

# CLEVEDON CANOE CLUB – CONSTITUTION

## 1. Name

The club shall be known as the Clevedon Canoe Club hereinafter known as “The Club”.

## 2. Objects

The objects of the Club are to promote the sport and recreation of canoeing.

## 3. Membership

1. Qualification: Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership
2. Classes of Membership:
  - i. Individual Adult Membership -over the age of 18
  - ii. Family Membership – All members of the same family group.
  - iii. Junior Members -under the age of 18. Those under 14 will only be admitted as part of Family membership
3. Election: Prospective members shall make written application to the Membership Secretary of the Club on the form provided.
4. Restriction: A person who has been expelled from, or refused membership of British Canoeing or any other home nation group (SCA, CW, CANI) shall not be eligible for membership.
5. Acceptance: The General Committee may at its sole discretion, decline to accept any membership or renewal of membership, from any person, without disclosing the reason.

## 4. Subscription

1. The rates of subscription shall be determined by the members in General meeting and shall be due on acceptance and, thereafter, annually.

## 5. Cessation of Membership

1. Any member may resign giving one month's clear notice in writing to the Membership Secretary.
2. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 10 members who are entitled to vote.
3. The Club operates a Rolling Annual membership scheme. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid within 2 months the annual subscription which became due on the anniversary of joining or re-joining the Club. He/she may, however, re-join at any time during that year subject to the provision of 3.3 or 3.5 above.

## 6. Sections

1. The Club may organise various sections to cover the various activities of canoeing.
2. The affairs of each section shall be conducted by a Sub-Committee of up to 5 members of whom the Chairperson or his/her deputy shall serve on the General Committee.

## 7. Disqualification from Holding Office

1. Only members entitled to vote are eligible to hold office, except that a Junior Section Chairperson may be elected by the junior members of the Club, and be entitled to vote at General Committee meetings.
2. Any member, who is under the age of 16 years, shall not be eligible for election to the General Committee of the Club.

## 8. General Committee

1. The General Committee is responsible for the general conduct of the Club's business and activities, and shall conduct the affairs of the Club as a whole.
2. The General Committee shall consist of a Chairperson, Secretary, Treasurer, Membership Secretary and other officers as deemed necessary. Additionally, the General Committee may co-opt no more than 8 members of the Club to its number.
3. Nominations for the position of Chairperson, Club Secretary, Club Treasurer, Membership Secretary and other officers shall be put forward in the form of a motion under the terms of Rule 12.2.
4. The General Committee shall elect a Vice-Chairperson from among its number.
5. The term of office shall be for one year, and members shall be eligible for re-election.
6. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted
7. Special meetings of the General Committee shall be called by the Club Secretary on instructions from the Chairperson, or not less than three committee members.
8. A quorum shall consist of not less than 5 members in the case of the General Committee, and not less than 3 members in the case of the Section Committees.
9. In the case of casual vacancy among the General Committee, the Committee shall appoint another eligible person to act until the next AGM.

## 9. Duties of Committee

1. Chairperson: The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. He or she shall be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of its members. The Chairperson shall represent or arrange for the representation of the Club at BCU regional level and at meetings of other organisations. He/she shall ex-officio be a member of any other committee of the Club.
2. Club Secretary: The Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He/she shall also be responsible for transmitting to the section secretaries all correspondence relating to the particular activities of the section concerned at the earliest opportunity. The Hon Secretary will receive copies of the minutes relating to the meetings of section committees.
3. Club Treasurer: The Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. He/she shall have the power to examine, after giving one week's notice, the books of any section, and shall report any discrepancies to the General Committee. The Treasurer shall audit the books of each section annually and shall produce at the AGM balance sheets showing the financial state of each section and of the General funds, accompanied by the Hon Auditor's report. Cheques should have two signatures. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.
4. Membership Secretary: The Membership Secretary will be responsible for managing acceptance of new members and renewals of existing Club members within the current Membership policy, as laid down by the General Committee. In addition, the Membership Secretary is the appointed Data Guardian and as such shall ensure Member's private data is handled correctly and sensitively.
5. Duties of other Officers: Officers may be elected to be responsible for the following duties:
  - i. Meets Organiser: The Meets Organiser shall arrange a programme of canoeing events and activities.
  - ii. The Social Secretary: The Social Secretary shall organise a programme of social events.
  - iii. Lead Coach: Provides information, support, advice and guidance to other club coaches and prospective coaches as required, and organises Club coach training as necessary.
  - iv. Section Chairpersons: Section Chairpersons shall be elected to over-see the affairs of Section Committees as may be appointed under article 11.
6. The General Committee may appoint Club Members, not necessarily members of the General Committee, to the following duties.
  - i. Child Welfare Officer: The Child Welfare Officer shall be responsible for managing Child and vulnerable Adult protection issues.
  - ii. Newsletter Editor: A Newsletter editor shall be appointed, who is responsible for producing a regular bulletin.
  - iii. Webmaster: A Webmaster shall be appointed, who is responsible for the operation of the Club's website and email facilities.
  - iv. Quartermaster: The Quartermaster shall keep an up-to-date inventory of all Club equipment.

