

# Exmoor Canoe Club Constitution

## 1. NAME

The club shall be known as the Exmoor Canoe Club, hereinafter known as THE CLUB.

## 2. DEFINITIONS

**Canoeing** – means all paddle sports including kayaking and paddle-boarding

## 3 OBJECTS

The objects of the Club are to promote canoeing as a competitive and recreational sport.

## 4. MEMBERSHIP

1. Qualification: Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership.

2. Classes of Membership

a. Adult Members aged 18 or over on the 1st April each year.

b. Junior Members will normally be aged 8 or over and will be under the age of 18 on the 1st April each year. (Children under the age of 8 may be granted membership at the discretion of the committee)

c. Family membership – 5 members of a family where at least 1 member but not more than 2 are 18 or over. (The committee may use discretion in applying this rule depending on the individual family circumstances)

d Temporary membership - the committee may grant temporary membership to people tacking part in specific competitive events organised by the club

3. Election: Candidates for election to membership shall make written application to the Secretary of the Club on the form provided.

4. Restriction: A person who has been expelled from, or refused membership of, the British Canoe Union, shall not be eligible for membership. Appeals to this decision must be made in writing to the chairperson who will respond within 14 days.

5. Acceptance: The General Committee may at its sole discretion, decline to accept renewal of membership, from any person. Should this be the case a reason will be given in writing. Appeals to this decision must be made to the chairperson in writing who will respond within 14 days.

6. Visitors: A visitor may attend a club-run regular events for two occasions (in any one year), but then must apply for membership before participation of the next event (third occasion in a year).

7 The general committee may award honorary membership to people who will or have made significant contributions that benefit the club.

## 5. MEMBERSHIP FEES (SUBSCRIPTION)

1 Each applicant accepted for membership shall pay a membership fee,.

2 In addition to the club subscription non-British Canoe members will pay a levee to cover the cost of fees payable by the club to British Canoeing for affiliation of non-BC members.

## 6 SUBSCRIPTION AMOUNT

1. The rates of subscription shall be determined by the members of the General meeting and shall be due on election and, thereafter, on or before the 1st April in each year.

2. The general Committee may increase the fees annually by up to 5% or RPI whichever is the greater without the approval of a general meeting..

3. The general committee may apply a reduction in the renewal fee of up to £5 when paid prior to the 1<sup>st</sup> June to encourage prompt payment

4. A member is eligible to pay half-annual membership fee if they join after 1<sup>st</sup> October, on their first year of membership.

## 7. CESSATION OF MEMBERSHIP

1. Any member may resign giving one month's clear notice in writing to the 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 ten per cent of members who are entitled to vote.

## 8. 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 3 members of whom the Chairperson shall serve on the General Committee.

## 9. 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 18 years shall not be eligible for election to the General Committee of the Club.
3. Any member whose income is from the sale or manufacture of canoes and/or accessories or who is disqualified as an amateur under the rules of Canoe England, will not be eligible for election to the General Committee of the Club, but such a person may be co-opted without voting rights.

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## 10. GENERAL COMMITTEE

1. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer, Welfare Officer and other officers deemed necessary.
2. Nominations for the position of Chairperson, Secretary, Treasurer, Welfare Officer and other officers shall be put forward in the form of a motion under the terms of Rule 13.4.
3. The term of office shall be for one year, and members shall be eligible for re-election.

## 11. 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 roles 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. 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 Secretary will receive copies of the minutes relating to the meetings of section committees.
3. Treasurer: The Treasurer will be responsible for the collection of all monies and shall keep such books of accounts as required by the General Meeting. He/she shall have the power to examine, after giving one weeks' notice, the books of any section, and shall report any discrepancies to the General Committee.

## 12. GENERAL COMMITTEES

1. The General Committee is responsible for the general conduct of the Club's business and activities.
2. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
3. Special meetings of the General Committee shall be called by the Secretary on instructions from the Chairperson, or not less than 3 committee members.
4. Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on instructions of twenty per cent of the members of the Section Committee.
5. A quorum shall consist of not less than five members in the case of the General Committee, and not less than three members in the case of the Section Committees.
6. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

## 13. SECTION COMMITTEES

1. The Section Committees shall each consist of a maximum of 3 members elected by the section concerned, one of whom shall be the section Captain and/or the section secretary.
2. A Section Committee may nominate other members of the section to serve the Section Committee.
3. 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.

4. Section Committees may draw up rules and regulations necessary for the efficient management of the section, but such rules and regulations shall become operative until approved by the General Committee.

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## **14. GENERAL MEETINGS**

1. An Annual General Meeting shall be held in the month of December each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month of November immediately preceding.

2. 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 25% of the members of the Club entitled to vote.

3. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

4. Motions for discussion at the Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon Secretary at least 30 days preceding the AGM, and be signed by 2 members entitled to vote.

5. 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.

6. No member shall be entitled to speak or vote unless all monies owed to the Club by him/her are paid.

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 ten per cent of the members eligible to vote of the Club shall constitute a quorum. At the start of each meeting the chairperson shall inform the meeting of the necessary numbers for 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 until a time and place to be fixed by the General Committee. If a quorum is not present within half an hour of the 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.

## **15 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 of meets do so at their own risk, and neither the Club nor its officers can except any liability for any loss or injury of any kind sustained at headquarters or whilst on a Club trip, meet or other activity.

## **16. VOTING**

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

## **17. 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.

3. The Chairperson shall have a casting vote only.

## **18. AUDITOR**

Every Annual General Meeting shall appoint an independent club member 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.

#### **19. DISTRIBUTION OF PROFITS**

In no circumstance 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.

#### **20. TERMINATION**

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.

#### **21. POWER OF DECISION**

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<sup>22</sup>.

#### **22. SPONSORSHIP**

Any person going for forms of sponsorship should approach the Committee for clarification so as to avoid that person falling foul of the BCU rules on amateur status.

#### **23. RULES**

The rules of the Club are defined within the Exmoor Canoe Club Coaching Policy and Exmoor Canoe Club Safety Policy.

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