

# Broom Owners Club – Constitution

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## 1. Name

The organisation is the Broom Owners Club (the 'Club').

## 2. Club Address

The recognised address of the Club is that of the Honorary Secretary in office at the time. The Secretary's address will be shown on the Club website and in Sweeping Statements (the Club magazine).

The website address will be: [www.broomowners.com](http://www.broomowners.com)

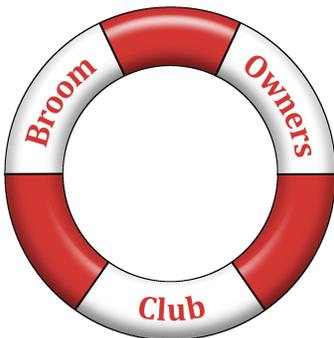
## 3. Objectives and Aims

The aims of the Club are to bring together, in person or by other means of communication, people who own, have owned or are looking to own Broom boats. The objectives are to:

- encourage ownership, use, maintenance, and the adventure of enjoying Broom boats
- provide a forum that offers support and assistance for owners of Broom boats
- seek to promote members interests on navigation, regulation, infrastructure and costs
- foster new friendships between the Broom Boat owning community
- encourage and foster a new generation of owners to the Broom brand to appreciate the heritage of Broom Boats.

## 4. Club Logo

The club logo (below) for use on all external correspondence and communications to members is:



The original Club logo (below) was based on the original CJ *Broom* logo that incorporated a star and crescent. Members are free to display either version of the logo on a club burgee as they wish.



## 5. Motto

- The club's motto shall be Amicitia et Adventura

## 6. Membership

### 6.1 Full Membership

- Full Membership is open to owners of Broom boats. Membership is generally allocated on a per-boat basis; however, joint owners of a vessel may each join the Club to obtain full voting rights.
- For the purpose of eligibility, a 'Broom boat' normally includes boats built by C.J. Broom Ltd or Broom Boats Ltd and bearing an appropriate builder's plate or other satisfactory evidence. Where provenance is unclear, the Committee will make the final judgement, and in urgent cases the Membership Secretary (in consultation with the Chairman) may decide, subject to ratification at the next Committee meeting. Broom or Aquafibre mouldings fitted out by other boat builders are not considered Broom boats and do not qualify for Full Membership. 'Jack Broom' speedboats are not eligible.

### 6.2 Associate Membership

- Associate Membership may be granted at the Committee's discretion to persons who no longer own a qualifying Broom boat and including those actively seeking to buy one.
- Associate Members pay the same subscription and enjoy most of the same benefits as Full Members but do not have voting rights and their membership is subject to annual review by the Committee.
- Members who sell their Broom boat become Associate Members until the end of the subscription year and may then apply to continue as Associates.

### 6.3 Honorary Membership

- Honorary Membership may be conferred on individuals who have given outstanding service to the Club, following recommendation by the Committee and approval by members at an Annual General Meeting (AGM).
- A complimentary membership
- Honorary members are granted full voting rights whilst they continue to own a Broom boat.
- These voting rights are withdrawn should the honorary member no longer own a Broom boat.
- Honorary Membership may be withdrawn following recommendation by the Committee and approval by members at an Annual General Meeting (AGM).

## 7. Subscriptions

- 7.1 Subscriptions are reviewed annually by the Committee. Subscriptions are payable on 1 November each year, preferably by a recurring annual method.
- 7.2 Subscriptions that are more than one month overdue, without good reason, will result in termination of membership.
- 7.3 Operational guidance on subscription processes, including pro-rata arrangements for those joining after 31 August, is set out in Annex A (Direct Debits)).

## 8. Officers and Committee

- 8.1 The Officers of the Club are: Chairman; Vice-Chairman; Treasurer; Honorary Secretary; and Membership Secretary.
- 8.2 The Committee shall comprise of the Officers, the regional coordinators and such other members as are elected by members at general meeting.
- 8.3 Candidates for election to the Committee shall be those members of the retiring Committee who have offered themselves for re-election, and such other members of the Club whose nomination duly proposed and seconded by full members shall have been sent to the Honorary Secretary not less than 20 days prior to an AGM.
- 8.4 If the number of candidates duly proposed exceeds the number of vacancies to be filled, the election shall be by ballot.
- 8.5 If a vacancy occurs by lack of candidate, death or resignation, the Committee may co-opt a member to fill the vacancy in a non-voting role until confirmed at the next general meeting.
- 8.6 The Committee may from time to time appoint members to act in specific roles, such appointments being outside the Committee.
- 8.7 The membership shall be informed as soon as practicable of the name and duties of any member co-opted or appointed under paragraphs 8.5 or 8.6 above.

