

Bournemouth & Poole Preservation Club

Rules of Constitution

Name

The name of the Club shall be the “Bournemouth and Poole Preservation Club.”

Aims

The aims of the Club are to promote and encourage all forms of preservation, and to arrange functions and events that promote the Club, and to raise money for any charity chosen by the membership.

Mission

The Club will achieve its aim by arranging various activities and events throughout the year. At least one of these events will have the purpose of raising money for one or more of our chosen charities. The Club will hold a regular Club evening to further these aims and publish a bimonthly newsletter to communicate to its membership.

Membership

Membership of the Club shall be open to any interested persons, any application to join the Club shall be made on a membership application form. A family membership includes two adults and any of their children under the age of 18. At the age of 18 Children of family membership become members and must pay the subscription.

Liability

It shall be a condition of membership of the Club, or as a guest, that neither the Committee or Club members shall in anyway be responsible for any injury of damage to person or property howsoever caused during or while taking part in club activity.

Subscriptions

Members shall pay an annual subscription which shall be due on the anniversary of their joining date. The amount of the subscription shall be decided upon at the Annual General meeting held each year. Membership of the Club will lapse if the subscription remains unpaid after 3 months of the anniversary of their membership renewal date. Only paid-up members shall be eligible to take part in the meetings of the Club. Honorary membership given prior to 2006 will remain in force for those individuals, but any family members will be required to pay for a membership.

Accounts

The financial year shall end the 31st of October in each year, and the accounts of the Club shall be audited within the next 6-month period. The treasurer(s) shall maintain the accounts and submit them to the committee meetings and the annual general meeting and if requested, at any extraordinary general meeting. Members can inspect the accounts by written request to the secretary. Up to three Bank / Investment accounts shall be opened in the name of the Club and cheques shall be signed by two of the authorised committee members.

Annual General Meeting

The annual general meeting of the Club shall be held at the February meeting of the club after each year end. Copies of the audited accounts shall be available for inspection at each AGM. Any item that any member wishes to be included on the Agenda of the AGM must be received in writing by the committee secretary two weeks before the date of the AGM each year.

Extraordinary General Meeting

An extraordinary general meeting shall be called if a request in writing is made to the secretary by at least ten members, stating a valid reason for the meeting. Any request received should allow at least 14 days for the committee to notify Club members and arrange a time/venue for the extraordinary general meeting. All the members making this request must be present at the meeting.

Meeting Quorums

Thirty members, including the committee shall form a Quorum. For a committee meeting a Quorum shall consist of five.

Voting

Only fully paid-up members shall vote at any Club meetings. You must have been a fully paid-up member for a year before any member can vote on a proposal to change any aspect of the constitution. When voting on a change of constitution a two thirds majority is required. Ordinary voting can be a show of hands. Each family membership has two votes, family members under the age of 18 cannot vote.

Officers

The Club shall be administered by the General committee elected at the annual general meeting. This committee shall consist of nine committee members, Chairman, Vice Chairman, Club Secretary, Treasurer, Membership Secretary plus four other committee members. Voting for the election of committee members shall be by ballot at the AGM. In the event of a resignation of a member of the committee, the committee shall have the power to co-opt a substitute member. If more than one member shall resign at the same time, then a replacement shall be elected by the committee. Any member of the Club, elected to serve on the committee of the Club, who shall be absent from more than six meetings in a yearly period except through illness, shall automatically stand down and the committee shall co-opt a substitute member.

Committee Member Nominations

Any nominations for committee must be received in writing two weeks before the AGM. Any nominations must be endorsed by at least three members of the Club.

Each committee member will be elected for a period of three years and will stand down on rotation. The Chairman and the Vice Chairman shall retire from the committee alternately every other year and will alternately Chair the AGM after the retiring committee has stood down. Any committee members standing down by rotation will be automatically eligible for re-election unless they wish to step down permanently. Members nominated to be elected to the committee must be present at the annual general meeting to be eligible. If the retiring committee are willing to stand again then a block voting can be put to the membership. If there are more nominations that committee position a formal ballot will take place.

Guests

Members may invite guests to any of the Club's activities, but such guests shall be bound by the Club rules and members should therefore draw the attention for such guests to the rule of liability. Guests attending more than two meetings must to join the Club if they wish to continue to attend Club events.

Expulsion of members

The committee shall be entitled to expel or suspend any member they consider guilty of violation of the Club rules or of any conduct prejudicial to the best interest of the Club. Any member shall have the right to appeal against the decision of the committee. The appeal panel will be made up of two committee members and one Club member. The decision of the appeal panel will be final. If the appeals panel uphold the decision of the committee no refund of the Club membership will be made.

Use of the Club name

The name Bournemouth and Poole Preservation Club shall not be used in advertising of promoting any event without the written permission of the committee of the Club. No member may purport to represent the Club without the written authority of the Chairman or committee.

Property of the club

All Club possessions, records or other items owned by the Club shall be returned to any committee member immediately the item is not required by the member holding it.

Data Protection Regulation (DPR) 2018

The committee is responsible for compliance with the General Data Protection Regulation (GDPR) as of the 25th of May 2018 in respect of the handling of personal data. The guidelines for this are laid down on the www.gov.uk website.

It effects any organization that collects and stores personal data.

Procedures as follows:

We will request specific consent from members to store their data.

We will undertake to delete members data from when they leave the Club.

A request can be made to view data that is stored by the Club by the individual member.

Data held is used for purposes of Club management i.e. communication to membership of events & newsletters.

Data will not be passed to third parties.

Data is held by the membership secretary.

Safeguarding

The Club internally, or with our dealing outside the club, will not tolerate any abusive or inappropriate behaviour in any shape or form that is not harmonising with current modern day society standards. To protect individuals that could be considered more vulnerable, the Committee has nominated a lead contact for any poor practice or abuse and she/he is contactable through the Club Secretary.

Winding up

When it is resolved by the committee that the Club is no longer a viable activity the Club shall be disbanded, the assets and funds of the club shall be divided between such local charities that are deemed appropriate by the committee.

Rules introduced in the year 1979.

Revision to rules: 1983/1985/2006/2014/ 2016/2024.

Ansvar Insurance P/NO: CCP6100901 Annual Renewal Date 2nd May