

Stockton & Thornaby Canoe Club

CONSTITUTION AND RULES

1 CLUB NAME

The club shall be known as the Stockton & Thornaby Canoe Club. hereinafter known as **THE CLUB**

2 CLUB OBJECTIVES

2.1 To encourage all types of canoeing activities.

2.2 To further the training of members under the guidance of experienced, qualified members and coaches.

2.3 To attain membership of appropriate leagues for the purpose of establishing regular competitive play for the clubs representative teams.

2.4 To offer the following services to members.

2.4.1 Technical information.

2.4.2 Pool facilities (as booked and determined by the club committee).

2.4.3 Use of club equipment and a loan/hire facility.

3 MEMBERSHIP

1 Qualification: Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

3.1 Classes of Membership:

3.1.1 Full Members - over the age of 18 years

3.1.2 Family Members - the spouse and/or children under 18 years of a full member

3.1.3 Junior Members - under the age of 18

3.2 All members are subject to the constitution of the club.

3.3 Membership of the club is open to all individuals provided they comply with this constitution.

3.4 No person shall be refused membership on the grounds of race, age, colour, creed, religion, sex, sexual preference, impairment or disability.

3.5 the annual subscription shall become payable within one calendar month from the date of renewal, as stated on the membership card, or in the case of new members from the date of signing the application form.

3.6 Membership for the club shall be continuous for a period of 12 months from the date of signing the initial application form.

3.7 The committee reserves the right to refuse any application for membership, however this can only be invoked when there is undisputed evidence that the proposed applicant would pose a significant risk to the current members. Once a refusal has been decided upon the reason(s) must be given in writing and forwarded to the applicant. They would then have the right of appeal within 7 calendar days against such a decision, putting this in writing and forwarding it to the club Chairperson.

3.8 Any member who fails to renew membership following a period of grace, as mentioned in 3.5 shall no longer be considered a member of the club.

4 ENTRANCE FEE

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which shall be determined by the members in General meeting.

5 SUBSCRIPTION

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

6 DISQUALIFICATION FROM HOLDING OFFICE

6.1. 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, but is not entitled to vote at General Committee meetings.

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

6.3. Any member whose main income is derived from the sale or manufacture of canoes and/or accessories, or who is disqualified as an amateur under the rules of the British Canoe Union, will not be eligible for election to the General Committee of the Club, but such a person may be co-opted without voting rights.

9 GENERAL COMMITTEE

9.1. The General Committee shall conduct the affairs of the Club as a whole and 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 2 members of the Club to its number.

9.2. Nominations for the position of Chairperson, Secretary, Treasurer and other officers shall be put forward in the form of a motion under the terms of Rule 13. 4.

9.3. The General Committee shall elect a Vice-Chairperson from among its number.

9.4. The term of office shall be for one year, and members shall be eligible for re-election.

9.5 In the event of a casual vacancy occurring on the committee, the said committee shall appoint another person to the vacant position to so act until the AGM.

10 AFFILIATION

10.1 The club shall join the British Canoe Union (BCU) and any other bodies, as the management committee shall consider desirable.

10.2 The financial year shall be January 1st to December 31st.

10.3 All accounts shall be balanced and audited for submission at the AGM.

10.4 The treasurer or any other elected members who Are registered with the bank can sign cheques solely on behalf of the club. Registered signatories need to be unrelated.

10.5 Under no circumstances shall any profits be distributed to the members of the club and any profits so received shall be absorbed into the general fund and be used to further the aims of the club.

11 VOTING RIGHTS

11.1 At the Annual General Meetings (AGM) and Extraordinary General Meetings (EGM), each subscribing paid up member shall have 'one vote' the Chairperson shall have the casting vote.

11.2 At the Management Committee meetings each committee member shall then have one vote, the Chairperson shall have the casting vote.

12 ANNUAL GENERAL MEETINGS (AGM)

12.1 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 immediately preceding the AGM not more than 14 months after the date of the previous AGM.

12.2 Nominations for the Officers and management Committee shall be put forward in the form of a motion, to be lodged with the Secretary, one week before the date of the AGM.

12.3 All members shall be notified of the date of the AGM.

12.4 The AGM shall include the following business

12.4.1 Receive and confirm the minutes of the previous AGM.

12.4.2 Presentation of the clubs audited financial accounts form the previous year.

12.4.3 Presentation of the Chairpersons report.

12.4.4 The appointment of Officers and Management Committee members and the auditor.

12.4.5 The level of membership subscription for the forthcoming year shall be recommended by the outgoing Treasurer.

12.4.6 At any general meeting where a resolution is motioned, the vote shall be decided by a show of hands. An exception to this rule is, where more than one nomination has been received for a position on the Management Committee. In this case then a paper ballot vote will take place and the nominees shall be unaware of the vote.

