

# ***Broom* Owners Club**

## **NOTES TO THE CONSTITUTION**

### **1. Full Membership**

Anyone owning a *Broom* boat may apply to be a **full** member of the Club. 'Broom boat' includes any boat built by *CJ Broom Ltd*, or by *Broom Boats Ltd*. These boats usually carry the appropriate Builder's plate confirming their origin. Where this cannot be located, further enquiries must be made. Some genuine *Broom* boats have lost their plates, while other boats have hulls built on *Broom moulds* by *Aquafibre* but fitted out by others. Distinguishing between these different cases requires special scrutiny. It is for the committee to make the final judgement, based on the available evidence. If an *urgent* decision is necessary, this will be made by the Membership Secretary, in consultation with the Chairman, with the outcome reported to the committee for ratification at its' next meeting. Boats built by Broom Boats Ltd on designs provided by other builders are not acceptable for full membership purposes.

*Jack Broom* speedboats, whose character and usage are different from 'Broom boats', cannot be accepted for membership.

### **2. Associate Membership**

Associate membership is open to those persons that actively support the Broom Owners Club, and no longer own a boat or have replaced it with another brand of boat. 'Actively support' implies previous ownership of a *Broom* boat and membership of the Club.

When members sell their *Broom* boat, they are admitted as Associate members until the end of the subscription year. They will then be invited to apply for continued Associate membership subject to annual review by the committee.

Associate membership can also be offered to those people that can show that they are actively considering the purchase of a Broom boat, would support the aims of the Club and benefit from the advice and insights that it can provide. At review, committee would expect to see evidence that

purchase is being actively pursued. It should not be seen as a long-term form of membership.

Associate members pay the **same** subscription and enjoy most of the **same** rights as full members, including access to the members' section of the web site. The main differences between the two classes of membership is that Associate membership does not convey voting rights and is subject to annual review by committee.

### **3. Membership subscriptions**

Subscriptions are set by members at the Annual General Meeting (AGM), with the guidance of the committee, especially the Treasurer. Since the AGM takes place very shortly before the start of the subscription/membership year {currently 1<sup>st</sup> November) the AGM vote sets the payment for the year commencing approximately thirteen months later. This places a significant planning responsibility on the committee and particularly the Treasurer, to anticipate financial demands in good time.

'The annual subscription from 1<sup>st</sup> November 2023 is £30, (€40), payable on joining and thereafter on the 1<sup>st</sup> November in subsequent years. However, those joining after 31st August in any year will not be required to pay a further subscription until November in the following year.'

The membership procedure strongly encourages applicants to set up a Bank standing order to commence at the end of the initial period of membership. No refunds are possible. Provided a person meets the membership requirements, any commercial boating interests shall not disbar them from membership (but note paragraph 13. iii of the Constitution).

### **5. Proof of membership**

Where companies are offering preferential rates to members, they *could* ask for proof of entitlement. As the BOC membership card is issued on a once-only basis, members cannot produce direct evidence of current membership. Generally, suppliers generally accept the word of members when responding to the discounts offered to members and are happy with the present situation. If, however, this situation changes, a system that does not require the issuing of annual membership cards (such as use of the web-site database) will be considered.

## 6. Committee meetings

Committee meetings take place **four** times a year, one of which takes place directly after the AGM. On that occasion, the dates for subsequent meetings are agreed (subject to room/location availability) and any important issues arising from the AGM are discussed. The other three meetings are normally held on a Saturday or a Sunday at the *Cruising Association* Headquarters in Limehouse. They each last about four hours. Their purpose is to make decisions about matters that affect the whole of the membership, rather than purely Regional matters. However, because Regional co-ordinators provide an essential link between members and the national decision-making process, they are also invited to attend these meetings.

There is no stated quorum for committee meetings, but it would seem reasonable that they could not take place unless at least **three** officers (including the Chairman or the Vice-chairmen) and two other committee members are present. Voting is on a simple majority basis of those present, with the Chairman holding a casting vote should this prove necessary.

**All** committee members and Regional representatives have access to the private committee members' section of the web site forum. This provides an invaluable tool by means of which debate can occur. For it to be effective, a response by all committee members to any questions raised or observations made is necessary. There is also a committee WhatsApp group for the exchange of brief messages when this is helpful.

