

# NORFOLK AND SUFFOLK BOATING ASSOCIATION – RULES

*(‘the Rules’) Last amended 25th November 2024.  
It is planned to adopt a new, incorporated constitution in 2025; for details see our website.*

## 1. Name, Objects and Interpretation

- 1.1 The name of the Association shall be ‘Norfolk and Suffolk Boating Association’ and its objects shall be:
- 1.1.1 to serve, protect and promote the interests of private users of pleasure craft on the Norfolk and Suffolk Broads, related rivers and adjacent coast
  - 1.1.2 to coordinate the regatta fixtures of affiliated clubs and open regatta committees and to publish annually a handbook incorporating a consolidated fixture list
  - 1.1.3 to cooperate with other organisations concerned with the interests of boat users in Norfolk and Suffolk and with matters affecting those interests.
- 1.2 In these Rules the masculine shall include the feminine and the following words or expressions shall unless the context otherwise requires have the following meanings:
- ‘Officers’ means a president, a chairman, a vice-chairman, an honorary administrator, an honorary treasurer, a communicator and an organiser of the handbook referred to in Rule 1.1.2
- ‘Committee’ means the general purposes committee referred to in Rule 3.1
- ‘AGM’ means the meeting of members convened under Rule 7.
- 1.3 The interpretation and enforcement of these Rules are matters within the sole and unfettered discretion of the Committee.
- 1.4 Any amendment of these Rules shall only be made by a majority decision of the members present at a quorate AGM voting in accordance with Rule 7.
- 1.5 Where under these Rules any notice is required to be given by or on behalf of the Association in writing to a member it is sufficient for it to be sent by electronic mail to the last known electronic mail address of the member and proof of transmission shall be deemed to be proof of receipt on the day of transmission regardless of whether it is actually received.
- 1.6 It is the responsibility of each member to keep the Hon Administrator advised in writing of their current correspondence address.
- 1.7 Subject to Rule 1.5 it shall be sufficient for the Hon Administrator to give notice of a general meeting by ordinary second class post to the address held for such purposes and the accidental failure to give notice to or the non-receipt of notice by a member entitled to receive notice shall not invalidate the proceedings at that meeting.

## 2. Membership

Membership of the Association shall comprise: affiliated clubs (which expression shall be deemed to include any identifiable group of individuals by whatever name called); open regatta committees; and individual members.

## 3. General provisions for management

- 3.1 The control and management of the Association shall (except in respect of matters specifically reserved to a general meeting of the members) be vested in a general purposes committee consisting of the Officers and not more than fifteen individual members of the Association elected to the general purposes committee pursuant to Rule 7. The general purposes committee shall decide issues by majority vote but in the event of equality of voting the chairman shall have a casting vote. At meetings of the general purposes committee the quorum shall be five.
- 3.2 The Committee may:
- 3.2.1 determine its own procedures
  - 3.2.2 appoint subcommittees and define their duties including delegation to them of some of its management responsibilities
  - 3.2.3 co-opt not more than three additional members to hold office until the next annual general meeting, provided that such co-opted members shall not be entitled to vote
  - 3.2.4 nominate an individual member to fill any vacancy occurring amongst the Officers
  - 3.2.5 draw cheques, operate bank accounts, and raise money for the objects of the Association on such terms mandates and security as may be thought fit provided always that any borrowing shall only be upon terms that the lender has recourse only to the funds and assets from time to time under the control of the Association and such borrowing is therefore without wider personal liability on the part of members of the Committee and/or members of the Association
  - 3.2.6 do all such other lawful things as are necessary for the attainment of the objects of the Association.

## 4. Admission to membership

Candidates for membership of the Association shall make application to the hon administrator in writing. Any such application by a club or open regatta committee shall be submitted for approval to a meeting of the Committee. Applications from individual members may be approved (but not declined) by the hon administrator but such approval is subject to revocation by the Committee (in its absolute discretion and without giving reasons) within six months of the hon administrator approving the application.

