

## RULES AND BY-LAWS OF GLENCOE BOAT CLUB LTD

### GENERAL

1. The Rules and By-Laws define the procedures for the day to day management of the Glencoe Boat Club Ltd (the Club). The Rules set out the procedures for managing the activities of the Club including the meetings of its members, its voting procedures and its Management Committee (the Mancom). The By-Laws set out the procedures for the management of the Club's facilities including the clubhouse, the surrounding storage sheds, access ways and grounds and the piers, pontoons and jetties.

2. The management and allocation of the Club's mooring spaces shall be carried out by the Club's Moorings Association whose Rules shall be decided by the Mancom. A copy of these Rules shall be provided to all mooring space holders and to any member on request. A reason shall be given to any member who is refused a mooring space.

3. Changes to these Rules and By-Laws may be proposed by the Mancom or any group of at least 5% of the Club membership for consideration by all the members of the Club present at an Annual General Meeting or a Special General Meeting held specifically for the purpose. Such proposals for change must be generated in accordance with the constitution. The Mancom shall within 28 days of the date of such a submission decide whether the proposal is competent and, if so, refer it to the members for a decision at the next AGM or call a special General Meeting to consider the proposal for change giving at least 14 days notice.

4. Other than for resolutions given in clause 46 of the constitution, where a 2/3 majority is required, Decisions shall be taken on all matters on the basis of a simple numerical majority of full adult members (aged 17 and over ) voting at any meeting. The two partners in a family membership shall each have independent voting rights. Voting may be by a show of hands or an anonymous written ballot at the discretion of the chairperson of the meeting. In the event of a tied vote the chairperson shall have a deciding vote. Votes by members unable to be present at a particular meeting may be cast by writing to the Secretary prior to the meeting to arrive at least three days before the date of the meeting or by the member nominating a proxy in writing to the Secretary within the same time limit, to vote on behalf of the member at that particular meeting.

### RULES

1. The Club's office bearers, that is the Commodore, Vice Commodore, Secretary and

Treasurer, shall act as the Directors of the Glencoe Boat Club Ltd. The office bearers shall be elected at the Annual General Meeting (AGM) of the Club held in November each year. They shall take the leading roles in managing the Club in accordance with the Memorandum and Articles of Association and the Rules and By-Laws acting through it's management committee. The position of Commodore will be held for 2 years, with the option that he/she can stand for re-election. The office bearers would normally be elected as charity trustees, the commodore acting as chair.

2. The principal responsibilities and entitlements of the office bearers will be as follows:

Commodore:

1. To ensure that the Club's activities including those of the Mancom are conducted

in accordance with the Memorandum and Articles of Association and the Rules and By-Laws of the Glencoe Boat Club Ltd.

2. To chair and manage the Club's management committee.

3. To represent the Club at meetings of other bodies or to delegate this responsibility to other suitable members of the Club.

Vice Commodore:

1. To carry out the responsibilities of the Commodore when he/she is not available.

Secretary:

1. To keep a full, accurate and impartial record of the General Meetings of the Club members and the meetings of the Club's management committee, in the form of

formal minutes which shall be approved by members of the committee at each

subsequent meeting and kept safely as paper copies in a suitable minute file which shall be made available at each general or committee meeting and for examination by any member of the Club upon request.

2. To produce and distribute call notices and agendas for the various general meetings of the Club and meetings of the management committee.

3. On behalf of the Club, to receive and respond to communications from the Club's members and from persons and organisations outside the Club.

4. To act as the Company Secretary of the Glencoe Boat Club Ltd.

Treasurer:

1. To keep an accurate record of the income and outgoings of the Club and to keep the Mancom aware of the financial position by regular reports.

2. To prepare and present annual accounts of the Club's finances to the membership at the AGM.

3. To prepare and submit all statutory accounts and financial returns for Companies House.

4. To hold and control the Club's cheque books and determine and advise the committee on suitable signatories from amongst the office bearers.

Flag Officers:

The Commodore and Vice Commodore shall be flag officers of the Club who shall

be entitled to fly the Club's ceremonial burgee from the top-mast or highest point of their boat.

3. At least Six other adult members of the Club shall be elected at the AGM to serve on the

Mancom to ensure that the activities of the Club are adequately supported and carried out in general pursuance of the objects of the Club. These would normally include a membership secretary and a moorings officer. Additional members of the Club may be co-opted onto the Mancom to deal with specific tasks as required. One flag

officer (Commodore or Vice-Commodore) and three members of the Committee shall

be a quorum.

4. The objects of the Club in sporting terms shall be the encouragement of boating and other aquatic sports in the Loch Leven area.

5. Membership of the Club shall be open to Ladies and Gentlemen in sympathy with its avowed objects. Adult members will be considered as those aged 17 and over.