**Committee Expenses.** Travelling expenses are paid for all those attending committee meetings. *Currently* this amounts to the payment of second class train fares and car mileage at 25 pence per mile on the mainland. A claims form, in Excel format, can be printed out or filled in directly online. Given the necessary Bank details, the Treasurer can transfer the claimed amount without undue delay. Lunches and coffee/tea at committee meetings are provided, but members pay for any further liquid refreshments.

The Chairman, Vice Chairman and some other committee members may sometimes be called upon to attend events in a formal capacity to support the Club or some of its Regions. These might include: making presentations, such as presenting donations to charities etc.; supporting

gatherings in Regions where there has been no Co-ordinator for more than a year, and staffing the BOC stand at Boat Shows when others are not available to do so (i.e. 'over and above' normal expectations). In these circumstances, travelling expenses may be claimed for attendance, subject to the prior agreement of the committee.

## **7. Committee members' roles**

Each committee member has considerable freedom to interpret their role according to the position that they hold and their own expertise. Nevertheless, there are certain general expectations that apply to all Officers and other committee members of the Club, including:

- Supporting and promoting the aims of the club;
- Attending committee meetings and reporting on activities undertaken in respect of their appointed role;
- Attending the AGM;
- Using the BOC web site Committee forum to contribute to discussion & debate, and
- Writing articles for BOC publications such as *Sweeping Statements* and the Annual Report.

In addition, there are specific tasks that each position inevitably brings with it and without which the Club and the committee could not function. Although these duties are generally self-evident, it is worth spelling them out so that Club members, including potential nominees, know what is involved.

### ***8.1 Officers of the Club***

Officers are defined in the Constitution as: Chairman; Vice Chairman; Treasurer; General Secretary; and Membership Secretary. To ensure that the Club can operate as efficiently as possible, each committee member's name, E-mail address and agreed telephone contact number will be published in *Sweeping Statements* and the publically-accessible section of the web site.

## **The role of Chairman**

The Chairman is the formal leader of the Club and its Officers.

The duties of the Chairman include:

- Chairing all committee meetings;
- Representing the Club in its links with Broom Boats Ltd & its dealerships, and with outside agencies;
- Providing a point of contact with Regional Co-ordinators and with Regional Representatives;
- Being responsible for overseeing the strategic planning for the Club;
- Providing a Report for each Committee meeting and Annual Report, outlining the activities & aspirations of the Club;
- Using the BOC web site Committee forum to contribute to discussion & debate, and
- Producing a report for each issue of *Sweeping Statements*.

## **The role of Vice-Chairman**

The role of the Vice Chairman is to support the Chairman. This includes 'deputising' in the absence of the Chairman and providing advice where necessary. While these supportive elements are important, it is also helpful for the post holder to use their experience and expertise to support specific aspects of the Club and activities requiring attention.

Tasks include:

- Fulfilling the role of Chairman at meetings or events when the post holder is unable to be present;
- Offering advice and help to the Chairman;
- Using the BOC web site Committee forum to initiate and contribute to discussion & debate;
- Preparing a report for each committee meeting and the Annual Report, and
- Writing articles for BOC publications such as *Sweeping Statements* and the Annual Report.

## **Regional Development aspects of the role**

Activities that previously fell to the Regional Development Officer have now been assigned to the Vice Chairman. These include :

- Identifying Regions or activities where development is needed and could be reasonably expected to succeed;
- Supporting Regional Co-ordinators and offering them help and advice when requested;
- Developing activities and events in Regions that currently lack a Co-ordinator, and
- Using the BOC web site Committee forum to contribute to discussion & debate.