## 9 Management Duties of the Committee

- 9.1 The Committee shall use reasonable endeavours to manage the affairs of the Club in the best interests of the membership and in accordance with this Constitution and shall apply the funds of the Club to further the objectives and aims of the Club.
- 9.2 A quorum of the Committee shall consist of no fewer than 5 Committee members, at least 2 of whom must not be Club Officers.
- 9.3 The Committee may, in its absolute discretion, make modifications / changes to the constitution. These changes are subject to confirmation by the membership at the following Annual General Meeting.
- 9.4 It shall be the responsibility of the Treasurer to keep a complete and accurate account of the Club's finances based on the information available.
- 9.5 The Committee meets as often as is necessary to conduct Club business and not less than three times per year, excluding the AGM.
- 9.6 The Committee may, in its absolute discretion, appoint a Sub-Committee of members, at least one of whom must be a Committee member, to organise, arrange or perform any specified task, duty or function
- 9.7 Mindful of the need to maintain the long-term continuity of the club in the years ahead, when the number of Broom Owners Club members might be significantly smaller, the Committee are authorised to act as follows, should the circumstances arise, and only if appropriate: To research, discuss, and explore possible joint ventures, alliances, and mergers with like-minded (voluntary) boating clubs and associations. The outcome of any such deliberations to be put to the wider membership in a vote at an AGM / EGM; and any subsequent decisions to be implemented only if a simple majority of members vote in favour.
- 9.8 The Committee shall keep minutes of all formal committee meetings which can be posted or made available on request of members.

## 10. Finance

- 10.1 The Treasurer is responsible for the administration of the funds of the Club and will keep club accounts as are necessary to give a true and fair view of the Club's financial affairs. If, in the Treasurer's view, the Club's reserves are insufficient to meet its liabilities, the Treasurer will immediately advise the Chairman and Secretary.
- 10.2 The financial year runs from 1 September to 31 August. The Annual Accounts shall be examined by an Independent Accounts Examiner (who shall not be a member of the Committee) nominated at each AGM. The Treasurer will present an examined Income and Expenditure Account for the year ended 31 August, together with the Examiner's report, to the AGM.

- 10.3 The Committee shall maintain bank or other accounts on such terms and with such authorized signatories as it determines. The Club may not borrow or establish an overdraft without approval of at least two-thirds of members voting at a General Meeting.
- 10.4 Operational financial procedures, including value-for-money guidelines for significant purchases and expense arrangements, are set out in Annex A.

## **11. Annual General Meeting (AGM)**

- 11.1 The AGM is held annually at a venue (together with appropriate electronic means) decided by the Committee.
- 11.2 At least 30 days' notice shall be sent to all members, together with a form for nominations to the Committee and an invitation to submit motions with brief explanatory statements.
- 11.3 Nominations and motions must be proposed and seconded by two different members to reach the Honorary Secretary not less than 20 days before the meeting.
- 11.4 Not less than 10 days before the meeting, the General Secretary will send the agenda, Annual Report, Financial Statement, a list of Committee nominations received, the wording of all motions, and a voting form. To enable wide participation, electronic voting is permitted.
- 11.5 Motions to alter or amend the Constitution must be consulted on with all members prior to being formally voted on.
- 11.6 Voting will take place after AGM and votes are to be submitted in electronic form to the General Secretary up to 3 days after the closure of the meeting.
- 11.7 The results of the voting will be announced electronically to the membership by the General Secretary within 5 days of the AGM.
- 11.8 The quorum for an AGM is the votes of 7.5% of the total membership received up to 3 days after the closure of the meeting.

## **12. Extraordinary General Meeting (EGM)**

- 12.1 An EGM may be called by the Chairman or any two Officers; when a situation arises that cannot be resolved otherwise; or upon receipt by the Honorary Secretary or Chairman of a written request from not fewer than six members or 7.5% of the membership (whichever is greater) stating the reason. In such cases, notice that a meeting has been called shall be sent within 14 days of the request and only the stated business shall be discussed.
- 12.2 The venue and agenda will be sent at least 21 days prior to the EGM.
- 12.3 The quorum for an EGM is the votes of 7.5% of the total membership received up to 3 days after the closure of the meeting
- 12.4 Voting will take place after EGM and votes are to be submitted in electronic form to the General Secretary up to 3 days after the closure of the meeting.
- 12.5 The results of the voting will be announced electronically to the membership by the General Secretary within 5 days of the EGM.

## **13. Voting**

Each Full Member has one vote. All voting will take place after the AGM / EGM in accordance with the principles set out in Section 11/12. Motions to alter or amend the Constitution require at least a two-thirds majority of the votes cast. Motions to borrow money/establish an overdraft require at least a two-thirds majority of the votes cast. All other motions are decided by simple majority.

