

***Broom* Owners Club**

CLUB CONSTITUTION

1. TITLE

The organisation to which the following constitution applies shall be called the Broom Owners Club.

2. ADDRESS

The recognised address of the Broom Owners Club shall be that of the Honorary Secretary at the time, The Secretary's address will be shown on the web site and in *Sweeping Statements*, the Club magazine. The web addresses will be:

www.broomowners.com, info@broomowners.net and www.broomowners.net.

3. OBJECT AND AIMS

The object of the Broom Owners Club is to bring together, in person or by other means of communication available, those people who own Broom boats.

The aims of the Broom Owners Club shall be:

- i. To provide a forum to give support and assistance for owners of Broom boats.
- ii. To encourage members to help other members, by means of information and or practical help.
- iii. To encourage ownership of Broom boats.
- iv. To encourage owners of Broom boats to use, maintain and enjoy their boats.

4. MEMBERSHIP

- i. FULL MEMBERSHIP is open to owners of Broom boats. It is generally allocated on a 'per boat' basis; however, joint owners of a vessel can each join the Club in order to obtain full voting rights.
- ii. ASSOCIATE MEMBERSHIP shall be available at the discretion of the Committee to persons who actively support the Broom Owners Club, but who do not own a Broom boat themselves. Such associate memberships shall be reviewed annually by the Committee.
- iii. HONORARY MEMBERSHIP shall be available to persons elected by a majority at an Annual General Meeting. It would be necessary for an individual to have given outstanding service to the Club to be considered for this accolade. A proposal to nominate a member for Honorary membership will normally be suggested during the course of a committee meeting and, if agreed, published in the Annual Report for consideration by members at the next AGM. This class of membership may be terminated at an AGM or EGM.
- iv. PROVISIONAL MEMBERSHIP, which shall be available to persons who, while not owning or having owned a Broom boat, are seeking to do so, and support the aims and objectives of the Club. Such members shall not have access to the Membership database or other confidential aspects of the Club, as decided by the committee.

5. MEMBERSHIP SUBSCRIPTIONS

- i. Subscriptions shall be reviewed annually at the AGM.
- ii. Subscriptions shall be payable annually, on 1st November, preferably by standing order.

- iii. Subscriptions more than two months overdue, without good reason, shall render the membership terminated. This shall be at the discretion of the Membership Secretary, but may be reviewed on appeal to the committee.

6. OFFICERS

The Officers of the Broom Owners Club shall be:

- i. Chairman
- ii. Vice-Chairman
- iii. Treasurer
- iv. General Secretary
- v. Membership Secretary

Honorary Officers, such as President, Commodore, or Vice-Presidents, who have or will render conspicuous service to the club, may be elected by members at an AGM.

7. THE COMMITTEE

- i. The Committee shall consist of: - Chairman, Vice-Chairman, Treasurer, General Secretary and Membership Secretary as a minimum together with others as elected. It has the power to co-opt additional members, where necessary, without calling a General Meeting. It shall also have the power to fill vacancies occurring during the year.
- ii. The Committee exists to promote the object and aims listed under 'Objects and Aims' above.
- iii. All members of the Committee shall have one vote. The Chairman shall have a casting vote. Honorary Officers may attend meetings at the invitation of the Committee but shall not vote unless also a committee member in their own right.
- iv. The Committee shall be elected at the AGM and be subject to re-election every year.
- v. The Committee shall meet as often as is necessary to properly conduct the business of the Club but not less than three times a year excluding the AGM.

8. FINANCE

- i. The Treasurer shall be responsible for the funds of the Club and will keep such books of account to record sums received and paid out as are necessary to give a true position of the Club's financial affairs.
- ii. In the event of the Club's reserves at any time being, in his/her view, insufficient to meet its liabilities, the Treasurer shall immediately advise the Chairman and Secretary.
- iii. The Club's financial year shall run from the 1st October 2013 to the 31st August 2014 and thereafter from the 1st September to the 31st August.
- iv. The Annual Accounts shall be examined by an Independent Account Examiner (who shall **not** be a member of the Committee) nominated at every Annual General Meeting.
- v. The Treasurer will each year present to members at the Annual General Meeting an examined Income and Expenditure Account for the year ended 31st August, together with the Independent Account Examiner's report.
- vi. An account or accounts shall be maintained with such Banks or other account providers on such terms and with such authorised signatories as the Committee may from time to time determine.
- vii. The Club may not borrow or establish an overdraft without the approval of two-thirds (%) of those Members present at a General meeting.

