

# Runcorn and District Scale Model Boats

## CONSTITUTION

### 1 NAME

- 1.1 The name of the group shall be Runcorn and District Scale Model Boats. Herein after referred to as the Group.  
(For the purposes of advertising and exhibiting sometimes referred to as 'Runcorn Model Boats').

### 2 AIMS

- 2.1 To provide a meeting point for individuals with a common interest in supporting, developing and promoting all aspects of model boating. All ages are catered for both male and female; juniors are particularly encouraged to take part in such activities. Individuals in the Group, excluding juniors, make a modest subscription towards the running costs of the group.  
Hereinafter individuals in the Group are referred to as 'Subscriber(s)'.  
2.2 To improve the standard of modelling by discussion and the interchange of ideas and techniques.  
2.3 To promote the activities of the group both locally and in the wider community.  
2.4 To promote an interest with the general public by exhibitions/displays at various events and by providing 'sail yourself' models for juniors at these events.

### 3 ELECTED OFFICERS/RESPONSIBILITIES

- 3.1 The Board of Officers shall consist of:-

**The Commodore** – The overall control of the Board and events at the monthly group meetings. Overall control of the organisation at events and displays.

**The Deputy Commodore** – To assist the Commodore in their duties.

**Secretary** – To record minutes of meetings. To deal with all correspondence relating to group matters. To complete and maintain up to date an inventory of group assets and its disposition.

**Treasurer** – To receive all monies. To keep accurate accounts. To allocate group funds as appropriate and in accordance with Board instructions. The funds belonging to the group shall be applied only to further the aims of the group. To reimburse subscribers for authorised expenditure.

**Subscription Secretary** – To receive annual membership subscriptions and to forward them onto the Treasurer. To maintain a list of names and addresses of all Subscribers.

**Chief Sailing Officer** – With Help from the Sailing Officers, to ensure that the frequency board and any other equipment e.g. waders, rescue pole are available during sailing activities at the lake. To ensure that the Group Rules concerning activity on the lake are adhered to by Subscribers,

**Sailing Officers ( Non Board Officers)** – To ensure that the frequency board and any other equipment e.g. waders, rescue pole are available during sailing activities at

the lake. To ensure that the Group Rules concerning activity on the lake are adhered to by Subscribers.

### 3.2 **Elected Officers, Election & Criteria.**

**The Commodore, Vice Commodore, Chief Sailing Officer**, will be elected each year at the A.G.M. They must all have been a continuous subscriber for a Minimum of 12 Months.

Nominations for these posts, including a proposer and seconder, shall be given to the Commodore/Secretary prior to the A.G.M., but No later than the Last Sunday before the A.G.M.

**The Treasurer, Secretary and Subscription Secretary**, will be elected every three years at the relevant A.G.M. They must have been a continuous subscriber for a Minimum of 36 Months.

Nominations for these posts, including a proposer and seconder, shall be given to the Commodore/Secretary prior to the A.G.M., but No later than the Last Sunday before the A.G.M.

### 3.3 **In the event of a Draw for any of the posts.**

3.3a Slips must be counted against those present, if fewer slips have been counted than present, Only Slips handed in will be counted, No new slips may be accepted after each vote.

3.3b A Recount must be taken, if still a draw, then 3.3c

3.3c A 2<sup>nd</sup> Vote with new forms to be taken, If a still a draw then this is again confirmed by a recount then 3.3d

3.3d If none of the proposed will stand down then either a toss of a coin or the names of those up for the position are put into a bag or such and drawn out.

3.4 All Elected Officers and Sailing Officers shall be in post for a period as stated in 3.2 All Elected Officers and Sailing Officers will stand down at the appropriate A.G.M. but may stand for re-election if they so wish.

3.5 The Board Officers may co-opt, for a limited time, not exceeding four months, up to three non-executive Subscribers onto the Board to provide advice on a specific task or tasks.

3.6 **Non Elected Sailing Officers.** Generally these will be chosen at the AGM from volunteers, but may be added to or decreased throughout the year between A.G.M's. The role of Sailing officer does not require a minimum period of subscription. If someone wishes to be a sailing officer then they need to approach the Chief Pond officer who will bring it to the attention of all Elected officers to decide on.

3.7 **Non Elected Catering officers** will be chosen by the Elected Officers as required throughout the year.

