

The RMBC Constitution & Operating Rules were adopted at the Extraordinary meeting held on 28th February 2022 at Manor Park Sailing Club and take effect from 28th February 2022.

Part 1 – Section Constitution

1.1 Names

- a) The name of the Association is “Rugeley Model Boat Club”, hereinafter referred to as the “Association”.
- b) The parent organisation is the “Manor Park Sailing Club”, hereinafter referred to as the “MPSC”.
- c) Another organisation with similar objectives at the location is the “Manor Park Radio Sailing Club”, hereinafter referred to as the “MPRSC”.

1.2 Affiliation

The Rugeley Model Boat Club is a section of the Manor Park Sailing Club [MPSC].

1.3 Objectives

The objective of the Club is to provide a meeting place with open water for radio controlled model boats powered by battery and/or wind, with the following provisions:-

- i) ALLOWED Scale boat models
Model Yachts
Fast Electric, subject to Operating Rules in Part 2
Flying electrically powered flying boats and seaplanes generally over the lake subject to RMBC Operating Rules in Part 2
Flying sub Micro helicopters (rotor size less than 9" diameter) subject to RMBC Operating Rules in Part 2
- ii) NOT ALLOWED - Flying fixed wing land operated model aircraft and Drones
- iii) OTHERS - Other types of modelling will be actively encouraged, but the MPSC should be informed before the commencement of any new modelling activity.

Note Use of i/c and steam propulsion is subject to Association operating rules.

1.4 Membership

Membership of the Association shall be available to:-

- a) The Commodore and Secretary of the MPSC are ex-officio members of RMBC.
- b) The Commodore and Secretary of the MPRSC are ex-officio members of RMBC
- c) By invitation of the Committee to those over the age of 18 years who have paid the MPSC annual subscription for “Radio Sailors” AND who have paid the annual subscription for the Association. See 1.9 (e).

Note Children under 16 years have free membership, but their parent or guardian must be a member and responsible for them at all times.

- d) Day membership is available for visitors and non-members for sailing radio controlled boats/yachts/vehicles on payment on the day of a small sum towards the MPSC and Association costs. The fee is per person per day. See 1.9 (e).

1.5 Management

- a) The officers of the Association are the Chairman, Treasurer, Secretary (role includes membership) and Webmaster.
- b) The day-to-day management of the Association is under the control of the officers.
- c) At regular club meets, an Officer of the Day (OOD) shall take responsibility for the day.
- d) The Chairman shall be elected for two years in alternate years for continuity. The Secretary and Webmaster shall be elected to serve for one year. With the exception of the Chairman, who shall not occupy the position for more than four consecutive years, all retiring officers shall be eligible for immediate re-election.
- e) The Committee shall consist of all club members who care to attend any meeting called by the officers under the Chairman [or an acting Chairman elected in absentia], and in the presence of as many other officers as are available.

Note: The principle is that the Committee consists of the whole Association membership.

- f) All matters of policy are to be decided by the Committee. Any policy approved by committee must have a quorum of at least six members
- g) The committee shall meet quarterly, and one meeting each year shall be reserved as the Annual General Meeting. See 1.9 a).
- h) An officer or some other person delegated to act on his behalf, should attend the regular monthly meeting of the MPSC committee, for the purpose of reporting on Association activities, to obtain permission for an action that is in the domain of the MPSC, or to seek guidance on MPSC and/or MPRSC policy
- i) The committee shall have the power to admit to its meetings any person who is not a member of the Association, but those so admitted shall not be entitled to vote.
- j) Minutes of committee meeting(s), the annual general meeting and of extraordinary general meetings shall be kept and distributed by the Secretary to the Association members, and to the Secretary of the MPSC.
- k) The Secretary will maintain an annual list of the members.
- l) The Association reserves the right, unless expressly refused, to publish member's names, addresses, contact numbers, email addresses and In-Case-of-Emergency (ICE) details in a membership list. Such publication will be made available only to committee members as defined at 1.4(a), 1.4 (b) and 1.4(c), with the exception, agreed at meeting 9th August 2021, that a print out of member's mobile numbers, ICE number and the name of contact is maintained behind the RMBC Calendar in the Clubhouse corridor.
- m) When urgent matters occur, an officer or officers, advised by such members as can be consulted, shall act as a proxy for the Committee, but will seek ratification of their actions from the Committee as soon as is practicable.

1.6 Finance

- a) For VAT reasons, the Association has no financial existence separate from the MPSC.
- b) All moneys received or paid out must be under the control of the MPSC treasurer, and a VAT receipt obtained wherever possible for all items that the Association purchases under delegated authority from the MPSC treasurer.

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1.6 Finance continued

- c) The Association Treasurer shall be permitted to maintain a cash account for day to day expenses, insurance etc. Any amount of money retained for working expenses or otherwise in the hands of the Association treasurer must be accounted for.

Note. Working expenses to include postage, model sailing insurance, domain and web site fees etc...