## **14. Data, Privacy and Conduct**

The details of the membership are kept in secure electronic form. Basic contact information is made available to members to facilitate contact. The Club may provide: an abbreviated list containing surnames and membership numbers to a supplier offering favourable terms to members. Members may opt out of such sharing at application or by written request to the Membership Secretary.

Personal data will be processed in accordance with applicable data protection law and the Club's Privacy Statement. Membership data shall not be used for profit or disclosed outside the Club for such purposes. No member shall benefit financially by association with the Club except where the Committee considers there is a benefit to the whole membership.

Complaints are handled under the Club's published procedures. Any member who acts in a manner prejudicial to the Club's goodwill may, by agreement of the Committee, be expelled from the Club.

## **15. Dissolution**

The monies and chattels of the Club belong equally to the individual members as represented by membership number. In the event of dissolution, the chattels shall be allocated to a named charity chosen by members at the General Meeting that dissolves the Club. If no such agreement can be met, proceeds shall be given to the Royal National Lifeboat Institution (RNLI).

## **16. Interpretation**

The Committee is the final authority on the interpretation of this Constitution and Standing Orders, subject to the right of members in General Meeting to determine otherwise.

## **Annex A – Standing Orders and Operational Policies**

These Standing Orders summarise operational practices and role descriptions. They may be amended by the Committee provided changes are reported to members in the next Annual Report and published on the Club website.

### **A1. Membership Guidance**

A1.1 Eligibility and evidence of Broom origin; treatment of cases involving Aquafibre moulds fitted out by others; urgent decisions by the Membership Secretary in consultation with the Chairman, reported for ratification at the next Committee meeting.

A1.2 Associate Membership: open to those who actively support the Club (including former owners) and those actively seeking to purchase a Broom boat; same subscription as Full Members; no voting rights; subject to annual review; when members sell their Broom, Associate status continues to the end of the subscription year.

A1.3 Subscriptions administration: applicants are required to set up a recurring payment commencing at the end of the initial period; no refunds; members joining after 31 August are not required to pay a further subscription until the following 1 November.

### **A2. Committee Administration**

A2.1 Meeting pattern: normally four meetings per year (one immediately after the AGM); dates agreed annually; meetings may be held in person or by suitable electronic means.

A2.2 Committee communication: use of the members-only forum and agreed messaging tools for timely debate and decisions between meetings.

A2.3 Expenses: reasonable travel and subsistence expenses are reimbursed in accordance with rates approved by the Committee from time to time. Claims should be supported and will be reimbursed by bank transfer.

### **A3. Roles and Responsibilities**

A3.1 Officers: expectations include supporting Club aims; attending meetings; reporting on activities; contributing to the website/forum; and submitting material for Sweeping Statements and the Annual Report.

A3.2 Specific roles: Chairman; Vice-Chairman (including regional development duties); Honorary Secretary; Treasurer; Membership Secretary.

A3.3 Other Electable Committee posts: Magazine Editor; Web Master; Technical Co-ordinator; Regional Co-ordinators; Regional Representatives (invited for widely dispersed regions); and the Independent Accounts Examiner (appointed by members at the AGM and not a Committee

member). Detailed role descriptions are maintained by the Committee and published on the website.

A3.4 Elections and co-options: all appointments are open for re-election annually with no fixed term limit. The Committee may co-opt members to fill vacancies or provide expertise until the next AGM.

#### **A4. Communications**

Use of Sweeping Statements (formal record), the Club website (announcements), the members' forum (discussion), occasional e-newsletters, and a closed members' Facebook group.

Moderation and privacy policies apply; derogatory or inappropriate content may be removed with reasons notified to the member.

#### **A5. Finance and Procurement**

A5.1 Regional finances: regional activities should be self-funding unless otherwise agreed; the Club may use central funds for essential prepayments pending participant receipts.

A5.2 Sponsorship and advertising: acceptance of sponsors and advertisers is subject to Committee approval and limited to businesses whose services are directly relevant to members' boating. Sponsorship not earmarked for a specific purpose should benefit the Club as a whole or a significant majority.

A5.3 Value-for-money: for significant purchases, the Club should, wherever practicable, compare costs with suitable alternatives before committing funds.

A5.4 Commercial gain: members may be paid for services to the Club at rates not exceeding the prevailing market rate.

#### **A6. General Meetings – operational**

A6.1 Timing: AGMs should normally be held within three months of the financial year-end, to receive the Annual Report and examined accounts.

A6.2 Distance voting: properly completed distance voting forms count toward quorum for an AGM.

#### **A7. Policies**

A7.1 Safeguarding, Complaints Procedure, Health & Safety Policy and Privacy Statement are maintained by the Committee, published on the website and made available at General Meetings.