## **The role of Honorary Secretary**

In consultation with the Chairman and other committee members, the duties of the Secretary would be expected to include:

- Compiling the Annual Report on the basis of committee inputs and ensuring that it reaches BOC members at the appointed time
- Drafting the agenda for the AGM and including it in the Annual Report;
- Ensuring that the minutes of each AGM are made available to members: via the web site; as hard copy to those without internet facilities, and on request to others;
- Drawing up, in consultation with the Chairman, committee members and the wider BOC membership, an agenda for each of the four committee meetings held during the year;
- Publishing these draft agendas on the web site for consultation with members;
- Recording the minutes describing the business that takes place at each of these meetings;
- Ensuring that the minutes of each committee meeting are published on the web site (initially in draft form pending committee approval) and as hard copy on request;

- Using the BOC web site Committee forum to contribute to discussion & debate;
- Ensuring, directly or indirectly, that information about Club activities is distributed by means of a bulk E-mail messaging system;
- Responding to any queries and other correspondence (in electronic or other format) that is received by the Club;
- Advising the Club on the continuing suitability of the constitution and
- Reviewing any corporate issues such as data protection and Health and Safety in order to ensure that the Club keeps within the law.

### **The role of Treasurer**

The Treasurer is responsible for:

- Collecting and accurately recording membership subscriptions;
- Passing on the details of the paid-up membership to the Membership Secretary (who will then ensure that members' contact details are published on the members-only section of the web site);
- Helping to ensure that the Club achieves value-for-money in its dealings;
- Producing a report of the current financial situation of the Club for each committee meeting;
- Making available to the Independent Accounts Examiner (IAE) a copy of the annual accounts & supporting paperwork at the end of the Club financial year and responding to any resulting questions or observations;
- Providing a set of annual accounts, approved by the IAE, and in accordance with the requirements of the Constitution, so that they can be published in the Annual Report;
- Providing sufficient financial information to enable the Club's expenditure to be regulated to ensure that it remains solvent and is able to achieve its published aims, and
- Using the BOC web site Committee forum to contribute to discussion & debate.

## **The role of the Membership Secretary**

The Membership Secretary is responsible for:

- Receiving all new membership application forms;
- Checking the validity of each application to ensure the applicant(s) meets the admission criteria;
- Notifying committee members, in particular the relevant Regional Co-ordinator, of membership changes;
- Maintaining a database of members and passing on details to the web master and the Officer responsible for bulk E-mail messaging;
- Providing each new member with a membership pack, whose contents have been agreed by committee;
- Assigning members to the appropriate Regional E-mail database.
- Reporting membership trends and issues to each committee meeting;
- Producing a summary of membership trends for the Annual Report, and
- Using the BOC web site Committee forum to contribute to discussion & debate.

### ***8.2 Other Committee Members***

#### **The role of the Magazine Editor**

The editor of *Sweeping Statements* is responsible for the publication and distribution of the Club magazine. This should be produced at least twice each year, or at a frequency determined by committee, and should contain a variety of articles of relevance to a wide range of owners of *Broom* boats.

The duties of the editor should include:

- Commissioning articles and features, based on themes where appropriate;
- Writing an editorial for each edition of the magazine, summarising the issues raised in it and any specially-featured articles.
- Together with the Treasurer, ensuring value-for-money publications;
- Preparing a report for committee meetings and the Annual Report;



- Being responsible for the advertising content of the magazine and the distribution of copies to sponsors and Broom dealerships, and
- Using the BOC web site Committee forum to contribute to discussion & debate.

### **The role of the Web Master**

The web master is responsible for the day-to-day maintenance and organisation of the Club web site. That person does not need to be a web site designer or software writer but should be able to maintain the site and monitor its good use. The web master is responsible for:

- Carrying out the day-to-day updating and monitoring of the site;
- Monitoring materials placed on the site to ensure they support the aims and objectives of the Club and comply with the published policy for the moderation of comments (see 'Home' – 'About Us' – 'Conduct of Web site forums');
- Ensuring that the materials are correctly situated on the site;
- Offering advice and guidance about use of the BOC web site to members;
- Reporting on web site, Facebook and Twitter activity to each committee meeting;
- Providing an account of IT activity for the Annual Report;
- Keeping the committee aware of any updating or site revision implicit in any currently anticipated IT developments, and
- Using the BOC web site Committee forum to contribute to discussion & debate.

### **The role of the National Events Co-ordinator**

The duties involved are very broad and include carrying out detailed negotiation with the management team at each whole-Club venue, calculating the costs of attendance, advertising and recruiting for events, and providing a link between the Club and the various providers involved. It would be expected that help and support would be given by committee members to the person holding this position.

