

## Cruden Bay Harbour Management Committee.

### Constitution

1. That this group shall be called 'Cruden Bay Harbour Management Committee.'
2. That the object of this Non Profit making group shall be to further the interests of and administer the day to day management of the harbour and its surrounding area and other such works as may be deemed appropriate by the membership. The management committee will work in conjunction with, and report to, the appointed Harbour Trustees.
3. That the membership of this group[CBHMC] shall be confined to:
  - a. adults resident within a Five (5) kilometre radius of the harbour itself as shown on the attached extract of the ordinance survey map of Cruden Bay and duly elected at the AGM of the group.
  - b. A non resident who has demonstrated their commitment to the objects of the group may also be nominated for membership and this nomination must be approved by the Trustees . Only one such non resident shall be permitted to serve on the committee at any time.
4. That all persons within the aforementioned area shall be entitled to election to, and representation on, the management committee
5. That the management committee shall be elected at an AGM and shall comprise of:
  - a. chairperson
  - b. vice chairperson
  - c. secretary
  - e. treasurer
  - f. harbour master
  - g. a maximum 4 ordinary adult members

A Trustee is eligible for election as an office bearer on the committee, however if elected they will not have voting rights on the committee. In the event of a tied vote at the committee the issue will require to be addressed to the Trustees for final resolution.

6. That the chairperson shall preside at all meetings of the management committee and in the absence of the chairperson the vice chairperson shall preside, and in their absence the management committee will appoint one of their number to preside.

That the secretary shall be responsible for all correspondence relating to the general running of the group and shall distribute to all interested parties minutes of all meetings and shall retain copies of all such minutes and correspondence for future reference.

That the treasurer shall be responsible for the receipt and banking of all monies and the arranging of payment of all accounts for and on behalf of the group. They shall also provide a financial statement for each management committee meeting and present accounts to an independent auditor appointed by the committee for audit prior to the Annual General Meeting in order to present an audited statement of accounts for the Annual General Meeting.

Harbour Master ( full listing Duties to be defined by the management committee) but will include day to day administration of the harbour collection of dues

7. That the Annual General Meeting shall be held in *Month to be specified* and that the financial year shall end *one Month* preceding the AGM., 28 days notice shall be given by means of public advertisement and that a quorum for the AGM shall consist of not less than 6 members of the management committee and a minimum of 2 Trustees.
  8. That open meetings of the management committee shall be held on the Final Tuesday of each month
  9. That a request for an Extra-ordinary General Meeting may be made in writing stating the purpose of the meeting by;
    - a. the Trustees
    - b. not less than 75% of the management Committee
    - c. not less than 50% of the registered berth holders14 days notice in writing shall be given to all users and public advertisement shall also be provided.
  10. That the management committee shall create general rules for the use and day to day management and reserve the right to review the entitlement to utilise the facility of any person whose conduct is deemed to be detrimental to the interests of the facility.
- That all monies shall be lodged with *BANK of the management committees choice* and that the signatures of the treasurer and one of two nominated members from the management committee shall be required to countersign cheques. The Treasurer shall present a set of independently audited accounts for consideration at each AGM.
12. That none of the foregoing shall be revoked or altered except at the AGM or an EGM called for that express purpose; details of the proposal shall be given in writing to the secretary who shall provide 14 days notice in writing to all members of the date and object of any such EGM. 75% majority of those in attendance at such AGM or EGM shall be necessary to carry an amendment.

Adopted by the trustees

Date

Adopted by the management Committee

Date

Signed



Chairperson  
Signed

Signed



Vice Chairperson  
Signed

Signed



Secretary  
Signed