***Burton Waters Boat Club***

**CONSTITUTION**

1. The name of the Club shall be **BURTON WATERS BOAT CLUB.**

2. The Club's address shall be that of the current Hon. Secretary

3. The aims and objectives of the Club shall be:

* Topromote common interests, knowledge and friendship between Members, Boat Clubs and users of the waterways, particularly those mooring their boats in the Burton Waters area.
* Tosecure the improvement and development of the waterways, particularly those cruised 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.
* To promote and provide Training Courses that will develop members boating skills.
* The Boat Club complies with Data Protection Act 2018 by using the personal information supplied on the Membership Application only for Boat Club purposes. Information will not be shared with any third party.
* The Boat Club will be managed under this Constitution by the Elected Officers and Committee Members.
* The Constitution will appear on the Boat Club website and will be provided to a Member on request.

**RULES**

**1. Members**

**a) Classes of Membership**

* **Ordinary Membership**

Shall be open to any boat owning persons, over the age of 18 years, registering their boat with the Club. There will be an initial one off Registration / Joining Fee plus an Annual Subscription which will cover up to two nominated members per registered boat.

Additional membership per registered boat, which may include family and friends of the nominated members, shall be made available on payment of additional membership subscription(s)

Ordinary membership shall also be open to non boat owners, who may wish to join, on payment of a one off Joining Fee and an Annual Subscription.

* **Country Membership**

Any boat owner who is currently a full member of BWBC, who subsequently and temporarily moves their registered boat more than 50 miles away from Burton Waters, may apply for Country Membership at a reduced annual subscription of 50% of the full membership fee. The granting of this application shall be at the discretion of the BWBC Committee.

Country Members can attend any social event organised by the club, and use any discounted products or training courses negotiated by BWBC.

Country members who return their registered boats back to Burton Waters shall be required to pay the full annual membership fee.”

* **Honorary Membership**

The Committee may invite any person who they consider would benefit or honour the Club to be an Honorary Member. Honorary Membership shall be reviewed at the Annual General Meeting.

**b) Admission of Members**

Is by the completion of a Membership Application Form, payment of the one off Registration / Joining Fee, and the payment of the Club Annual Subscription to the Membership Secretary.

The Committee reserve the right to refuse or rescind membership.

**c) Membership Fees**

Membership fees are to be paid within 1 month of the annual renewal date which is 1st January.

**2. Officers**

The Officers of the Club shall be:

Commodore, Vice Commodore, Rear Commodore, Liaison Officer, Hon. Secretary, Hon. Treasurer, Membership Secretary. 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 Officers shall have the power to co-opt a replacement if it is considered necessary.

**3. 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 Hon. Secretary at least 14 days before the AGM at which the election is to be held.

**4. Designation and Duties of Officers**

**(a)      Commodore**

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

Heads the organisation of events

Calls and Chairs meetings and arranges venues

Writes reports for Newsletter and AGM

Accompanies and when possible, depending on cruise area, leads cruises.

**(b)      Vice Commodore**

Liaises with and deputises for the Commodore

Accountable for organisation of events and cruises

Arranges winter talks and meetings

Accompanies and when possible, depending on cruise area, leads cruises

**(c) Rear Commodore**

This position is filled by the immediate past Commodore, who will stand in for the Commodore in the event of his/her absence.

 **(d)      Liaison Officer**

Conduct Business correspondence to Boat Clubs, Marinas, Public Bodies, River users and rally correspondence

Sends communications posters and information to Members

Updates Notice Boards

In conjunction with Commodore and Vice Commodore approaches various outlets with a view to obtaining Members Benefits

Informs Members of such Club Benefits.

 **(e)      Honorary Secretary**

Shall keep minutes of the AGM and any other meetings where a vote is required by the members present to reach a decision on a specific subject.

Have custody of all Club Official Documents

Maintains and updates Email listing

**(f)      Treasurer**

Records and Banks Club monies to the nominated Club Bank Account

Pays accounts and invoices approved by the Club Officers

Co-signatory with another appointed nominee of cheques issued on behalf of the Club.

Keep an accurate record of Club accounts for review

Arranges Club insurance as may be required

Presents Club accounts at the AGM.

Collects Registration Fees and Annual Subscriptions from members.