This role involves:

- Organising (with the help and guidance of the committee) an AGM for members;
- Arranging for other social events to take place e.g. at Boat Shows and any other national gatherings;
- Attending committee meetings to help in planning of events and reporting progress;
- In conjunction with the web master, advertising national events to members and
- Using the BOC web site Committee forum to contribute to discussion & debate.

### **The role of Technical Co-ordinator**

It is impossible for any single individual to know everything about every model of Broom Boats. The role is not to know 'everything about everything', but to have a good grasp of where relevant information *can* be found and to respond to enquiries from members accordingly. Much technical information is published on the web site, so some IT skill is essential. Although many technical enquiries on the forum are answered by other Club members, the Technical Co-ordinator should check that every such forum question receives an appropriate answer.

The duties of the post holder include:

- Being familiar with the usual sorts of equipment fitted to Broom boats;
- Responding to technical queries from members that relate to Broom boats, either directly, on the web-site forum or on The Club closed Facebook page, or by suggesting where relevant information could be found;
- Posting information on the Technical section of the web site;
- Regularly providing articles of a technical nature for *Sweeping Statements* to raise awareness of issues that are of particular concern to owners of Broom boats;

- Negotiating with appropriate manufacturers and suppliers in order to provide advantageous offers and benefits for members and passing this details on to the Magazine editor for inclusion in *Sweeping Statements*;
- Reporting at each committee meeting on technical enquiries received and activities undertaken;
- Producing a report for inclusion in the Annual Report, and
- Using the BOC web site Committee forum to contribute to discussion.

### **The role of a Regional Co-ordinator**

A Regional Co-ordinator is responsible for Club activities in their mooring region and will usually:

- Co-ordinate a programme of rallies and other activities in their region and keep members informed about these;
- Encourage regional members to help in the planning and organisation of events;
- Encourage members to attend rallies and activities both in their own Region and also in other BOC regions;
- Seek members' views and ideas for events and activities in their region;
- Publicise the region's activities on the BOC web site;
- Write articles for *Sweeping Statements*;
- Encourage members to contribute articles for *Sweeping Statements*
- Attend, and write a report for, each committee meeting;
- Provide a paragraph describing Regional activities for the Annual Report;
- Recruit new members in the Region;
- Encourage local members to become attend National events and rallies, and
- Use the BOC web site Committee forum to contribute to discussion & debate.

## **The role of a Regional representative**

The committee has the power to invite an individual that moors in a region where the number of membership boats is small or very widely-distributed to take on the role of Regional Representative. Such posts are not open for election, although committee has a duty to include their details on the web site, in *Sweeping Statements* and in the Annual Report. Regional Representatives are not expected to attend committee meetings, but do receive a personal copy (by E-mail or post) of the relevant documentation and have access to the committee-members-only forum section of the web site. The role may include:

- Acting as a point of contact for those members mooring in the region;
- Welcoming visiting members to the region and providing local knowledge and advice;
- Receiving and commenting on committee paperwork, sent to them at the same time as it is sent to other committee members;
- Forwarding the views of their members on issues raised for committee discussion;
- Attending committee meetings ***when specifically requested to do*** so (or when the post-holder gives notice that he/she wishes to raise a significant matter in person). In these circumstances, travelling expenses would be paid;
- Contributing to the Annual Report, as appropriate;
- Encouraging their local membership to find new members in the area, and
- Encouraging local members to become involved in National events and rallies, and
- Using the BOC web site Committee forum to contribute to discussion & debate.

### ***8.3 The Independent Accounts Examiner***

This post is subject to approval by members at an AGM. To assure Club members of his/her independence, the post holder cannot be a member of the current committee and does not *necessarily* have to be a BOC

member. It is not essential for the person holding this position to have undertaken special training nor to have any professional experience in financial matters.

The role involves:

- Receiving summary accounts from the Treasurer;
- Checking the accounts for accuracy, including making any further enquiries as are necessary to provide reasonable corroboration, and
- Signing a copy of the accounts in time for their inclusion in the Annual Report.