12.4.7 All members wishing to stand as Officers or Committee members shall attend the AGM.

12.4.8 Accidental omission to give notice of a meeting to, or the non-receipt of a notice of the meeting, by any member shall not invalidate the proceedings of the meeting.

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

12.6 Motions for discussion at 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 members entitled to vote.

12.7 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.

12.8 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.

12.9 At all General Meetings not less than twenty percent of the members of the Club shall constitute a quorum.

12.10 **ABSENCE 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.

13 EXTRAORDINARY GENERAL MEETING (EGM)

13.1 EGM's shall be called at the request of the Chairperson and Secretary, or by no less than three management Committee members or by not less than one third of the voting members.

13.2 At least seven calendar days notice of the EGM's shall be given to all members.

14 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 DISCIPLINARY PROCEDURE

15.1 Any member violating the rules and regulations of the club, or who has behaved in such a manner which is prejudicial to the interests of the club, may be invited to appear before a disciplinary hearing where the members will be provided with the opportunity to rebut or submit complaints alleged.

15.2 A complaint made against a member of the club shall be made in writing. It shall be signed, dated and state the complainant's address, and shall be given to the Chairperson.

15.3 The Chairperson shall then nominate a Disciplinary Committee from members of the Management Committee, at least two members who are not directly related to either complainant or accused.

15.4 The Disciplinary Committee will write to the accused and invite them to a hearing detailing all the points of the complaint, together with a date the committee shall hear the complaint. An invitation to submit, in writing, an explanation of facts applicable to the complaint within fourteen days. The accused member shall be invited to be present at the hearing, in case they may be asked questions, they may have the right to be accompanied at the hearing by a fellow club member or if a junior member then accompanied by a parent/guardian.

15.5 Should the member decline to be present at the disciplinary hearing; the committee will consider the complaint in their absence on the basis of the facts and statements in their possession.

15.6 The disciplinary committee having considered the facts and statements of both parties will decide.

- 1 To reject the complaint
- 2 To warn or reprimand the individual member concerned.
- 3 To suspend the member from the club (for a maximum period of three months)
- 4 To expel the member from the club.

15.7 Once a decision has been issued to a member they have the right of appeal. All appeals must be made in writing within 7 calendar days and sent to the Chairperson of the club, who will hear the appeal. The Chairperson has the final decision to revoke, uphold or alter the original decision of the Disciplinary Committee.

15.8 In the event of clause 15.6.3 or 15.6.4 being activated, no refund of membership subscription shall be made.

16 DISCIPLINARY COMMITTEE

16.1 The disciplinary committee will consist of at least two members drawn from the Officers of the club and/or members of the Management Committee.

16.2 The Chairperson cannot be drafted onto the Disciplinary Committee, just in case there is an appeal, in which case the Chairperson will hear all appeals.

16.3 No person may be a member of the Disciplinary Committee if he/she is the complainant or accused of the complaint. In the event of this the committee shall choose other suitable persons to serve on the committee with full voting rights.

17 LIABILITY

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.

18 VOTING

Only full members, and family members over the age of 18 years are entitled to vote at all

meetings.

18 ALTERATION OF CONSTITUTION

18.1 This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.

18.2 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.

19 AUDITOR

Every Annual General Meeting shall appoint an 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.

20 DISTRIBUTION OF PROFITS

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.

21 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 the BCU 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.

In such an event any surplus assets shall be handed over to a charity or charities.

22 RULES

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities, to include the following:

22.1. No Junior members may canoe alone from the Clubhouse

22.2. No Junior member may take a boat from the Clubhouse unless a responsible adult is present.

22.3. All members must wear buoyancy aids & helmets when on the water.

22.4 Buoyancy aids must be worn by all members crossing the red line on the slipway.

22.5. Juniors must wear buoyancy aids and helmets at all times unless exempted at the express permission of their coach on an organised race training session.

22.6. Juniors may not paddle without a competent adult present until they have passed their BCU 1 Star or Placid Water Grade III Test. Juniors must paddle in groups of not less than three.

23 POWER OF DECISION

Any matter not provided for in this constitution, or the Management Committee whose decision shall be final shall deals with any questions over the interpretation of it.

24 DECLARATION

It is hereby certified that this document represents a true and most up to date version of the constitution of **Stockton & Thornaby Canoe Club**

Chairperson.....

Print

Date

Secretary

Print

Date