

Swindon Model Boat & Engineering Club Rules

March 2024



Affiliated to
The Model Power Boat Association

1. TITLE and OBJECTIVES

The Club shall be known as the Swindon Model Boat and Engineering Club, and will have as its objectives the general promotion of interest in model boats, model engineering and the mutual interests of its members.

2. AFFILIATION

The Club shall be affiliated to the Model Power Boat Association (MPBA) and to such other bodies as the members may desire. Any fees involved shall be extra to the Club membership fee and shall be paid by the date requested by the association concerned. The Secretary shall keep records of such affiliations.

3. MEMBERSHIP

Membership shall be available in the following classes:

Full Member	Any member over the age of 18 who has a practical interest in the objectives of the Club.
Junior Member	Any person under the age of 18 on the 1st January who has a practical interest in the objectives of the Club. Junior members when attending any Club function must be accompanied at all times by any of the following: a) Parent, Legal Guardian b) Grandparent c) Parent's sibling d) Any adult previously notified to a member of the committee of the Club.
Senior Member/ Registered Disabled	Any person over the age of 60 on 1st January who has a practical interest in the objectives of the Club. In the case of Registered disabled, there is no age restriction.
Honorary Member	May be conferred by a majority of two thirds of the members present at any meeting.
Associate Member	An associate member is a member who is a non-sailing member and does not require any insurance to cover their activities.

4. SUBSCRIPTIONS

Subscriptions are to be set at each Annual General Meeting for the current year. New members joining between 1st June and 31st August shall pay half the Club fee, those going after 31st August shall pay the full Club fee

which would cover the fee for the whole of the following year's subscription and membership.

Every member shall be issued with an Official Club card. The treasurer shall record subscriptions on the card and in the official Club records. Existing memberships that have not been renewed by 28th February shall be deemed as lapsed.

5. FUNDS

All funds will be put into a common pool and expenditure controlled by a vote at general meetings. The Treasurer and Secretary shall be allowed to hold suitable funds for routine expenses. They are to maintain records of these routine funds. All other funds are to be deposited in the Club's bank account. The treasurer may request the Secretary to provide full details of expenditure at any time. The Chairman shall be empowered to ask for a vote by members for a voluntary levy as the occasion arises.

6. GENERAL MEETINGS

Regular general meetings will under normal circumstances be held at the Coleview Community Centre on the first Tuesday of the month commencing at 7:30 pm. Annual and any special meetings will be held as detailed below:

- A. The Annual General Meeting shall be held in December each year for which a minimum of 14 days notice will be given. This shall be in the form of notice in the Club's diary dates, emails to all members, the Club's web site and the use of Social media. The agenda will be made available to members a minimum of 14 days prior to the meeting.
- B. The Officers may call an Extraordinary General Meeting at any time giving the members 14 days notice. This shall be in the form of notice in the Club's diary dates, emails to all members, the Club's web site and the use of Social media or other secure means stating the date, time, venue and agenda.
- C. Members may request an Extraordinary General Meeting by presenting a petition stating clearly why they are requesting the meeting. The petition must be endorsed by a minimum of 20 members or a third of the membership, whichever is the lesser. On receipt of such a petition the Officers must call an Extraordinary General Meeting within 28 days, giving the membership 14 days notice in writing stating the date, time, venue and agenda. This shall be in the form of notice in the Club's diary dates, emails to all members, the Club's web site and the use of Social media or other secure means stating the date, time, venue and agenda.

- D. Each member attending any meeting is entitled to one vote for each proposal. Absentees may nominate another member to vote on their behalf by sending a proxy letter to the Secretary.

7. OFFICERS

The Club shall have an elected Committee to be elected annually at the Annual General Meeting.

CHAIRMAN

To represent the Club at Functions. To chair all meetings and to have the casting vote where votes on a proposal are equal. If the Chairman is absent from a meeting a member shall be chosen to act as chairman for that meeting.

SECRETARY

The secretary shall keep the minute book in which shall be recorded the Club meetings' business. The Secretary shall also conduct correspondence and maintain files of all such correspondence. Members may request to view any such document.

TREASURER

The Treasurer shall be responsible for conducting the Club's financial affairs by maintaining the Club's accounts in conjunction with the paragraphs dealing with the Funds and Subscription and shall also provide a balance sheet for presentation at the Annual General Meeting. The Treasurer will under normal circumstances be the Club's contact for the MPBA or other such body that the members wish.

AUDITOR

The Auditor shall audit the Club's accounts and the annual balance sheet and certify that all is in order and correct.