#### ***8.4 Other positions and duties***

From time-to-time, needs arise for the recognition of responsibilities that are not addressed by any of the posts listed above. Committee has the power to approach interested members at any time to act as a 'Point of Contact' to which other members can be referred in order to obtain information or advice about the issues or areas concerned.

### **9. Election of Officers and other committee members**

All appointments are open for **re-election each year** and there is currently no limit to the number of years that an Officer can serve.

Prospective nominees should get in touch with *either* any Officer of the Club *or* their Regional Co-ordinator / representative to make their intentions known. Contact details can be found under the 'Contact Us' tab of the web site (follow the 'Committee Members' option).

Nomination forms will be sent out thirty days before each AGM. Completed forms must be received ten days prior to the meeting. Voting for the posts will take place at the AGM, including a tally of any 'postal' votes cast (in the form of electronic or hard copy).

It would be most helpful if anyone interested in becoming a committee member could, time permitting, attend a committee meeting as an observer in order to get an idea of how meetings proceed.

Where nominations are received after the closing date in any particular year, the committee has the power to co-opt such nominees in order to fill the post, until the proper procedures can be followed i.e. election at the next AGM. Being a co-option, such appointments could be revoked at any

time should the committee vote to do so. The committee can also co-opt members at any time to provide expert information about matters beyond the experience of current committee members.

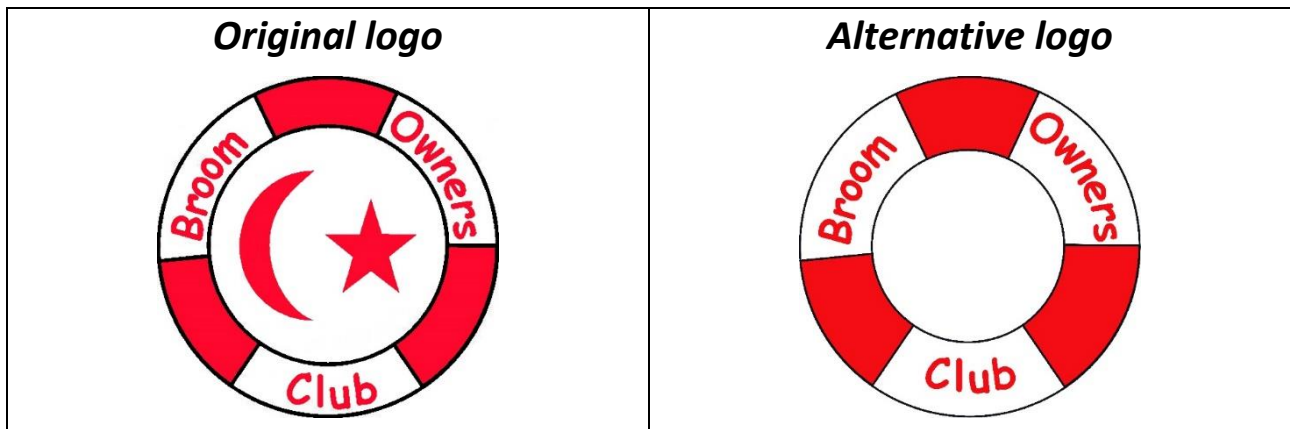
## **10. Honorary Membership**

This is conferred by the membership voting at an AGM. Any member may put forward a name to committee members for consideration. Regional coordinators are in a good position to invite suggestions from their members. Following discussion, the committee makes a recommendation, to be voted upon by members. Honorary membership requires the demonstration of 'exceptional service', implying long-term membership, active participation and a noteworthy contribution to the life of the Club that has been of benefit to many members. The honour is, as implied, without cost to recipients. It is conferred on both the member **and** to his/her partner. It can only be withdrawn if extreme misconduct would bring the Club into disrepute.

## **11. Promoting the Club**

*Broom* brokers should be encouraged to use membership of the Club as a positive incentive to encourage purchase of Broom boats, both new and used. A supply of Broom Owners Club (BOC) publicity leaflets will be made available to them.

