim of the Club shall be to bring together people interested in marine modelling and associated activities and wherever possible, amenities and facilities to support this aim.
2. To associate with other like-minded bodies in accordance with the wishes of the members.
3. To promote the Club and the hobby to the public where appropriate.

COMMITTEE

A committee, appointed by the membership at an AGM, shall conduct the business of the Club. The size and structure to the Committee may vary from time to time according to the needs of the Club, but shall in all cases be led by a minimum of three Officers, namely:

1. Chairperson;
2. Secretary;
3. Treasurer.

The specific duties of the above officers are as follows, however all officers will act as contacts for the Club as necessary.

CHAIRPERSON: The Chairperson shall maintain a good overview of the Club’s business and direction and act as a figurehead for the Club. The Chairperson shall be responsible for calling and chairing all meetings as needed.

SECRETARY: The Secretary shall be responsible for conducting all formal correspondence, taking minutes at all meetings, and shall ensure that the Club is run in accordance with Club rules, national and local laws and legislation, and shall maintain a register of member’s names and contact details in accordance with the Club’s Privacy Policy.

TREASURER: The Treasurer shall be responsible for conducting the financial affairs of the Club and shall:

1. Maintain records of all Club income and expenditure;
2. Provide up to date financial details and transactions for all meetings as requested;
3. Make all records available for inspection by any member of the Club (Any member requiring such access must provide a written request giving a minimum of 4 weeks’ notice);

4. Produce a set of audited accounts for approval at the AGM;
5. Maintain a register of all Club property and assets held by members for review at the AGM.

COMMITTEE MEMBERS: Committee members may only be appointed to fill positions identified as being necessary to run the Club in a fair and efficient manner by the Committee prior to the AGM, having due regard for all the activities of the Club.

Any member of the Committee may, if required, hold more than one position but no more than two, subject to the following restrictions:

1. The positions of Club Officers must be held by separate people who **MUST NOT** be related to each other;
2. No member may be a Committee member if they already serve on the committee of another model boat club or model boat organisation;
3. Where a member holds two positions the second position should be regarded as vacant and therefore available to another member of the Club.

RESIGNATION OF OFFICERS

When a Club Officer resigns during their term of office, an EGM should be called within 28 days of the resignation to elect a successor.

RESIGNATION OF COMMITTEE MEMBERS

When a Committee member, other than an Officer resigns their position, the Committee may either appoint one of the other Committee members or co-opt a member to the Committee as a temporary measure to cover the position until the next AGM.

POWERS TO CO-OPT

The Committee shall have the power to co-opt members to serve on the Committee for specific duties, as and when required.

ATTENDANCE

Members accepting positions on the Committee do so on the understanding that they are able to discharge their obligations in a proper and fitting manner. Regular attendance at Committee meetings is also a requirement.

COMMITTEE QUORUM

A quorum for Committee meetings shall consist of at least four members, two of which must be Club Officers.

FINANCIAL YEAR

The Club's financial year shall commence on the 1st September and cease on the 31st August of the same Club year for which a full set of accounts shall be maintained.

MEETINGS

1. Annual General Meeting (AGM): The Club AGM will be held during September each year unless otherwise notified in writing. At this meeting the Committee will be elected by the members and receive the Office's reports for the preceding year. Only people who are fully paid up members may vote.
2. Extraordinary General Meeting (EGM): An EGM may be called either by the Committee or by a quorum of a minimum of 10 members. The member's request must be made in writing outlining the reasons, accompanied by the relevant member's signatures. An EGM should then take place within 28 days of the request being received or from the calling notice from the Committee.
3. Committee Meetings: Committee meetings will be called by the Chairperson as and when required. Bullet point notes of such meetings will be recorded by the Secretary and circulated to the Committee.

DISSOLUTION OF THE CLUB

The Club may be dissolved at any time by the consent of three-quarters of the fully paid up membership, putting their signature to a document of dissolution.

The disposal of the Club's funds and assets, after first discharging any liabilities, should be decided by a majority vote of the members at an EGM called for the purpose.

AMENDMENTS TO THE CONSTITUTION OR CLUB RULES

Any proposed amendments to the Constitution or Club rules must be submitted, in writing, to the Secretary at least 28 days before the AGM.

Any amendments must be approved by a simple majority of the Club's members voting at the AGM or by postal/e-mail voting. Only fully paid up members may vote.

Appendices

As and when deemed necessary by the Committee these appendices may be amended to best meet the requirements of the Club. Any such changes will be notified to the membership via a letter, e-mail, Newsletter or at an EGM/AGM.