## 10. Resignations and No-confidence motions

1. If the Club Chair chooses to resign before the end of their period of office they must submit their resignation in writing to the Club Secretary.
2. If the Club secretary, Membership Secretary or Treasurer, or any member of the General Committee chooses to resign before the end of their period of office, they must submit their resignation in writing to the Club Chair.
3. Following an early resignation of the Chair, Secretary, Membership Secretary or Treasurer an Extraordinary General Meeting (EGM) must be held. Another Officer may act in their place in the interim period.
4. A motion of no-confidence in any member of the General Committee may be called by either a petition signed by at least 15%, or 10 of the Full Members of the Club (whichever is the greater), or by a simple majority vote at a Club Committee meeting.
5. If a no-confidence motion in an Officer of the Club is called, then an EGM must be held. In order for the no-confidence motion to be carried, it must be supported by two-thirds of those present who are eligible to vote. Normal rules for an EGM will apply (see 12.3)
6. A no-confidence motion in a member of General Committee will be dealt with by the Committee on a simple majority vote basis.

## 11. Section Committees *(if relevant)*

1. The Section Committees shall each consist of a maximum of 5 members elected by the section concerned, one of whom shall be the section Chairperson and/or section Secretary.
2. A Section Committee may nominate other members of the section to serve the Section Committee.
3. Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on the instructions of twenty percent of the members of the Section Committee.
4. The Secretary of each section shall keep minutes of all section meetings and be prepared to produce these if required at General Committee meetings. He/she shall also be responsible for the collection of all monies relating to the section and shall submit a balance sheet showing the financial state of the section at the AGM. He/she shall also be prepared at all General Committee meetings to give a statement of the section's finances.
5. Section Committees may draw up rules and regulations necessary for the efficient management of the section, but such rules and regulations shall not become operative until approved by the General Committee.
6. Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section, or upon a demand signed by not less than twenty percent of the members of the section committee.

## 12. General Meetings

1. An Annual General Meeting shall be held in the spring of each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month of October immediately preceding.
2. Persons intending to stand for elected posts on the General Committee require at least 2 nominees who are entitled to vote. (See section 14)
3. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than 10 members of the Club entitled to vote.
4. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
5. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Club Secretary at least 14 days preceding the AGM, and be signed by 5 members entitled to vote.
6. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the General Committee, in which case voting will be by secret ballot.
7. At all General Meetings the Chairperson will preside or, in his/ her absence, a Chairperson for the meeting will be elected by the voting members present.
8. At all General Meetings not less than 10% of the membership aged 16 or over of the Club shall constitute a quorum.
9. Absences of Quorum: If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned. If anyone is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.
10. Accidental Omission: Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

### 13. Liability

1. The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.
2. All members or other persons who attend club tours or meets do so at their own risk and neither the Club nor its officers can accept any liability for any loss or injury of any kind sustained at any venue, or whilst on a Club tour, meet or other activity.

### 14. Voting

1. Only full members and family members over the age of 16 years are entitled to vote at all meetings.

### 15. Alteration of Constitution

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
2. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

### 16. Auditor

1. Every Annual General Meeting shall appoint a Hon Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

### 17. Distribution of Profits

1. Under no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

### 18. Termination

1. The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities agreed by the meeting which formally terminates the Club.
2. Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the General Committee whose decision shall be final.

### 19. Rules

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities. These will be displayed on the notice board and club website. These will be reviewed on an annual basis together with the Codes of Conduct.

### 20. Declaration

Each member, upon joining, shall sign the following declaration contained within the Membership Application Form:

**"I understand that paddling is undertaken at the risk of those listed on this application, or their Parent / Carer, where applicable. In submitting the completed form, I confirm that no one listed on this application suffers from any disability or medical condition which may render them unfit for strenuous exercise. (Should such a condition exist, this may not necessarily preclude you from membership, but it must be declared to the Club. If you are in any doubt, please contact our Membership Secretary or your doctor)."**