The Club emblem is based on the original CJ *Broom* logo that incorporated a star and crescent. The resemblance of this to the Islamic emblem has caused difficulties for some members, a problem that is likely to continue. For that reason, an **alternative** BOC logo, removing the star and crescent, was agreed at the 2012 AGM. Members are free to display whichever version of the Club burgee they wish, but **where a public Club document or item needs to show the logo, the alternative version is the preferred option.**



## 12. Financial procedures

Club funds are agreed by committee and published in the budget planning documents drawn up by the Treasurer. Unless specifically agreed by the committee, central funds are only to be used for items that benefit the whole membership. The activities in each Region must be self-funding, although central funds may be used to cover any essential prepayments pending payment by those attending an event.

*The committee will be continuing to look at funding for Regional events, but procedures will continue as above, and the Club will not expect Co-ordinators to be out of pocket on events they arrange.*

In the past, some major sponsors (such as *Broom Boats Ltd and N&G*) have funded Club receptions at national events such as the AGM and Boat Shows. This is their preferred way of supporting the Club. In other instances, by agreement with committee, companies that provide marine services relevant to the owners of Broom boats may choose to make a financial contribution in recognition of receiving a significant advertising space in *Sweeping Statements*. However, when a company makes a financial contribution in this way, unless it *specifies* what use it wishes the Club to make of its donation, such sponsorship should be used for the benefit of the Club as a whole, or a significant majority thereof.

## 13. Value-for-money issues.

The Club must ensure that it obtains good value-for-money from any purchase that it makes. Before committing to the purchase of items costing £500 or more, the Club should take steps (wherever possible) to ensure

that 'value-for-money' is being achieved by comparing costs with competitors offering an equivalent service.

#### **14. Commercial gain by members**

Under the Constitution, paragraph 13 iii: '*No member, Full or Associate, 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'. It would appear that the intention of this wording was to prevent members using their access to membership data for commercial gain. Members agreeing to carry out work for the Club should not make **undue** profit. So, they can be paid for services to the Club **at a level that does not exceed the market rate**. This infers that the 'going rate' for a task or item is known and agreed before any such payment is agreed.*

#### **15. Sponsors of the Club**

Businesses sometimes offer discounts to Club members in return for publicising their services in *Sweeping Statements*. Agreement for such an arrangement is conferred by the committee. Such offers can be very beneficial to members but must only be approved for those companies whose services are **directly** related to the repair, maintenance / improvement of a *Broom* boat or aid the boating experience and expertise of Club members.

Part of this arrangement includes the placing of such companies on the 'approved' list and showing their logo(s), together with a brief description of their activity and offer, in the magazine. Companies will receive a copy of the relevant entry for approval prior to the magazine going to print. They also receive a copy of the magazine to acknowledge their support of the Club. Members wishing to recommend a company that could be approached with a view to inclusion as a sponsor should pass the details on to the Technical Co-ordinator.

There may be a case for allowing companies that provide marine services relevant to the owners of Broom boats to pay to advertise in *Sweeping Statements*. In the past, some major sponsors (such as *Broom Boats Ltd* and *Navigators & General*) have funded Club receptions at national events such as the AGM and Boat Shows. However, when a company makes *financial* contribution without specifying what use it wishes the Club to



make of it, such money should be used for the benefit of the Club as a whole, or a significant majority of its members.

## **16 Communication within the Club**

The Club has a number of ways of communicating with and between members, each with a different intended purpose:

- **Sweeping Statements** is the formal means by which the Club communicates with members. It forms a permanent record of events and activities of members. Members are encouraged to submit articles and reports, which are published at the discretion of the Magazine editor. Materials for publication should be sent to the Editor, ideally as plain-text attachments to an E-mail message. Photographs should be kept separate from the text and be of the highest quality possible. (See the BOC Data protection policy for guidance on the use of photographs in Club publications).
- **The web site** provides a day-to-day means of making announcements and reporting events. Committee members are given the permissions necessary to post articles concerning their role on the appropriate pages of the site. Whether an article is accessible to members of the public or is exclusive to Club members is a matter that is left to the authors to decide. For members' peace of mind, nothing should be posted on the web site that could infringe personal privacy.
- **The forum** (accessed from the web site) is available to **all** BOC members. It allows members to communicate with each other about any aspect of owning and using a Broom boat. It is structured in a way that helps users to place their comments and questions where others can easily find and respond to them. There are sections for technical queries, sales, cruising suggestion etc. This is the main route for written communication **between** members. There is also a closed section of the forum that is reserved exclusively for use by committee members.
- **E-Newsletters** These are occasional circulated messages that publicise National events and matters of interest to members of more

than one Region. They have not appeared on a regular basis but are produced when sufficient issues merit attention. They include items from committee members, collated by the Press & Publicity Officer and circulated by the web master. They have the advantage that the Club knows that the information has been sent to members rather than relying on individual visits to the web site.

