

# BRIGHTLINGSEA REGATTA ASSOCIATION

## CONSTITUTION

### 1.0 NAME

The name of the Association shall be the Brightlingsea Regatta Association (hereinafter called "The Association").

### 2.0 OBJECTS

The Association is established:

- 2.1 To organise, promote and manage the Brightlingsea Regatta for the benefit of the Brightlingsea district and surrounding areas.
- 2.1.2 To liaise with the sailing, rowing and yacht clubs and any other relevant maritime associations or individuals of Brightlingsea in the organisation of events on the water for the Brightlingsea Regatta.
- 2.1.3 To organise, promote and manage on-shore events, attractions and entertainment for the Brightlingsea Regatta.

In furtherance of the above objects, but not further or otherwise, the Association may:

- 2.1.4 Obtain, collect and receive money by way of sponsorship, grants, donations, bequests, legacies, stall rent or other lawful method, provided that the Association may not engage in any form of permanent trading.
- 2.1.5 Invest the monies of the Association not immediately required for the furtherance of the said objects in or upon such investments as may be thought fit, subject to the conditions as may for the time being be imposed or required by law.
- 2.1.6 Recruit and train volunteers with relevant skills to carry out the objects of the Association
- 2.1.7 Pay any person or persons, not being a member of the Management Committee referred to below "Committee", to organise or carry on the work of the Association and make all reasonable and necessary provision for the payment of remuneration.
- 2.1.8 Promote and organise co-operation in the achievement of the above objects work with Brightlingsea marine clubs in the furtherance of the above objects in the area of benefit.
- 2.1.9 Do all such lawful things as may be necessary for the attainment of the above objects or any of them.

### 3.0 MANAGEMENT COMMITTEE

- 3.1 The Management Committee shall be responsible for the general management of the Association's affairs and shall consist of a Chairperson,

- Vice Chairperson, Honorary Treasurer, Honorary Secretary, a minimum of one representative from each of Brightlingsea Sailing Club, Colne Yacht Club and University Community Sailing Club and up to 6 other persons or organisations, that have an interest or special knowledge that will be participating in the Regatta, and shall meet not less than 3 times a year.
- 3.2 The positions of Chairperson, Vice Chairperson, Honorary Treasurer and Honorary Secretary shall be appointed at the Annual General Meeting.
  - 3.3 Nominations for the positions in 3.2 shall be given to the Honorary Secretary at least 7 days before the Annual General Meeting. Should the number of nominations exceed the number of vacancies, election shall be by secret ballot of those attending the Annual General Meeting. Should the number of nominations be less than the number of vacancies, further oral nominations may with the approval of the Annual General Meeting be invited from those present and voting at the said Annual General Meeting.
  - 3.4 The Committee elected at an Annual General Meeting shall have the power to co-opt further members who shall serve until the conclusion of the next following Annual General Meeting provided that the number of co-opted members shall not exceed one third of the total membership of the Committee. Co-opted members shall have the right to vote.
  - 3.5 Any person of the Committee who fails to attend 3 consecutive meetings without reasonable excuse shall lose her/his place on the Committee which may be filled by co-option in accordance with Clause 3.4 above.
  - 3.6 The Committee may appoint sub-committees, advisory groups or working parties of committee persons and other agreed persons as it may from time to time feel necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.
  - 3.7 All meetings of the Committee or any of its sub-committees shall be presided over by its Chairperson, or in his/her absence, its Vice Chairperson. If neither are present, those present may elect one of their number to take the Chair. The Chairperson of any meeting shall have a second or casting vote.

#### 4.0 FINANCE

- 4.1 All monies raised by or on behalf of the Association shall be applied to further the objects of the Association PROVIDED THAT nothing herein contained shall prevent the payment of legitimate expenses upon the approved business of the Association.
- 4.2 The Honorary Treasurer will keep proper accounts of the finances of the Association.
- 4.3 The financial year shall be 1<sup>st</sup> January to 31<sup>st</sup> December.
- 4.4 The accounts shall be inspected at least once a year by an Accounts Inspector appointed at the Annual General Meeting.
- 4.5 An inspected statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.
- 4.6 A bank account shall be opened in the name of the Association with Barclays Bank PLC or with such other bank as the Committee shall from time to time

decide. The Committee shall authorise in writing the Honorary Treasurer and one other member of the Committee to be joint authorised signatories and must be approved by both of them.

## **5.0 ANNUAL GENERAL MEETING**

- 5.1 The first Annual General Meeting shall be held not later than 31<sup>st</sup> January 2019 and in each year thereafter. An Annual General Meeting of the Association shall be held at such place and time, not being more than 15 months after the holding of the preceding Annual General Meeting, as the Committee shall determine.
- 5.2 At such an Annual General Meeting the business shall include;
  - 5.2.1 The election of persons to serve on the Committee
  - 5.2.2 The appointment of an Accounts Inspector
  - 5.2.3 The consideration of an Annual Report of the work done by or under the auspices of the Committee
  - 5.2.4 The consideration of inspected accounts
  - 5.2.5 The transaction of such other matters as may from time to time be considered necessary on the proviso that any matters are put in writing to the Honorary Secretary 28 days prior to the Annual General Meeting

## **6.0 SPECIAL GENERAL MEETING**

- 6.1 The Committee may at any time at its discretion and shall upon a requisition signed by not less than 4 persons of the Committee, having the power to vote and giving reasons for the request in writing, call a Special General Meeting of the Association for the purpose of considering such matter.
- 6.2 Within 28 days of the Committee receiving such request shall hold a Special General Meeting.

## **7.0 RULES OF PROCEDURE AT ALL MEETINGS**

- 7.1 All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. In the case of an equality of votes the Chairperson shall have a casting vote.
- 7.2 Minutes shall be kept by the Committee and all sub committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.
- 7.3 The quorum at General Meetings of the Association shall be 6 and at meetings of the Committee shall be 4 or such other numbers as the Committee may from time to time determine.
- 7.4 The Committee shall have power to adopt and issue Rules for the Association. Such Rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by the Association in General Meeting and shall not be inconsistent with this Constitution.

## 8.0 **DISSOLUTION**

- 8.1 If the Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association, that shall call a meeting of the Committee.
- 8.2 If such decision is confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by it or in the name of the Association.
- 8.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Association as the Committee may decide.

## 9.0 **INDEMNITY**

- 9.1 The Association shall indemnify and keep indemnified every officer, committee member and volunteer of the Association from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising therefrom) made or brought against the Association in connection with its activities, the actions of its officers, committee members and volunteers, or in connection with its property and equipment but this indemnity shall not extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission on the part of the officer, committee member and volunteer sought to be made liable. The Honorary Treasurer shall affect a policy of insurance in respect of this indemnity.