## 5. Subscriptions

- 5.1 Annual subscriptions are payable on the 1st day of January in each year and shall be such sum as the AGM from time to time determines in respect of the following categories of member:
- 5.1.1 affiliated clubs with an annual subscription income not exceeding £500
  - 5.1.2 affiliated clubs with an annual subscription income exceeding £500 but not exceeding £1,000
  - 5.1.3 affiliated clubs with an annual subscription income exceeding £1,000

- 5.1.4 open regatta committees  
5.1.5 individual members.
- 5.2 For the purpose of Rules 5.1 and 7.7.4 any value added tax charged by clubs on subscriptions shall be disregarded in the calculation of their subscription incomes and the annual subscription income taken into account shall be the annual subscription income in the most recent complete financial year of the club concerned.
- 5.3 An annual subscription paid in respect of election after the 31st August in any year shall be deemed to include the subscription for the calendar year following. No affiliated club, open regatta committee or individual member shall be entitled to any of the rights and privileges of membership until their current subscriptions and arrears (if any) shall have been paid.
- 5.4 Not less than 7 days before each annual general meeting of the Association held pursuant to Rule 7 each affiliated club must notify the hon administrator in writing of the amount of their annual subscription income for the purposes of Rules 5.1 and 5.2.
- 6. Cessation of membership**
- 6.1 Any affiliated club, open regatta committee or individual member intending to retire from the Association shall notify the hon administrator in writing of such intention on or before the 31st day of December, otherwise the subscription for the following year shall be payable.
- 6.2 If any affiliated club, open regatta committee or individual member (the "Member Concerned") shall be accused by any other member (including the Committee) of:
- 6.2.1 committing any breach of these Rules for the time being in force  
6.2.2 conduct that might be injurious to the Association or its objects
- then the Committee may refer such accusations to a disciplinary committee created pursuant to Rule 6.3 ("the Disciplinary Committee").
- 6.3 A Disciplinary Committee shall be appointed by the Committee and consist of not less than 5 individual members of the Association (none of whom need be members of the Committee). An individual member of the Association may not be appointed to a Disciplinary Committee if he has or may reasonably be perceived to have any personal connection with the Member Concerned or the accusations that have been made.
- 6.4 Subject to Rules 6.5 and 6.6 a Disciplinary Committee appointed pursuant to Rules 6.2 and 6.3 shall determine its own procedures.
- 6.5 Within 21 days of being appointed a Disciplinary Committee will meet to appoint a chairman from amongst its number and then such chairman will write to the Member Concerned:
- 6.5.1 setting out reasonable details of the accusations made  
6.5.2 inviting him to attend (or make written representations to) a meeting of the Disciplinary Committee (a "Disciplinary Meeting") to be held (at such time and venue as the Disciplinary Committee stipulate) not less than 28 days nor more than 56 days after the date of the letter
- 6.5.3 inviting him to write to the chairman of the Disciplinary Committee at least 7 days before the Disciplinary Meeting indicating which (if any) of the accusations made against him are disputed.
- 6.6 The Member Concerned shall be entitled to adduce evidence to the Disciplinary Committee and to make an explanation to the Disciplinary Committee (either orally or in writing) of their conduct.
- 6.7 At the conclusion of the Disciplinary Meeting or any adjournment thereof the Disciplinary Committee (acting if necessary by majority vote) may impose on the Member Concerned such of the following sanctions (including more than one sanction) as in its absolute discretion it deems appropriate:
- 6.7.1 written reprimand or  
6.7.2 suspension from partaking in any or all of the privileges of membership of the Association for a period not exceeding 2 years or  
6.7.3 (subject to Rule 6.8) expulsion from the Association provided that during any period of suspension the Member Concerned shall be obliged to pay their relevant subscription and in the event of expulsion no refund of subscription shall be due in respect of periods after the date of expulsion.
- 6.8 An expulsion pursuant to Rule 6.7.3 shall take effect 14 days after the conclusion of the Disciplinary Meeting unless the Member Concerned has resigned in the interim.
- 6.9 No appeal shall lie from the decision of the Disciplinary Committee, whose discretion and decision shall be absolute and final, nor shall the Disciplinary Committee be bound to give any reason for its decision.
- 6.10 A letter or notice sent by ordinary first class post, addressed to an affiliated club, open regatta committee or individual member and sent to his or its last known correspondence address, shall be sufficient letter or notice for the purpose of this Rule and shall be deemed to be delivered and received 2 working days after posting.
- 6.11 If all or any part of a subscription remains unpaid after 30th June in the year to which the subscription relates that fact shall be notified by the Association in writing to the affiliated club, open regatta committee or individual member concerned and if the subscription remains unpaid such affiliated club, open regatta committee or individual member shall cease to be a member of the Association automatically two (2) calendar months after the date of such notice (without prejudice to the readmission of such club, open regatta committee or individual member on an application made after payment of all the arrears).
- 7. General meetings**
- 7.1 An annual general meeting shall be held on such day after the 1st day of September in each year as the Committee may decide, provided that the interval between one such meeting and the next shall not exceed 15 months. The business conducted at the meeting shall include:

- 7.1.1 the election (from amongst the individual members) of the Officers and the other members of the Committee
- 7.1.2 approval of honoraria in respect of specific duties
- 7.1.3 consideration of the Association's accounts
- 7.1.4 consideration of the fixture list.
- All the elections and appointments made at an AGM shall be effective until the next annual general meeting and the retiring Officers members of the Committee and other appointees shall then be eligible for re-election and re-appointment.
- 7.2 Unless proposed by the Committee the name of any individual member wishing to seek election as an Officer or other member of the Committee shall be forwarded to the hon administrator, not later than thirty days prior to the date of the annual general meeting.
- 7.3 A special general meeting may be called at the discretion of the Officers or at the direction of the Committee, and shall be called if a written request signed by not less than thirty individual members or made by not less than five affiliated clubs setting out a motion for debate is served on the hon administrator.
- 7.4 Subject to Rule 1.5 notice in writing of any general meeting shall be given to every individual member, affiliated club and open regatta committee not less than fourteen days before the date of the general meeting.
- 7.5 At general meetings, each affiliated club shall be entitled to representation by three nominated members and each open regatta committee by two nominated members in addition to existing members of the Committee.
- 7.6 At general meetings voting shall be by show of hands unless the chairman decides that a ballot should be held and the procedure adopted for such ballot shall be such procedure as the chairman (subject to Rules 7.7 and 7.8) in his absolute discretion decides.
- 7.7 When a ballot is held pursuant to Rule 7.6 then:
- 7.7.1 each individual member shall have one vote
- 7.7.2 each affiliated club falling within Rule 5.1.1 shall have 10 votes
- 7.7.3 each affiliated club falling within Rule 5.1.2 shall have 20 votes
- 7.7.4 each affiliated club falling within Rule 5.1.3 shall have 1 vote (subject to a minimum of 20 and a maximum of 100 votes) for each £50 of annual subscription income
- 7.7.5 each open regatta committee shall have 10 votes.
- 7.8 In matters concerning regatta fixtures each affiliated club and each open regatta committee shall have one vote and individual members shall not have a vote.
- 7.9 At general meetings the quorum shall be fifteen (individual members or representatives of affiliated clubs and open regatta committees) provided that if an individual member is also a representative of an affiliated club or open regatta committee they only count once for the purposes of quorum.
- 7.10 If individual members are also representatives of an affiliated club or open regatta committee they may vote only once on a show of hands but on a ballot may vote both as an individual member and pursuant to

Rule 7.7 on behalf of the affiliated club or open regatta committee they represent.

- 7.11 Subject to Rule 8.2 no resolution passed at a general meeting of the Association shall have binding effect unless notice of the substance of the resolution has been included in the notice of meeting given pursuant to Rule 7.4.

## **8. Alterations to Rules**

- 8.1 Subject to Rule 8.2 any affiliated club open regatta committee or individual member wishing to propose a motion to amend these Rules shall give particulars of the proposal to the hon administrator at least 60 days before the general meeting at which it will be considered and the proposal shall be included in the notice calling the general meeting. A motion to amend these Rules proposed by the Committee only requires to be included in the notice calling the general meeting.
- 8.2 The chairman may permit a motion to amend these Rules to be considered by a general meeting when prior particulars have not been given to the hon administrator and/or notice of the proposal has not been given to members in the notice of meeting in accordance with Rule 8.1 if but only if the chairman is satisfied (in his absolute discretion) that the amendment sought is necessary to correct an obvious error in an existing or proposed Rule.

## **9. Accounts**

The honorary treasurer shall keep accounts of the income and expenditure of the Association and shall submit a statement of account to the AGM for approval. The financial year shall end on the 31st day of August unless that date is varied at a general meeting.

## **10. Adherence to fixture list**

After the publication of the Association's fixture list, no affiliated club or open regatta committee shall arrange or alter the date of an open meeting or regatta (otherwise than in accordance with the list) without the consent of the Committee.

## **11. Data Protection Act**

The personal data of members shall be held and processed in accordance with the provisions of the General Data Protection Regulation.

## **12. Dissolution**

- 12.1 The Association may at any time be dissolved by a resolution passed by 75% of the members at a general meeting.
- 12.2 If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members, such other institution or institutions to be determined by the members of the Association at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.