- **Facebook** The Club has set up a **closed** group for members, allowing informal communication between members (including the posting of photographs of events). Being a **closed** group, non-members cannot access the postings. Those members that make use of this facility, especially on occasions **other than at an event**, should check that the images they intend to post could not cause offence to those concerned. The same principles concerning privacy that have been referred to concerning the use of the web site also apply to the use of Facebook. Nor should members post derogatory remarks of any sort; the web master and Membership Secretary are authorised to remove any messages that they consider inappropriate or offensive. Where removal of a message or image proves necessary, the member must be immediately informed of the reasons that such action has been taken.

### **17. External relationships**

BOC's aims cannot be used as a lever in a dispute with an individual Company or organisation unless the Club's reputation is adversely affected by the outside party's actions.

BOC should not use Club funds to support actions against an outside party. If an issue arises at Regional level that is of sufficient importance to a significant number of members, the Co-ordinator or Representative should bring this to the attention of the Committee. The Committee shall then, if it considers the matter merits it, ask the Secretary to write a statement setting out their views. The Co-ordinator/Representative could then use this in any further communications with the outside party and members that have an interest in the matter.

### **18. The AGM**

The Constitution requires that an AGM be held but does not state when it should occur. However, the dates of the financial year *are* specified, running from 1<sup>st</sup> September to the 31<sup>st</sup> August each year. It follows that the

AGM should be timed to receive the Annual Report and the accounts within three months of the financial year-end.

Voting is on a '*one membership - one vote*' basis. 'A vote is considered to be one collective vote from amongst the crew of a boat, irrespective of the number named on the original membership application form. The Constitution clearly sets out the majority necessary for items at the AGM. At any EGM, similar criteria apply.

With such a widely-dispersed membership (and the necessary cost of travelling and accommodation), the numbers attending each AGM will only represent a small minority of those entitled to vote. For this reason, video conferencing may be used for a business meeting and 'distance voting' is permitted. A voting form is included with the papers sent to each member with the Annual Report. Completed voting forms are required to be returned to the Honorary Secretary by a specified date. A completed voting form will be counted as attendance for the purpose of determining whether a quorum exists for any particular AGM.

A consequence of the voting arrangements described above is that only items listed on the voting form can be considered at the AGM. Any other issues raised at the AGM are included as agenda items for subsequent committee meetings and acted on appropriately. Any member can put forward a motion to be voted on by members. Such proposals must be sent to the Honorary Secretary by the closing date for receipt of nominations for committee membership. This date is publicised in the paperwork detailing the arrangements for the AGM. Where helpful, a brief explanatory note should accompany the proposed motion, to explain the reasons for putting it forward.

## **19. Handling Complaints**

All organisations should have in place the necessary procedures to deal with the unlikely event of a complaint being made by one member against another. The guidance (which appears under the AGM minutes section of the BOC web site) was agreed by members in November 2009 and appears on the web-site.

## **20. Health and Safety**

The Club has produced a Health and Safety policy document, which is published on the web site and made available to those members organising

events. Copies of this will also be made available at General meetings of the Club.

## **21. Privacy Statement**

One of the benefits of membership of the Club is the ability to make contact with other owners of Broom boats. To make this possible, the founder members agreed that it is a condition of joining that basic contact information be published on the Club web site. That being so, the Club will use its best endeavours to ensure the security of this information. IN compliance with the General Data Protection Regulation (2018), the Club has developed a Privacy Statement, which is published on the web site and displayed at General meetings. Members are asked to subscribe to this statement and give authority for their personal data to be shared with other members of the Club.