APPENDIX 1.

TYPES OF MEMBERSHIP

1. Adult (Single) Member: Aged 18 years or over at the time of joining.
2. Junior Member: Aged 10 to 18 years at the time of joining.
3. Honorary Membership: Awarded to a member deemed to have given exceptional service to the Club. This award must be approved by a majority vote of members at an AGM. Honorary members are exempt from paying annual subscriptions.

The Committee has the right to refuse membership to any person, however the reason for such a refusal must be given, in writing, to the applicant.

SUBSCRIPTIONS AND JOINING FEE

The subscriptions and joining fee shall be decided by the Committee and advised to the membership, with the membership year running from the 1st September to 31st August in the same Club year. At the discretion of the Committee the initial joining fee may also be applied to members whose subscription is deemed to be in arrears.

Club Officers and members of the Committee will not be exempt from the annual membership subscriptions.

VOTING RIGHTS

All paid up members of age 16 years or over have a right to vote at the AGM or any EGM including:

1. Adult (Single) member.
2. Honorary member.

Voting on Committee nominations and Constitution amendments may either be in person at an AGM/EGM or by post or e-mail received by the Secretary 1 week before the date of the AGM/EGM.

EXPENDITURE

Club expenditure up to £75 may be authorised by any Club Officer but expenditure above this amount must be approved by the full Committee. Receipts for all expenditure must accompany all claims for purchases, to be presented to the Treasurer who will action reimbursement.

ACCOUNTS

An audited set of accounts will be presented at the AGM. The auditor must be a fully paid up adult member of the Club and must not be related to any Club Officer.

INSURANCE

The Club holds a £5M public liability insurance renewed annually in September. Copies of the Certificate of Insurance may be requested by members for the purpose of proving our cover to the organisers of public shows and events. This cover is only valid to fully paid-up members of the Club.

Note this insurance does not cover any damage or loss of any of the member's models, boats, equipment, vehicles or personal possessions.

GRIEVANCES AND ITEMS OF BUSINESS

If any member has a grievance or item of business thought to be important, the grievance or item must be submitted in writing and presented to the Secretary. The issue must then be raised at the next Committee meeting where it will be discussed and appropriate actions for resolution with the relevant member proposed and agreed.

ADDITIONAL CLUB ROLES

A number of other roles may be identified by the Committee in support of the Club's functions as required. These roles may or may not be Committee positions as determined by the Committee. Appointment to these roles will be made by the Committee and notified to the membership.

1. Membership Secretary: Duties to include issuing and collecting membership application forms, collection of membership subscriptions and joining fees and the issuing of membership cards and car passes. Members contact details and monies must be passed onto the Secretary and Treasurer as appropriate to comply with the Club Privacy Policy processes. (In the absence of a Membership Secretary these duties will be performed by the Secretary and the Treasurer as appropriate)
2. Newsletter Editor: Produce and circulate a Club Newsletter, which promotes WMBC in a good and fitting manner, advises members of forthcoming events, reports on Club events and news and from time to time includes articles of interest for model boating. The editor has the final decision as to what is included. The Newsletter should be issued, wherever possible, four times a year and promulgated by e-mail and via the Club Website.
3. Facebook administrator: The Club Facebook pages are private to prevent unwanted posts being made. The Club administrator is responsible for granting membership to our Facebook group and for posting notices promoting WMBC and more generally the hobby of model boating. The administrator will also monitor posts put on by members of our Facebook group.
4. Club Website administrator: The Club website is hosted on "GoDaddy" using "WordPress" and comprises two domains – ***warminstermbc.com*** and ***warminstermbc.co.uk***. There is an annual charge by GoDaddy for these domains, their protection and for the use of WordPress. The administrator is responsible for keeping the pages on the website up to date, for the general appearance of the website and for submitting the annual charges to the Treasurer for approval and payment.
5. General: When deemed necessary, general members of the Committee may be appointed by the Committee to assist with the general smooth running of the Club.

NOMINATIONS FOR THE COMMITTEE

Nominations for Committee positions will be sought by notification to the membership at least 28 days before the AGM. Members wishing to stand for election to the Committee must submit their nomination in writing, supported by a seconder, to the Secretary 20 days prior to the AGM. The list of candidates will be available to the members prior to the AGM.

If any position receives no nominations prior to the AGM, then new nominations will be accepted from the floor, only for these positions, at the AGM.

