

## CAMBOATERS CONSTITUTION

### 1. Name: ~

The name of the Community Association shall be **Camboaters**.

### 2. Aims/Objects: ~

- a) To represent the interests of residential boaters on the River Cam, and to address issues that affect the residential boating community.
- b) To work with the City Council and Cam Conservators to maintain and improve a mooring plan and associated facilities that accord with the needs, safety and welfare of all those who live aboard their vessels upon the Cam.
- c) To promote the recreational use of the River Cam for all its users, by working with the statutory authorities, voluntary organisations and residents on the river to preserve and enhance the amenities available in relation to the River Cam.

### 3. Powers: ~

**Camboaters** shall have the power to employ staff, to acquire property and equipment, to raise money, and to do all such other lawful things as are necessary for the achievement of its aims.

### 4. (a) Membership :~

- i. Membership of **Camboaters** shall be open to:
  - I. All those living on the River Cam within the Cam Conservators boundaries, who support the aims and objects of the organisation, may be eligible for full membership.
  - II. All those who use the River Cam for recreational purposes, be it boating, rowing, fishing or other activities, may be eligible for associate membership.
  - III. Associate membership may also be applied for by non-river-users. River-users outside of Cambridge or the waters of the Cam under the control of the Cam Conservators may also apply for associate membership.
- ii. Groups meeting criterion II above may apply to become Associate members of **Camboaters**.
- iii. Groups and individuals shall become members (and associates) of **Camboaters** at the discretion of the Management Committee, and must subscribe to the aims of **Camboaters**.
- iv. The Newsletter will be made available by online publication and local delivery as and when it is published.
- v. All members shall agree to conduct themselves in a reasonable manner at meetings, and whilst acting on behalf of the Association.

### (b) Termination of Membership: ~

Individuals shall cease to be members of **Camboaters**: ~

- i. If they cease to satisfy the membership requirements as stated in Clause 4 (a) above or for serious breaches of any other rules of **Camboaters** as laid down by an Annual General Meeting or Special General Meeting PROVIDED THAT the individual member concerned or their representative has had the right to be heard by the Management Committee before the final decision is made. There shall be the right of appeal to an independent arbitrator appointed by mutual agreement.
- ii. Upon receipt by the Secretary or the Chair of a written or emailed notification of intention to leave the association from the member concerned.

## 5. Management Committee: ~

- i. **Camboaters** shall be managed by individuals directly nominated by and from **Camboaters** membership and elected at the Annual General Meeting to a Management Committee ( hereinafter referred to as “the Committee” )
- ii. The Committee shall be comprised of 7 to 13 members who shall elect a Chair, a Treasurer and a Secretary at the Committee’s first meeting following the Annual General Meeting.
- iii. In addition to the elected members, the Committee may co-opt up to 3 members. Co-opted members shall have the power to vote.
- iv. The Committee may also invite persons to attend committee meetings on an ex-officio basis. Such persons shall not have the power to vote.
- v. The Committee shall have the power to set up sub-committees, working parties, and ad-hoc committees, consisting of at least one member of the Management Committee, to address specific tasks that may be raised during the lifetime of **Camboaters**. All acts and proceedings of such committees shall be reported back to, and as determined by, the Committee.
- vi. The Committee shall have the power to appoint individuals to fill any casual vacancies that may occur between Annual General Meetings. Such appointees shall hold office until the next Annual General Meeting is held.

## 6. Committee Meetings: ~

- i. The Committee shall meet at least 3 times per year.
- ii. The Secretary shall be responsible for the preparation and distribution of agendas and notices of the meetings.
- iii. Notice of the meeting stating the time, date and venue shall be sent to all committee members 7 days before the date of the meeting.
- iv. The Secretary shall be responsible for keeping a proper record of minutes of the committee meetings.
- v. Quorum: ~ A minimum of five, or one half of the voting committee members (whichever is the greater), must be present for Committee members to take any binding decisions on behalf of **Camboaters**. Those present must include at least one Senior Committee member, i.e. Chair, Secretary or Treasurer.
- vi. Staff employed by **Camboaters** may attend and address Committee meetings but shall not be entitled to vote.
- vii. Committee meetings shall be conducted in accordance with any rules drawn up and revised as necessary by the Committee.
- viii. No committee meeting shall take place if less than half of the committee is present.

