

# Stoke Gabriel Boating Association



## Rules (2017)

Approved by the Executive Committee 7 Sept 2017

- 1 **Context:** The Association is a Charitable Incorporated Organisation (CIO) and is governed by a Constitution approved by the Charity Commission. The Association's Trustees are the ultimate governing body of the Association and have a duty to ensure that these Rules do not conflict with the SGBA's charitable purpose or with the other provisions of its Constitution.
- 2 **Authority:** These Rules generally address matters (e.g. categories of membership; subscriptions; officers of the Executive Committee) not appropriate to the Constitution. Their content deals primarily with matters which are the responsibility of the Executive Committee. It is appropriate, then, that the Committee 'owns' the Rules. However, given the Trustees' responsibility, as stated above, revisions which arise over time will require the endorsement of the Trustees where they consider it appropriate. (Matters concerning service as Trustees are governed by the Constitution and are outside the scope of these Rules).
- 3 **Changes to these Rules:** Members of the SGBA may propose additions, deletions or variations to these Rules at any time. Proposals should be submitted to the Secretary, for consideration by the Committee at its next routine meeting. If the Committee intends approval of the change, it will come into effect immediately, subject to gaining the endorsement of the Trustees, if appropriate.
- 4 **Categories of Membership:** Whilst the Constitution permits only individuals to be full (voting) members of the Association, members may combine for subscription purposes as follows:
  - (i) **Family membership:** husband and wife or cohabiting partners and their children under the age of 18 years or, if undergoing full time education, under the age of 23 years, and, with the approval of the Honorary Membership Secretary, grandchildren under the age of 18 years.
  - (ii) **Joint membership:** husband and wife or cohabiting partners.
- 5 The Trustees shall have the power to appoint **Honorary Life Members** in instances where they wish to acknowledge outstanding service to the club over a number of years. Honorary Life Members will not be entitled to vote at General Meetings or required to pay any annual subscriptions or fees.
- 6 The Executive Committee shall have the power to appoint **Honorary Annual Members**, limited to maximum 6 per annum, in instances where the Committee judges that doing so would be in the best interests of the club. Honorary Annual Members will not be entitled to vote at General Meetings or required to pay an annual subscription or any annual fees.
- 7 **Subscriptions and fees:**
  - (a) New members shall pay a joining fee.
  - (b) Annual subscriptions shall be due on 1st March, for membership year 1 March – 28 February
  - (c) Subscriptions and fees shall be determined at each Annual General Meeting for the ensuing membership year, and will be promulgated on the Association's website.

## Stoke Gabriel Boating Association

- (d) Members wishing to renew the rental of a dinghy park berth or rack or clubhouse locker or outboard motor stowage must pay their subscription and the appropriate fees by 1<sup>st</sup> March. Failure to do so may result in the loss of the berth or rack or locker or stowage, or relegation to the bottom of the appropriate waiting list.
- (e) Late payment of subscriptions and fees will be permitted until 31<sup>st</sup> March without risk to membership. However, these will incur a penalty and so will be charged at higher rates, as determined at each Annual General Meeting and promulgated on the SGBA website.
- (f) Members who fail to pay their subscriptions and fees by 1<sup>st</sup> April will be deemed to have resigned. Payment of the joining fee will be a necessary condition of re-entry to membership.
- (g) New members joining after 30 September in any year will be charged the standard annual subscription but will gain membership running until the second subsequent 28 February. This concession does not extend to include early access to berths, racks, lockers or stowages, the allocation of which is done on a seasonal basis, applicable from 1 March annually.

### **Officers of the Association:**

**8 Flag Officers.** There shall be two Flag Officers: The Commodore and The Vice Commodore. Once elected Vice Commodore the new incumbent will after one year advance to become Commodore (subject to his or her confirmation by the membership at AGM), to serve a two year term. On completing service as Commodore, the same individual will revert to Vice Commodore for a period of one year only. Thus at all the times the Commodore will have the support of a Vice Commodore: in his or her first year, from the individual just relieved, and in the second year, from the individual nominated as the next Commodore.

**9 Officers.** The following Officer roles shall serve on the Committee:

Secretary	Treasurer	Membership Secretary
Sailing Secretary	Social Secretary	Quartermaster
Boat Park Officer	Paddles Officer	Clubhouse/Facilities Officer
Communications Officer		RYA Training Centre Principal

Co-opted members of the Committee (per Rule 16) shall be eligible for appointment to the Officer (but not Flag Officer) roles, at the discretion of the Commodore.

**10** Only full voting members of the Association shall be eligible to be appointed as Officers.

**11** All officer posts are 'Honorary' (i.e. unremunerated).

### **Executive Committee:**

**12** The Executive Committee shall consist of not more than 15 elected or co-opted members, several of whom will be appointed to the Officer roles. A minimum of four of the 15 must be residents of Stoke Gabriel parish. The Chair of Trustees, if not also serving as an Officer or member of the Committee, shall be invited to attend meetings as an observer, without obligation. (The Commodore may not, during his or her two years in office, also serve as Chair of the Trustees).

**13** Officers (but not Flag Officers) and Members of the Committee may serve for an unlimited number of years of continuous service, subject to annual re-appointment by vote at successive AGMs. On leaving the Committee at the end of his or her term no Officer or Member will be eligible for re-election until after an interval of one year, although they may

## Stoke Gabriel Boating Association

be co-opted for up to one year, at the Commodore's discretion.

- 14** Resignation and removal of Members of the Executive Committee, including those appointed as Officers:
- (1) A Member will cease to serve on the Committee if he or she:
- (a) resigns by notifying the Executive Committee in writing (but only if enough members will remain, when the notice of resignation takes effect, to form a quorum for meetings);
  - (b) is absent without permission of the Committee from all its meetings held within a period of six months and the Committee resolves that his or her office be vacated;
  - (c) dies;
  - (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
  - (e) is removed by a resolution of the Committee in accordance with sub-clause (2) of this clause.
- (2) A Member shall be removed if a resolution to remove him or her is proposed at a routine Committee meeting, or a meeting of the Committee especially called for that purpose, and the resolution is passed by a two thirds majority of votes cast at the meeting.
- (3) A resolution to remove any elected Member in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the Executive Committee.
- 15** Vacancies on the Executive Committee, whether as Officers or members, shall be filled at the Annual General Meeting by ballot from the list of members who have been nominated and seconded.
- 16** Candidates for election to the Executive Committee per Rule 14 shall be members whose nominations, raised with their consent and duly proposed and seconded by members of the Association, have been received by the Secretary in writing seven days before the Annual General Meeting. However, Officers seeking to be re-elected may stand at successive AGMs without requirement to be nominated.
- 17** Should fewer than the necessary number of nominations to fill the vacancies be received, the Executive Committee shall have the power to co-opt, at any point in the annual cycle. Such co-opted members shall serve until the next Annual General Meeting.
- 18** The Executive Committee shall concern itself solely with matters delegated to it by the Trustees in the Memorandum of Delegation. If the Executive Committee believes its delegated powers insufficient, it should bring the matter formally to the attention of the Trustees.
- 19** Executive Committee members may have a particular interest in some specific aspect of the Association's objectives and activities, but once elected they shall act and advise in what they consider to be the best interest of the Association as a whole.
- 20** **Honorary Independent Examiner:** An Honorary Independent Examiner shall be appointed at each Annual General Meeting.
- 21** **Financial Year:** The Association's financial year shall run from 1 January to 31 December.