

# Wadebridge Canoe Club Constitution

The club shall be known as **Wadebridge Canoe Club**

## **2 AIMS AND OBJECTIVES**

2.1. The aims and objectives of the Club are to:

- Develop knowledge of and a taste for paddlesport and the natural environment in which we operate.
- Promote, provide and facilitate for both recreation and competitive paddlesport
- The club will promote learning and safety through the implementation of best practice.
- The club will promote social interaction amongst its membership.

2.2. In furtherance of the above objectives the Club is committed to treating everyone equally regardless of sex, ethnic origin, religion, disability, or beliefs.

## **3. AFFILIATION**

3.1. The Club shall be affiliated to Canoe England and shall incorporate its rules and regulations:

3.2. In the event that there shall be any conflict between any rule or bylaw of the Club and of the rules and regulations set out above in clause 3.1 the rules above shall prevail.

## **4. MEMBERSHIP**

### **4.1. Limit**

4.1.1 Total membership of the Club shall not be limited, however if the General Committee considers that there is good reason to impose a limit from time to time then the General Committee shall put forward such proposal to a General Meeting of the Members.

### **4.2 Eligibility**

4.2.1. Any person who undertakes to behave in the best interest of the Club's objectives shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs.

### **4.3. Classes of Membership**

- Adult members – over the age of 18 years
- Junior members – under the age of 18 years (on date of joining)

- Those under 8 years old will only be admitted when one or both parents / guardians are members.
- Family members – the spouse and or/or children under 18 years of a full member.

#### **4.4. Election of members**

4.4.1. Candidates for election to membership shall make a written application to the Secretary of the Club on the form provided.

4.4.2. The power of election shall rest with the General Committee.

4.4.3. The General Committee shall be required to give reasons for the refusal for an application for membership in writing.

4.4.4. Any person refused membership may seek an appeal before an appeal panel comprising of 3 members.

### **5. MEMBERSHIP FEES**

5.1. The membership fees (including different classes and joining fees) shall be determined by the members in General Meeting and shall be due on election and, thereafter, on or before 1<sup>st</sup> April in each year.

5.2. Any member that has not paid his/her membership fee for a period in excess of 30 days from the due date shall be immediately suspended from the Club until such payment is received or that Member is deemed to have resigned in accordance with this constitution.

### **6. RESIGNATION**

6.1. Any member may resign by giving one month's notice in writing to the Secretary.

6.2. A member shall be deemed to have resigned from the Club if, after a period of 60 days he/she has not paid the annual subscription which became due on 1<sup>st</sup> April.

### **7. EXPULSION AND DISCIPLINARY ACTION**

7.1. All complaints regarding the behaviour of members should be submitted in writing to the Welfare Officer. Any complaints so received will be dealt with in accordance with the club complaint procedures.

7.2. 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.

7.3. The General Committee may temporarily suspend or exclude a member from particular activities where it is deemed in the best interests of the Club.

7.4. Any member who is temporarily excluded or suspended or has had his/her membership terminated shall have the right to appeal against such decision to an appeal panel which shall comprise of no less than 3 members.

## **8 GENERAL COMMITTEE**

8.1 The General Committee shall conduct the affairs of the Club and shall meet at regular intervals during the year, as required by the business to be transacted.

8.2. Special meetings of the General Committee shall be called by the Honorary Secretary on instructions from the Chairperson, or not less than three committee members.

8.3. The General Committee shall consist of:

- Chairperson
- Vice Chair
- Secretary
- Treasurer
- Website Manager
- News & Public Relations
- Coaching Coordinator
- Welfare Officer-Volunteer Coordinator
- Equipment & Caretaker
- Junior Representative/Coordinator
- Membership secretary
- Fundraising
- Events and Program
- Clubmark Officer (New post)
- Disability

Other officers as deemed necessary by the committee.

8.4. Additionally, the General Committee may co-opt members of the Club to its number. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

8.5. Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and other officers shall be proposed seconded and elected by ballot at the General Meeting of the Members. The term of office shall be for one year, and members shall be eligible for re-election.

8.6. All decisions of the General Committee shall be taken by a simple majority (with the Chair having a casting vote) save that expulsion of a member shall require a two thirds majority of the General Committee.

8.7. A quorum for a meeting of the General Committee shall be three and where a quorum is not present the meeting shall be adjourned to a time and date not less than 7 days from the date of the meeting.

8.8. The General Committee may from time to time appoint from their number such sub-committees as they shall see fit and delegate to them such powers and duties as they may determine.

8.9. The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in performing their duties.

8.10. Any member who is under the age of 18 years shall not be eligible for election to the General Committee.

## **9. FINANCES**

9.1. The Club Treasurer will be responsible for the finances of the club.

9.2. The financial year of the club will end on 30 September. Change to the financial reporting period shall require the approval of the Members in General Meeting.

9.3. 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.

9.4. The club may not make payment to members for participation in the sport which would contravene amateur status nor 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.

9.5. Every Annual General Meeting shall appoint an Honorary 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.

9.6. The Committee shall retain for a period of six years all financial records relating to the Club.

## **10. ANNUAL GENERAL MEETING & EXTRAORDINARY GENERAL MEETING**

10.1. The Annual General Meeting shall be held in the Autumn of each year.

10.2. There shall be laid before the meeting a statement of accounts made up to the 30th day of the month of September immediately preceding the meeting.

10.3. Not less than 21 days notice shall be given specifying to all Members the time and business of the General Meeting.

10.4. A resolution put to 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.

10.5. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Honorary Secretary at least 15 days preceding the AGM and signed by 5 members entitled to vote.

10.6. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on requisition signed by not less than 10 of the members of the Club entitled to vote.

## **11. SAFETY RULES**

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities and should be adhered to by all members.

## **12. DISSOLUTION AND TERMINATION**

12.1. The Club shall not dissolve except by a resolution of an Extraordinary General Meeting passed by an 80% of the Members present and entitled to vote. A date for dissolution must be set and dissolution will take place immediately on that date.

12.2. Following dissolution of the Club any surplus assets (after the discharge of all liabilities) shall be handed over to Canoe England for use in related amateur Sport. 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.

## **13. AMENDMENTS TO THE CONSTITUTION**

The Constitution will only be changed through agreement by majority vote at an Annual General Meeting or Extraordinary General Meeting.

## **14. DECLARATION**

Wadebridge Canoe Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: ..... DATE: .....

Name: .....

*Club Chair*

SIGNED: ..... DATE: .....

Name: .....

*Club Secretary*