## 7. Annual General Meetings: ~

- i. The Committee shall arrange an Annual General Meeting for the purpose of:
  - a. Reporting to its members **Camboaters** activities for the year.
  - b. Receipt and approval by membership of **Camboaters**’ audited, or independently examined, accounts.
  - c. Accepting resignation of the Committee.
  - d. Electing the new Committee and appointing an auditor or independent examiner of accounts.
  - e. Resolving any other proposals that members may have submitted.
- ii. The Annual General Meeting shall be held in September every year.
- iii. Notice of the Annual General Meeting shall be posted up, or sent to members, 21 days before the date of the meeting. This shall be the responsibility of the Secretary or, in his/her absence, that of the Chair.
- iv. The Chair of the Committee shall act as Chair at any meeting. In his/her absence members present may elect any of the Committee members present to chair the meeting.

- v. Any members of **Camboaters** wishing to include motions at the Annual General Meeting, shall be required to submit them to the Secretary not later than 10 days before the date of the meeting.
- vi. Any motions to be adopted shall require a simple majority of full members present and voting.
- vii. Each full member of **Camboaters** shall be entitled to one vote, regardless of age, providing they are able to understand the proceedings.
- viii. Quorum: ~ A minimum of 5 full members must be present.

#### **8. Special Meetings: ~**

The Management Committee may call a special general meeting of **Camboaters** at any time. If at least 10 (ten) members request such a meeting in writing, or via e-mail, stating the business to be considered, the Secretary shall call such a meeting. The Secretary must give at least 10 days notice of the meeting and the notice must state the business to be discussed.

#### **9. Accounts / Finance: ~**

- i. All moneys raised by or on behalf of **Camboaters** shall be applied to further the objectives of **Camboaters** and for no other purpose.
- ii. The Treasurer shall be responsible for keeping proper books and records of accounts, opening a bank account in the name of **Camboaters** and preparing a statement of accounts for Annual General Meetings.
- iii. The Accounts shall be examined once a year by the auditor, or independent examiner, appointed by the Annual General Meeting.
- iv. **Camboaters** funds shall be paid into an account operated by the Management Committee in **Camboaters'** name at such bank or building society as the committee shall from time to time decide. All cheques drawn on the account, or other withdrawals, must be signed by 2 authorised members of the committee, those being the Chair, Secretary & Treasurer.

#### **10. Alteration to the Rules: ~**

- i. Any alterations to this constitution shall require the approval of a two-thirds majority of the voting members present at a Special General Meeting or Annual General Meeting.
- ii. Any resolutions for the alteration of the constitution must be received in writing or via email by the Secretary not less than 10 days before the General Meeting. A 10 days notice of the meeting shall be posted publicly by the Secretary, or sent to members, stating the time, date and venue and the wording of the proposed alteration(s).

#### **11. Winding up/Dissolution: ~**

If the Committee by a simple majority decide at any time that, on grounds of financial difficulties or otherwise, it is necessary or advisable to dissolve the Group, the Committee shall call a special meeting of all members, giving them at least 21 days notice and stating the terms of the resolution to be proposed at the meeting. If the proposed resolution is confirmed by a simple majority of members present and voting at the meeting, the Committee shall have the powers to dispose of any assets held by or in the name of **Camboaters**. Any assets remaining, after the satisfaction of any proper debts and liabilities, shall be transferred to another voluntary organisation(s) having objects similar to those of **Camboaters**.

#### **12. Decision-making: ~**

- i. The Chair shall allow issues to be debated which are on the agenda; items not on the agenda should be agreed by the meeting before discussion.
- ii. Any member may make a proposal. In order for it to be voted on by other members it must be seconded by someone else.
- iii. Only members present at the meeting may vote.
- iv. Votes take place by a show of hands and the Chair gives the result.
- v. In the event of an equal vote, the Chair shall have the casting vote.