Issue receipts for fees and annual subscriptions

**(g) Membership Secretary**

Shall hold and maintain a current list of all Members, addresses and boats

Issues welcome letters, Club Handbooks and Membership Cards to all new members.

Issues new cards to existing members on receipt of their annual subscriptions.

Leads club activities looking for new members.

Ensures details of income are recorded and monies passed to Treasurer

**(f)      Committee Members**

In addition to the Club Officers there shall be, if possible, three Committee Members who will:-

Contribute to and attend Committee Meetings

Assist Club Officers as may be required

Actively promote the Club to boat owners

**5. Annual General Meeting AGM**

The Club shall hold an 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 Officers and other Committee Members
* Fix the Club Subscriptions for the following year.
* 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

**6. 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.

**7. 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.

**8. 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.

**9. 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.

**10. Financial Year**

The Club's financial year shall end on 31st December 2012 and annually thereafter

**11. Annual Membership Subscriptions**

Are due on 1st January each year and payable within 1 month. Any change to subscriptions will be decided at the AGM.

If a subscription has not been received by the Club by 1 April in the year that it is due, those to whom the subscription relates will no longer be Members of the Club and will forfeit the benefits of Club membership.

**12. Code of Conduct**

The Club expects all members and their guests to follow the Club’s Code of Conduct at all times, to show respect and understanding to each other, treat everyone equally and conduct themselves in a way that reflects the principles of the Club.

Club members are expected to:

* Abide by the Club’s Rules.
* Treat members and visitors with respect and understanding, regardless of age, disability, gender identity, race, religion or belief, sex or sexual orientation.
* Avoid the use of language that others may find offensive, at a Club event, or when using the Club’s social media channels.
* Encourage all members to play as full a role in the Club as they wish to and support them in developing their skills and experience.
* Recognise the contribution of other Members.
* Prioritise the safety and wellbeing of participants.
* Promote courtesy to other water users.

Club members can expect to:

* Feel welcome and valued.
* Be respected and treated fairly.
* Be listened to and kept informed.
* Be involved and contribute towards decisions within the Club.

**13 Disciplinary Procedure**

Abusive, aggressive or discriminatory language or behaviour, or a lack of respect for other people and their property, will not be tolerated. Misconduct should be reported to the Committee and may lead to disciplinary action as detailed in the Club’s disciplinary procedure.

Examples of misconduct offences include but are not limited to the following:

* Failure to comply with Club rules, regulations, policies or codes of conduct.
* Theft or misappropriation.
* Deliberate damage to the property of the Club or a member.
* Assault on or deliberate injury to a member or guest.
* Foul, abusive or discriminatory language or behaviour or harassment.
* Harming or placing at risk of harm a vulnerable person.
* Conduct, whether within or outside the Club, which might bring it into disrepute by association.

The Disciplinary Procedure will appear on the Boat Club website and will be provided to a Member on request.

**14. 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.

**15. Disclaimer Clause**

The Burton Waters Boat Club (BWBC) is purely a place where like-minded folk can discuss arrangements for outings and other boating matters – the Club can bear no responsibility for any arrangements made by its members.

While a number of BWBC members may choose to cruise to and congregate at a given destination, there will be no set navigation route, departure time, running speed etc – each boat must make their own decisions and arrangements. If parties choose to travel alone or together by prior arrangement that is up to them entirely.

Any member participating on a group cruise does so entirely at their own risk.

Each captain attending is entirely responsible for their own boat – to ensure its range, capability, sea-worthiness, navigation, running speed etc. Decisions re weather/conditions must be made by the individual captains concerned and each boat captain has the final responsibility for deciding whether to depart on any trip, or part of a trip; if some members wish to depart and others do not, that is entirely up to the individuals concerned. Likewise, if on a trip one or some members wish to return to port, that is their own decision.

If there are time constraints (e.g. tidal access) on a trip, it should be understood that it is the responsibility of each party to ensure their own timeliness. If a party is not ready to depart or has not arrived in a timely manner, there can be no expectation or requirement for any other party/group to wait.

While any trip may have a ‘representative’ who makes arrangements with third parties on behalf of the group (e.g. for moorings etc) this is really to simplify matters for the third party – the ‘representative’ bears no responsibility to other members.

**It’s your boat, it’s your crew and it’s your call.**