9. ANNUAL GENERAL MEETING

- i. The AGM shall be held annually at a venue to be decided by the Committee.
- ii. All members shall be sent at least thirty (30) days' notice of the AGM together with a form seeking nominations for election to the committee and an invitation to submit proposals for motions to be voted on by members. Such proposals should be accompanied by brief explanatory statements. Completed nomination forms and the wording of proposed motions must reach the General Secretary not less than twenty (20) days prior to the meeting.
- iii. At least ten (10) days prior to the meeting, the General Secretary shall send copies of the agenda to all members. Included with this document shall be: the Annual Report, the Financial Statement for the year, a list of committee nominations received, the wording of all motions on which a vote is to be taken and a voting form.
- iv. In order to ensure that all members are able to take part in decision-making about Club matters, votes recorded on a completed voting form ('postal' votes) from members will be included in the numbers of votes cast by members at the AGM. Voting forms may be submitted by post or electronically.
- v. The quorum shall consist of the votes of not less than six (6) members in attendance and seven and a half percent (7.5%) of the total membership. Votes may be cast in person or by 'postal' votes.
- vi. Any Full Member may make suggestions to the Committee at any time for persons to be recommended by the Committee to the AGM for a position as an Honorary Officer.

10. EXTRAORDINARY GENERAL MEETING

An EGM may be held in the following circumstances:

- i. if called by the Chairman or two other Officers of the Committee.
- ii. if a situation arises that cannot be resolved in any other way.
- iii. on receipt by the General Secretary or Chairman of a written and signed request from not less than six (6) members or seven and a half percent (7.5%) of the membership, whichever is the greater number, stating the reason for the meeting. In such circumstances, the notice that a meeting has been called-for shall be sent out within fourteen (14) days of the request being received. Only such business as stated on the request for the meeting shall be discussed.
- iv. The venue and the agenda for the meeting will be sent to members at least twenty-one (21) days prior to the meeting. A quorum for an EGM shall consist of not less than six (6) members or seven and a half percent (7.5%) of the membership, whichever is the greater number.

11. VOTING

Voting at an AGM or EGM will be based on one vote per full member, and may be in one of two forms:

In person at the meeting.

Because the Club membership is so scattered, postal voting and electronic voting is acceptable. Completed voting forms must be with the General Secretary no later than four (4) days prior to the meeting.

Motions to:

alter or amend the Constitution or
borrow money or establish an overdraft

must be carried by the votes of at least two thirds ($\frac{2}{3}$) of Members present, together with postal and electronic votes. All other motions will be determined by a straight majority, again including postal and electronic votes.

Any member may submit motions to the AGM. These must be sent in writing to the General Secretary at least twenty (20) days prior to the date of the AGM.

12. ALTERATION OF, OR ADDITION TO, THE CONSTITUTION

- i. Any alteration of, or addition to, The Constitution of the Broom Owners Club must be discussed at an AGM or EGM.
- ii. The General Secretary must be notified of any such proposed changes at least twenty (20) days prior to the meeting at which they are to be discussed, so that proper notice can be given to all members.

13. GENERAL

- i. Complaints will be dealt with under the Club's procedures, a copy of which can be obtained from the Club Secretary or viewed on the Club website.
- ii. The details of the membership will be kept in computerised files. The data held therein shall be freely available to all members, but not to persons outside the Club with the following exceptions:
 - (a) An abbreviated list containing surnames and membership numbers only: this list may be supplied to a supplier, or trade outlet, offering favourable terms to Club members.
 - (b) An abbreviated list containing name, postal address, boat name and boat model: this list will be supplied to Broom Boats Limited for the purposes of providing a range of benefits to members. Members will be able to exclude their details from this list through an option on the application form or, at any other time, by explicit written request to the Membership Secretary.
- iii. No member shall benefit financially by their association with the Club except where the Committee considers that there is a benefit to the whole membership by such association. Knowledge of data relating to members personal details shall not be used for profit or gain or be disclosed outside the Club for such purposes.
- iv. Any member who acts in a manner prejudicial to the Club's goodwill shall, by agreement in Committee, be expelled from the Club.
- v. The monies and chattels of the Club shall belong equally to the individual members of the Club as represented by membership number. In the event of the Club being dissolved, the chattels shall be allocated to a named charity chosen by members at the General Meeting that dissolves the organisation. If no such agreement can be met, proceeds should be given to the Royal National Lifeboat Institution.