Currently serving members of the Committee may stand, if willing, without formal nomination but will need approval of the membership at the AGM.

DISCIPLINARY PROCEDURE

If a member is, in the opinion of the Committee, found or reported to have brought the Club into disrepute, the following course of action should be followed:

1. A letter will be sent to the offending member identifying their reported action and inviting them to attend a Committee meeting to explain their conduct.
2. If the action is deemed to have brought the Club into disrepute by the majority of the Committee, the member will be given either a minuted verbal warning or a written warning depending on the severity of the action.
3. Should the matter be unproven by the Committee, it will be closed and no further action taken.
4. Should the member fail to attend the meeting without a good reason then the reported action will be assumed valid and a written warning will be issued.
5. Verbal or written warnings shall remain valid for 6 months from the date of issue.
6. If after this period the member has not re-offended then the disciplinary action is deemed completed and the matter closed.
7. Any member, issued with a verbal warning, who re-offends within this period, then actions 1 to 4 above will be repeated and if proven a written warning will be issued.
8. In the event of a second written warning being issued, the offending member's subscription will be suspended until the AGM, where that person's membership will be discussed and members attending will vote on whether to approve or reject that person's membership for the following year.
9. Where it is proven that a serious breach of discipline has taken place such as assault, theft or willful damage the Committee has the authority to immediately expel the member from the Club.

General Club Rules (Bylaws)

1. Since the majority of members now use 2.4GHz radio equipment the Club no longer holds a peg board system. However, it is noted that some older, refurbished models still have 27 or 40MHz radio systems fitted. Consequently, in the rare case that a member wishes to use either a 27 or 40 MHz system they must, before switching on, check with the modellers present whether it is safe to use their 27 or 40MHz system.
2. Any extended aerials on the transmitter or the model must be protected to prevent injury to anyone.
3. Boats with I/C engines **ARE NOT** permitted.
4. Foul language at the lakeside or at any Club event will not be tolerated (see rule 14 below).
5. Respect for wildlife and the lakeside environment is paramount and is to be observed at all times, at our lake or when visiting any other venue. **DO NOT** chase waterfowl with your boats.
6. Larger and faster models which create a large wash must slow down when near smaller, lighter craft.
7. Power gives way to sail. However, yachtsmen must not abuse this.
8. Models using steam power must have a valid boiler test certificate and the operator must be prepared to produce this when requested by a Committee member. (Please note that operating a steam power unit without a valid boiler test certificate invalidates any insurance the Club provides for that member). Pressure relief valves fitted to steam power units must be tested and witnessed annually and the results of such tests and the name of the witness must be recorded with the Secretary.
9. Do not drop litter or leave any rubbish behind that is of your own making.
10. Children under the age of 10 must be supervised at all times by a parent or guardian.
11. Children under the age of 10 are not allowed to sail a boat without their parent or guardian supervising at all times.
12. Children under the age of 10 must not place or remove a model from the water. An adult member, parent or guardian must do this for them.
13. Instructions and directions for the Park Warden (Manager) must be followed at all times.
14. Please be courteous to other Club members and members of the public at our lake or at other venues. Every member serves as an ambassador for the Club.
15. Health and safety: It is generally expected that all members will operate in a safe and proper manner so as not to endanger themselves, other members, the public or wildlife and property and members should be familiar with the relevant Club Risk Assessments. Of specific concern is the launching and recovery of boats – please have the appropriate lifting equipment and if you need help ask for it. Furthermore, LiPo batteries can be hazardous in use or when being charged and members are required to use a safety bag or box when charging or storing these batteries. Only use mineral based oils and greases on your models in order to prevent pollution of the lake environment.
16. When sailing at Warminster Park, a maximum of 7 cars are allowed to be parked at the lakeside, on a first come first served basis and a Club car parking pass must be displayed. No vehicle is permitted to drive on the grass, vehicles should give way to pedestrians and cyclists

and should limit their speed to less than 5 mph. The Club has no responsibility for any loss or damage to member's vehicles or any fine however incurred by the member.

It is expressly forbidden to for any member to enter the lake for any reason. Any member who elects to enter the lake does so at their own risk.

REGULATIONS (Legal requirements)

1. Strictly only 27 or 40MHz and 2.4GHz radio control systems are allowed for model boats.
2. When using a 27 or 40MHz set, an appropriate frequency flag must be flown on the transmitter aerial. These are coloured for 27MHz sets and green with frequency numbers in white for 40MHz sets.
3. A valid boiler test certificate for steam powered models must be provided and available if requested.