- d) The Committee may appoint a bank, banks; building or Post Office Account as considered necessary and the Association Treasurer shall maintain appropriate accounts.
- e) The Officers shall be responsible for the administration of all funds, gifts, trusts, Association subscriptions, donations and contributions. All sums collected shall be passed to the Association Treasurer or Secretary for banking.
- f) The Association's financial year shall commence on 1st January and conclude on the following 31st December.
- g) The Association treasurer shall prepare and present the accounts to the annual general meeting. The accounts shall be independently verified by another member of the Association prior to presentation.
- h) The Association treasurer shall be responsible for obtaining the annual Certificate of Public Liability Insurance for the model activities of the Association for paid-up members of the Association only. Copies of such certificate shall be available for members on request.

Note: The insurance to cover model boats, model yachts sailed by the Association member at Manor Park only. (Flying boats and seaplanes are not insured)

1.7 Constitution

The current MPSC Constitution based on RYA rules shall apply to Association members.

1.8 Extraordinary meetings

Extraordinary meetings of the Association may be convened by the Secretary on a request by the officers or by written request of at least five members of the Association giving a minimum ten days notice and stating the business to be considered at the meeting.

1.9 Annual General Meeting

- a) An annual general meeting of the Association shall be held at such time or place as the committee shall appoint between the 1st January and 15th February in each calendar year.
- b) At least four weeks notice of the annual general meeting shall be given to Association members as defined at clause 3.
- c) Appointments and retirements shall be in accordance with clause 1.5 (d). Nominations for the posts of Chairman, Treasurer, Secretary and Webmaster shall be advised to the Secretary two weeks before the stated date of the annual general meeting. Persons nominated for election as officer of the Association need not be members of the Association, but must be proposed and seconded by current members and/or officers who have served for not less than twelve months.

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1.9 Annual General Meeting continued

- d) The Association member nominated to attend MPSC committee meetings shall be ratified.
- e) The business of the annual general meeting shall be:-
 - i) To appoint or elect officers in accordance with clause 1.5 a) and d).
 - ii) To receive and consider the report by the Chairman.
 - iii) To receive and accept the confirmed accounts for the preceding year by the Association treasurer.
 - iv) To set the annual subscription rate for Association members for the year as stated in clause 1.4 (c)
 - v) To set the day membership rate per person for sailing non-members of the Association as stated in clause 1.4 (d).
 - vi) To advise Association members of the annual subscription to the MPSC.
 - vii) To appoint any sub-committee chairmen to oversee specific activities on behalf of those members involved in that particular activity. When the activity is complete or discontinued the appointment lapses.

Note: Such appointments should take place at the Annual General Meeting where practicable, but may take place as necessity dictates.

viii) To transact such other business as in order at an annual general meeting.

1.10 **Disputes Procedure**

- a) This procedure is to set out the ways by which a just outcome of an internal dispute between the members or the committee of the Rugeley Model Boat Club (RMBC) may be secured as expeditiously as possible.
- b) Any dispute which involves an allegation that there has been a breach of Club Rules by a member must be dealt with as a complaint within the guidelines set out in this section.
- c) The members shall use any reasonable means to settle the issues between them or the committee informally and amicably.
- d) If such a resolution cannot be achieved, the dispute shall be referred to the Chairman of the RMBC, if the Chairman is a party to the dispute, to another officer of the club who is not a party who, within seven days of the reference shall appoint an independent person to act as a mediator between the parties. The mediator shall preferably be a member of the club, or be a member of the Manor Park Radio Sailing Club (MPRSC).
- e) If the mediator is unable to bring about a satisfactory settlement within 14 days, the RMBC officers shall within a further 7 days appoint a panel (the 'panel') to determine the dispute.
- f) The panel shall consist of three persons who have not been involved in the dispute. One of the three persons shall be an officer of the Manor Park Sailing Club (MPSC). The other two persons shall ideally be from RMBC and/or MPRSC although selection from outside bodies with similar aims and objectives is not excluded.

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1.10 Dispute Procedure continued

- g) The panel should set a date for a hearing in reasonable time and the hearing should be conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence address the panel and present their case.
- h) The panel shall come to a decision as soon as reasonably practicable after the hearing and if possible announce its findings and decisions orally to the parties.
- i) The findings and decisions of the panel are final and cannot be appealed.
- j) The panel shall have the power to impose sanctions including revocation of RMBC Club Membership.
- k) The panel shall notify in writing both the RMBC Secretary and the MPSC Secretary of its findings and decisions.

1.11 Dissolution of the Association

- a) The Association may be dissolved by a two-thirds majority of all members as defined under clause 1.4 voting either by proxy or in person, at either an annual general meeting or an extraordinary meeting.
- b) In the event of the dissolution of the Association, any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the members of the Association, but shall be applied to the Manor Park Sailing Club.

Signed.



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(Secretary)



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(Chairman)

Distribution: RMBC Association Members
Commodore MPSC
Secretary MPSC
Secretary MPRSC