Junior membership will be open to those aged 16 and under. Joint adult membership will be

available to any couples at the same address. Family membership is available for two adults and their children 16 and under years of age. Student membership is available to any adults in full time education but such members do not have voting rights. Full adult members of the Club must undertake to contribute such amount as may be required (not exceeding £1) to the Club's assets if it should be wound up whilst he/she is a member or within one year after he/she ceases to be a member.

6. Annual subscriptions and other charges payable by members shall be reviewed/revised

annually by the Mancom and submitted for the approval of the members at the AGM. The annual membership subscriptions and other charges shall be payable on or before the first day

of November each year. If the membership subscription payable by any member remains outstanding more than 8 weeks after the date on which it fell due – and providing he/she has been given at least one written reminder – the mancom may, by resolution to that effect, expel him/her from membership.

7. The Annual General Meeting of the Club shall be held in November of each year and the Secretary shall send notice of this meeting to each member of the Club at least fourteen clear days before the meeting. Special General Meetings may be called within the same time scale by the Mancom from time to time at their discretion or following

a request in writing by any group of at least 5% of the membership as described in clause 32 of the constitution to consider important matters

arising which concern the membership as a whole. At all Annual and Special General Meetings six members shall form a quorum.

#### BY-LAWS

1. All members of the Club shall endeavour to ensure that the clubhouse and storage sheds are locked whenever they are unattended. All full adult and adult family members shall be entitled to access the Club's lockable buildings independently by use of key operated or combination locks or keypads. Junior or associate members shall be allowed access to the lockable buildings in the presence of other adult or adult family members. On leaving the site after using the lockable buildings, members with access rights must

ensure that any unlocked premises are left in charge of other members with access rights who have been made aware that they are left in charge.

2. The Club's piers and pontoons and jetties are intended to provide temporary access for all members' boats and tenders for purposes such as crew boarding, minor repairs and provisioning. They shall not be used for the long term or permanent mooring of any member's boats or tenders. In the case of "long term", this shall be defined as periods in excess of 24 hours. For periods up to this length, permission is not required, however if a situation demands that this requires to be

extended (such as illness or defects requiring longer alongside than 24 hours), then

members may apply to the Commodore or, in his absence, another Flag Officer for an

extension to suit their needs.

In the case of dinghies and tenders, the above guidance will apply except for the inboard (or landward) half of the Eastern side of the long arm of the pontoon where dinghies may be left at all times and for unlimited periods.

They may not be left on the Western side of the long arm, or the end of the pontoon or on the outer half of the Eastern side which is reserved for dinghy access only. The area designated as long term dinghy berthing will be marked distinctively in green in due course.

In all the above instances, good seamanship and neighbourliness shall be the norm. In

addition, members should pay attention to the weather forecast and avoid overloading the pontoon under any circumstances.

Piers and Pontoons may be used in the course of members commercial purposes where it is in the Club's best interests, and then only with the prior approval of a majority of the mancom who will ensure that no other members recreational use of the facility is adversely affected or denied.

3. Parking of members cars or trailers in the yard area shall be allowed only on a short

term basis and they must be removed at the earliest opportunity when not essential for

provisioning or boat loading or short term cruising. They must not obstruct the access of members to their boats in the boat parking areas or the movement of stored boats to and from the water. Care should be taken to avoid blocking the launch or retrieval of a boat using the launching slip.

4. Members must at all times control dogs or other pets brought onto the Club site by use of a lead and constant supervision. Fouling by pets on the site must immediately be carefully cleaned up by the owner and disposed of in a hygienic manner.

#### JETTY GUIDANCE

The Club By-Laws (Para 2) state that:

The Club's piers and pontoon jetties are intended to provide temporary access for all

member's boats and tenders for purposes such as crew boarding, minor repairs and

provisioning. They shall not be used for the long term, or permanent mooring of any

member's boats or tenders. On no account shall the piers and pontoons be used for any

commercial purposes in connection with any members business.

The Committee feel that guidance is necessary to enlarge upon the above. In the case of "long term", this shall be defined as periods in excess of 24 hours. For periods up to this length, permission is not required, however if a situation demands that this requires to be

extended (such as illness or defects requiring longer alongside than 24 hours), then

members may apply to the Commodore or, in his absence, another Flag Officer for an

extension to suit their needs.

In the case of dinghies and tenders, the above guidance will apply except for the inboard (or landward) half of the Eastern side of the long arm of the jetty where dinghies may be left at all times and for unlimited periods. They may not be left on the Western side of the long arm, or the end of the jetty or on the outer half of the Eastern side which is reserved for dinghy access only.

The area designated as long term dinghy berthing will be marked distinctively in green in due course.

In all the above instances, good seamanship and neighbourliness shall be the norm. In

addition, members should pay attention to the weather forecast and avoid overloading the jetty under any circumstances.

(Revised 28th November 2008)

Modification to by-law 2, 2018 AGM

Piers and Pontoons may be used in the course of members commercial purposes where it is in the Club's best interests, and then only with the prior approval of a majority of the Committee who will ensure that no other members recreational use of the facility is adversely affected or denied.