## 4 **ANNUAL GENERAL MEETING**

4.1 An A.G.M. will be held at the January meeting each year.

4.2 All Board Officers will be elected at the appropriate A.G.M.

4.3 If more than one individual has been nominated as a Board Officer then there shall be a vote by all subscribers present to determine the successful candidate. **See Section 3**

4.4 An annual report will be presented detailing the activities and undertakings for the previous year.

4.5 The accounts for the group shall be presented by the Treasurer indicating the financial position of the group.

4.6 The Constitution can only be amended at the A.G.M. or an E.G.M.

4.7 Annual subscriptions will be decided at the A.G.M. for the following year.

4.8 The A.G.M. will have a formal agenda.

4.9 Minutes of the meeting will be taken.

- 4.10 Voting will normally be by a show of hands. However a secret ballot must be taken should any Subscriber request that this be done. Proxy and postal votes will not be allowed.
- 4.11 All proposals must be seconded and voted upon. A majority vote is required to carry any proposal.
- 4.12 Amendments to proposals must be voted upon first.
- 4.13 In the event of a drawn vote the Commodore will have a casting vote.
- 4.14 The Board of Officers, through the Commodore, has the power to request a person to leave any meeting in the event of that person disrupting the meeting.

## 5 **EXTRAORDINARY GENERAL MEETING**

- 5.1 The Secretary will convene an Extraordinary General Meeting (E.G.M.) of the Group by a resolution of the Elected Officers and/or on receipt of a request in writing signed by not less than ten fully paid-up Subscribers to the Group.
- 5.2 7 days' notice of the E.G.M. will be given to all Subscribers stating the business to be discussed.
- 5.3 When a request for an E.G.M. is made in accordance with the above rules and it is not called within 7 days, the persons requiring the E.G.M. may themselves convene an E.G.M. of the group by giving 7 days' notice in writing to all subscribers. The written notice will set out the purpose for which the meeting was called.
- 5.4 Any resolutions passed at an E.G.M. will have the same force and effect as if they were passed at a meeting convened by the Elected Officers.

## 6 **SUBSCRIPTIONS**

- 6.1 Subscriptions are due by 6 weeks after the A.G.M. Any individual who has not paid the subscription by this date will be deemed to be no longer a subscriber and will not be covered by the Group Insurance.
- 6.2 The Board of Officers has the right to refuse any applicant the right to become a Group Subscriber.
- 6.3 A new subscriber to the group, making a subscription for the first time, shall pay the full applicable subscription fee.
- 6.4 For the purposes of this clause, a new subscriber is defined as an individual who has not subscribed to the group in the previous season.
- 6.5 Application forms to become a subscriber to the group are available from the Secretary or the Subscriptions Secretary.
- 6.6 Junior Subscribers are those under the age of 18.
- 6.7 Junior Subscribers have to be accompanied by a nominated responsible adult who are a Subscriber to the group.

## 7 **MONTHLY MEETINGS**

- 7.1 Monthly meetings will take place on the second Thursday of each month.
- 7.2 Meetings will start at 7-30 pm.
- 7.3 Minutes of the meeting will be taken.
- 7.4 Any proposals tabled at the meeting must be seconded and, after discussion, voted upon. A majority vote is required to carry any proposal.
- 7.5 Amendments to proposals must be voted upon first.
- 7.6 Voting will normally be by a show of hands.
- 7.7 In the event of a drawn vote the Commodore will have a casting vote.
- 7.8 When the Commodore calls the meeting to order all private conversations will cease and any further comments will be made through the chair.
- 7.9 In the situation where more than one person wishes to be heard the Commodore will decide the order in which they will speak. Quiet and polite modes of address will be used at all times.

## 8 PAVILION & STORAGE HUT

These buildings are leased by the group, the lease is held by a number of elected officers on behalf of the group.

Any decisions to Alter or decorate these buildings must be discussed and voted on by the FULL board of elected officers.

Those named on the lease have the ultimate decision as they are legally liable for the lease and any changes to the property, however they may not immediately overturn a majority vote, but can insist that in the first case the council be contacted and then brought up at the next available meeting if they disagree with any proposal.

## 9 Expenditure

The Maximum the Elected officers may spend without a group meeting shall be £100. This does not include any purchases which are deemed as immediate requirements, EG Repairs due to Vandalism or break in or urgent general repair as long as the named Officers on the lease are made aware.

Any expenditure discussion within the limit of £100 must include the Treasurer, failure to do so may result in the claim not being paid out until discussed at the next available group meeting.

## 9 RULES

### APPENDIX A

## 10 DISCIPLINARY ACTIONS

Any Subscriber to the Group deemed to have brought the Group into disrepute will be requested in writing to attend the next monthly meeting and to explain his/her actions. If there is no prior response to the written request to attend the next meeting and the Subscriber does not attend as requested, those Subscribers present will vote on whether such behaviour has brought the Group into disrepute.

