

## **Norfolk Punt Owners' Association**

### **Rules and Procedures**

1. The Association shall be called the Norfolk Punt Owners' Association (hereafter referred to as the NPOA).
2. An Association Committee (hereafter referred to as the Committee) shall be elected at the NPOA AGM to run the Association. This Committee shall examine boat handicaps, changes to boat or sail measurements and any technical and other issues that might affect the Class in accordance with Section 9:67 of the Norfolk Punt Club Constitution.

The NPOA shall have its own Rules and Procedures so far as these do not conflict with the Constitution of the Norfolk Punt Club. A copy of any such NPOA Rules must be provided to the Honorary Secretary of the Punt Club who shall be notified forthwith of any change in the NPOA Rules and Procedures.

3. Its purpose shall be to encourage and control the building, sailing, racing and development of the Norfolk Punt, in close co-operation with the Norfolk Punt Club, and is deemed to be a sub-committee of the Norfolk Punt Club.
4. This Committee will consist of the Chair (who must be a full member of the Norfolk Punt Club), Secretary, One Measurer and up to five other Punt Owners, ensuring that hardchine, traditional, Morrison and other types of punts, Hickling Sailing Club and the Norfolk Punt Club are, as far as possible, equally represented. The Committee will meet up to two times a year and at least three weeks before the NPOA's Annual Meeting. Other meetings will be called by the Secretary after consultation with the Chair. The Committee will amend any handicaps of groups of boats or individual boats after studying results. The Committee will make any recommendations to the NPOA Annual Meeting after deliberating any technical or other issues. The Committee shall have the right to co-opt further members on a temporary basis.
5. Any members of the NPOA Committee or any sub committee thereto who are not Full Members of the Club shall for so long as they shall serve on the NPOA Committee become Temporary Members of the Club. The granting of Temporary Membership to any member of the NPOA Committee shall not oblige such member to pay any Entrance fee or annual subscription but such Temporary members shall not be entitled to exercise any of the rights and privileges of Punt Club membership and for the avoidance of doubt they shall have no voting rights in Punt Club meetings.
6. All Owners of Punts may attend NPOA Meetings and shall be entitled to vote at Meetings. Voting at the AGM and Special meetings shall be by show of hands and email voting. Email votes must reach Secretary 24hrs before the starting time and date of the meeting. In the case of an equality of votes the Chairman shall have a second or casting vote, on any matter other than the election of members of the Committee.

When an Owner owns more than one Punt he or she shall only have one vote. When a Punt is jointly owner, only one Owner may vote.

7. Non-Owners may attend and speak (at the Chair's invitation) but may not vote.

8. An Annual NPOA Meeting shall be held in the autumn/winter and at this meeting the Chair, the Secretary the two Measurers will be appointed and up to five owners will be elected to the Committee. No business, except the election of the Officers, Measurers and Committee, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such a meeting unless notice thereof be given in writing/email to the Secretary at least twenty eight days before the date of the Annual General Meeting. by a member entitled to vote

Further Meetings may be called by a minimum of five Owners applying to the Secretary in writing. Meetings of the NPOA will be convened by the Secretary giving fourteen days' notice of the date and place and agenda to all Owners in writing or by email. At Owners' Association Meetings ten Owners shall form a quorum.

9. The majority needed at the AGM to approve any changes, or approve any resolutions, will be a simple majority and that resolution or change will take immediate affect
10. The Secretary is also an ex-officio member of the Norfolk Punt Club Committee.
11. All reasonable expenses of the NPOA are covered by the Norfolk Punt Club. All measurement fees are payable to the Norfolk Punt Club. The Norfolk Punt Club owns the Hardchine moulds and the cup for the Travellers' series.
12. Unless a punt's current measurements are recorded by the Measurers and Secretary and the measurement fees paid to the NPC, it will not be deemed to be a punt and its owner will not be eligible to vote at NPOA Meetings. It will also not be eligible to win any trophies at races run by the Norfolk Punt Club.
13. A Norfolk Punt shall comply with the Class Rules approved by the NPOA.
14. When an Owner sells or transfers ownership of his or her punt they shall inform the Secretary as soon as possible.
15. Any new design of Norfolk Punt (not a traditional, hardchine or Morrision) will be placed on a Morrision handicap This handicap may be altered by the Committee when enough results are entered to enable a new handicap to be allocated.
16. Any traditional punts that have been rebuilt (with significant structural work) shall be placed on a handicap equivalent to the hardest of the current traditional handicaps. This handicap may be altered by the Committee when enough results are entered to enable a new handicap to be allocated.
17. Any traditional punt that currently sails with two sails and wishes to sail with a spinnaker shall have its handicap adjusted by the Committee.

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