The Committee shall nominate several members to take day to day responsibility for various duties to assist in the running of the Club's activities. The Committee's nominations shall be put to a vote of the attendees at any official meeting of the Club. Those posts are as follows:

SMB&EC TEST PRESSURE GAUGE & BOILER TESTER

The remit for the officer is as follows:

1. To maintain the Club's Budenburg Dead Weight Tester and the Club's boiler testing equipment.
2. To calibrate members' pressure gauges and issue calibration certificates.
3. To assist with other Boiler Testers to undertake Boiler and Pressure Vessel testing to the MPBA Regulations or those issued by the Club where those of the Club exceed the MPBA Regulations.

WEB MASTER

The web master shall maintain the Club's web site as required by the Club. As and when the site account becomes due they will pay the appropriate fees and submit the paid invoice to the Treasurer for reimbursement.

COMPETITION SECRETARY

The Competition Secretary shall organise all aspects of the Club's model boating activities during any formal Club event such as Open Days and Lake Days. When the activities are of a competitive nature that lead to the presentation of awards at the end of the season, those results shall be passed to the Committee in order that certificates may be prepared and presented accordingly.

SAFETY OFFICER

The Safety Officer shall ensure that members act in accordance with the Club's Risk Assessment procedures at all times. If a member is using a model in a manner that is considered to be inappropriate they shall have the authority to instruct that member to cease that operation.

Any of the Club Officers may request that another member performs their duties for a specific occasion as the need arises.

Any member may put themselves forward for any of the Committee posts in the Club at an Annual General Meeting. The member must have a Proposer and a Secunder and their application must be received in writing by the Secretary a minimum of 14 days before the Annual General Meeting. Any of the existing Officers will not need to be proposed if they are content to be re-elected at the Annual General Meeting.

8. CHILD PROTECTION and VULNERABLE ADULTS

Some Club members and members of the public may fall into the categories of being under 18 years old or vulnerable adults.

All members shall ensure that in the case of those under the age of 18 are not photographed without their parent's or legal guardian's permission. They must always be accompanied by their designated adult and they are not permitted to attend any meetings, organised events or visit any club lake or clubhouse without their designated adult.

Members should not approach or have personal contact with any person in these categories with the exception of intervention in the course of life saving action or prevention of imminent injury/life threatening situations.

Should any member believe that a person in these categories is under any kind of threat due to the actions of another member or member of the public then that situation shall be reported to a Club official or a suitable law enforcement person.

The MPBA, to which this Club is affiliated, has a detailed Regulation in respect of these matters details of which may be found on their web site. The SMB&EC adopts those Regulations in respect of all of its members.

9. CHANGES to CLUB RULES

If it should become necessary to amend or modify the Club Rules then the member requesting the change must supply to the Officers a duly Proposed and Seconded proposal. Any change will normally be submitted to the Annual General Meeting or an Extraordinary General Meeting for approval. The proposal must be submitted at least 28 days before the meeting. A majority vote of two thirds of those attending the meeting is required to adopt any change.

10. COMPETITIONS

Competitions held by the Club and models operated by the Club members at competitions shall conform to the rules of the MPBA or such other body whose function is to promote the activity in which the Club is engaged.

11. INSURANCE

All members who are operating any type of model shall have suitable valid insurance for third party risks. Those members who have insurance other than by being a member of the MPBA shall show proof of their insurance at the time of membership renewal or if asked to do so by a Club Official.

12. EXPULSION

The Officers/Committee shall have the right to expel any member whose conduct is not in the best interests of the Club. This would normally be a decision that had been ratified at the previous monthly meeting by the membership.

13. RISK ASSESSMENT

The Club has a detailed Risk Assessment that is updated regularly. Its aim is to analyse what risks members of the Club and spectators at Club events may face and the measures to be taken to mitigate those risks. All members shall make themselves aware of the Risk Assessment and follow its guidance at all times for their own and other person's security.

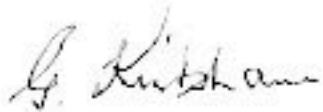
14. STEAM POWERED MODELS

Any model that uses high pressure steam other than those with Flash Boilers shall require a current safety test certificate for its boiler and any pressure vessel that contains liquid fuel under pressure or liquified gas under pressure.

15. WINDING UP of the CLUB'S AFFAIRS

Should it be necessary to terminate the activities of the Club this can only be done at an Annual General Meeting or an Extraordinary Meeting called specifically for that purpose. The necessary decisions will be taken on a two thirds majority basis of those attending the meeting. This meeting will decide on how to discharge all of the Club's liabilities and how to dispose of any or all of the Club's assets. The Secretary will advise in writing to all Members and Affiliated national bodies of the decisions taken. The Officers will arrange for all of the Club records to be brought together and then one of their number to keep these records for the next seven years from the 1st April following the termination meeting before destroying the same. This is to satisfy any request from the Inland Revenue to view the Club records.

**AMENDED CLUB RULES APPROVED
by the
Extraordinary GENERAL MEETING
March 2024**



Chairman

5 March 2024

Secretary

COLIN MAXFIELD



5 March 2024