If it is confirmed that the Subscriber's actions have brought the Group into disrepute, the Board of Officers may impose any of the following sanctions:-

Suspension from all activities for a period not exceeding 60 days

Removal from the roll of subscribers.

Verbal warning regarding the misdemeanour.

Any sanction imposed by the Board of Officers will be notified in writing to the Subscriber concerned.

If the Subscriber fails to respond to the written request to attend the next meeting and offers no response to the request he/she will deemed to have left the Group and be advised accordingly in writing.

## 11 DISSOLUTION

11.1 The Group may be dissolved by a resolution passed by a simple two – thirds majority of those present and voting at an E.G.M.

11.2 The quorum for such a meeting will be a minimum of two-thirds of all paid subscribers at the time that the E.G.M. is called.

11.3 If confirmed the Board of Officers shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the group or some other charitable organisation(s) as the Group may decide.

11.4 In the event of a number of equally acceptable organisations being nominated for the distribution of assets, then the Board of Officers will have any final decision.

Signed.....Commodore.....Date

Signed.....Secretary.....Date



## APPENDIX A

### GROUP RULES

- 1 During normal sailing days and special events, the elected Sailing Officers will be responsible for the overall discipline of the Subscribers to Runcorn and District Scale Model Boats.
- 2 When sailing subscribers shall use only 27 MHz, 40 MHz, 2.4GHz and UHF radio transmitters.  
All radio transmitters with an aerial over 15 cm (6 inches) in length, when fully extended, must be fitted with a protective end cover.  
Anyone using either 27 MHz or 40 MHz transmitters will always have the appropriate frequency peg attached to their transmitters. It is the duty of the Sailing Officers to ensure the Frequency Board is readily available during sailing days. Only one Frequency Peg can be used by any individual at any time. If more than one individual wishes to use the same Frequency Peg then sailing periods of 30 minutes duration should be allocated to the individuals.
- 3 All sailing activities shall be undertaken with due regard and respect of other group subscribers using the lake and the general public.  
Foul language at the lakeside or any Group event will not be allowed or tolerated. 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 site. DO NOT chase any wildfowl with your models.  
Large and fast models that create a large wash must slow down when near smaller craft.
- 4 The property of the local authority is to be treated with respect at all times, this including the wildlife and environment in the vicinity of the lake.  
For health and safety considerations it is expected that every Subscriber operates in a safe and proper manner so as not to endanger, compromise or injure any other Group Subscriber, the general public, wildlife or property. When launching models please ensure you have the relevant slings or launching devices in order not to compromise any health or safety. If help is required please ask for it. In regards to oils or greases used in a model it is recommended that only mineral based oils or grease be used in the models, so as not to permanently damage the environment that we operate in. If LIPO batteries are being charged on site they must be placed in an appropriate safety bag.
- 5 At the lake the instructions of Sailing Officers are to be complied with at all times. Should the advice of any Sailing Officer or Elected Officers result in a dispute that cannot be settled by the individuals concerned then the matter should be brought to the attention in the first place to the Commodore or, in their absence, any elected Officer.
- 6 At exhibitions/displays the instructions of the Commodore, or any person nominated by the Commodore to act as co-ordinator with the exhibition organisers, are to be complied with at all times.
- 7 Runcorn and District Scale Model Boats holds a Public Liability Insurance Policy covering all paid up subscribers. Cover is for accidents that may arise or occur anywhere within Great Britain and is limited to a payment no greater than £5,000,000. A copy of the current insurance policy is available upon request.
- 8 Internal combustion engine & Fast Electric powered models boats are not allowed on the lake.

- 9 Where required, steam powered model boats must have a valid boiler certificate, otherwise insurance cover may be invalidated.
- 10 Squirting water at Group Subscribers or members of the general public and wildlife with models fitted with fire monitors or such devices is not permitted.
- 11 Power gives way to sail, however, yachtsmen must not abuse this, especially near stationary models.
- 12 Please be courteous to other Group Subscribers and any members of the public at our lake or when visiting elsewhere. Each and every Subscriber is an ambassador for our Group.
- 13 The buildings known as the Storage Hut and Lakeside Pavilion are NON SMOKING areas. Smoking is not allowed within either of these buildings. In the case of the Lakeside Pavilion this also applies to the “veranda” area. Subscribers are requested not to smoke within 5 metres of the veranda area. It is requested that any smoking is carried out adjacent to the green control unit for the lake aerators.
- 14 No dogs are permitted in the Pavilion except guide dogs.

