

**Castle Canoe Club  
Constitution & Rules**

Updated at club EGM 9<sup>th</sup> September 2018

**1.0 NAME**

The club shall be known as the Castle Canoe Club, hereinafter known as The Club

**2.0 OBJECTS**

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

**3.0 MEMBERSHIP**

**3.1 Qualification**

Any person who undertakes to behave in the best interests of the club shall be eligible for membership.

**3.2 Class of Membership**

There is one class of membership, known as Full Membership, this is available to all persons over the age of 18.

Concession rate of 50% will be available to full time students ,non-waged and those eligible for state pension on receipt of appropriate documentation

**3.3 Application**

Applicants are to complete the Membership form and return to the Secretary of the Club with the appropriate fees.

The General Committee may refuse to accept or renew an application providing they give a full explanation in writing to the unsuccessful applicant.

**4.0 ENTRANCE FEE**

There is no entrance fee

**5.0 SUBSCRIPTION**

5.1 The rates for membership shall be determined by the members in General Meeting.

5.2 Subscription will be due on joining The Club and on or before the 1st June each year.

5.3 Persons joining for a partial year shall be required to pay a Pro Rata proportion of the annual fee.

**6.0 CESSATION OF MEMBERSHIP**

6.1 Any member may resign giving one month's notice in writing to the Secretary. membership fees will not be refunded.

6.2 Any Member violating any of the rules of The Club or being adjudged 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 12 of the members entitled to vote.

6.3 A member shall be deemed to have resigned from The Club if, after due notice in writing, they have not paid the annual subscription within 2 months of the due date. Any person who was a member in the previous year (whole or part) must pay full fees to re-join in the next year, irrespective of the date of re-joining. Any deviation from this must be approved by the committee.

## **7.0 SECTIONS**

7.1 The Club may organise various Sections / SubCommittees to cover the various activities of canoeing.

7.2 The affairs of each Section / SubCommittee shall be conducted by a subcommittee of up to 5 members. The general committee would elect 3 members, with the Section / SubCommittee being able to co-opt a further two members, made up of any club members.

Any Section / SubCommittee reports to the general committee .

7.3 A Section / SubCommittee may only be formed following authorisation of a written proposal submitted to the General Committee.

## **8.0 DISQUALIFICATION FROM HOLDING OFFICE**

8.1 All paid up members are eligible to hold office.

8.2 Any member whose main income is derived from the sale or manufacture of canoes, kayaks 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.

## **9.0 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 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 at the AGM supported by 2 members of the club.

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

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

## **10.0 DUTIES OF COMMITTEE**

### **Committee Roles.**

#### **Chair**

- The chair 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 chair shall attend and chair club and committee meetings, Represent the club at BCU regional level and at other organisations,
- The chair shall organise additional paddling activities that require committee

agreement – for example pool sessions and paddle clinics (require funding agreement).

### **Secretary**

- The Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording and distribution of minutes relating to the general business of the Club.
- The secretary shall organise filing of club minutes & correspondence.
- The secretary shall organise BCU affiliation annually, and insurance if deemed necessary in future.

### **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.
- They shall Liaise with the Bank, Inland Revenue, Hon Auditor etc., the treasurer should bank receipts, have custody of, and ensure proper completion of the club cheque book and paying in book.
- They should regularly ensure records are consistent with the membership secretary records; Cheques made payable from Club funds should have two signatures.
- The Treasurer shall produce balance sheets for the AGM showing the financial state of the club, and present a report from the honorary auditor for the preceding financial year.
- The Treasurer must make the General Committee aware of any existing or potential financial or cash flow problems.
- The treasurer shall recommend any changes to fee levels, & advise on prudent spending levels.

### **Membership Secretary**

- The membership secretary is responsible for the registration of members each year and co-ordinating payments with the treasurer. The information from members is compiled in a database. This information is used for communicating and e-mailing the membership.
- The membership secretary will keep Membership records on Spreadsheet / Database,
- maintain email lists for: Committee members & full Membership
- Produce / update New Members Application Forms & Annual Renewals Forms.
- Regularly ensure records of paid-up membership are consistent with Treasurer's.
- Provide half-yearly statistics on membership level to GLL for invoicing calculation.
- Provide similar statistics for BCU affiliation form.
- Keep register of attendance at club.

### **Social Secretary**

- The social secretary shall co-ordinate a programme of social (& paddling) events during the year. These may include Summer BBQ, Christmas Meal, Video Evening, but could expand to 10 pin bowls, dog-racing, dragon boat racing etc.
- Estimate costs, decide if break-even/subsidised etc. in consultation with committee.

- Collect any charge & liaise with Treasurer re surplus/deficit on events

### **Newsletter Editor**

- The Newsletter editor shall be responsible for producing a regular newsletter.
- Encouraging members to contribute and arranging the distribution.

### **Website Officer:**

- The website officer will maintain the club website.
- They will also answer enquires or pass to committee members as agreed.

### **Safety Officer**

The safety officer will:

- Co-ordinate the duty rota and appropriate support systems to ensure the duty officer is present during sessions
- Ensure that members up to date emergency contact details are held at WRC.
- Liaise with WRC & BCU re safety matters.
- Maintain club policies on safety
- Carry out annual audit of club equipment
- Make recommendations for replacement defective equipment
- Keep updated on latest BCU and GLL safety requirements, and ensure information distributed as necessary

### **Hon Auditor**

Not technically a Committee member.

- The honorary auditor shall check accounts to supporting records & ensure a true & fair view is reflected in the accounts.

### **Sub committee Chairs**

Subcommittee chairs shall be elected to oversee the affairs of sub committees and may be appointed under Article 12 of constitution.

### **Members without Portfolio:**

Additional posts are required by the club from time to time. For example – fund raiser, polo co-ordinator.

## **11.0 GENERAL COMMITTEES**

11.1 The General Committee is responsible for the general conduct of the Club's business and activities.

11.2 The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.

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

11.4 A quorum shall consist of not less than 3 committee members.

11.5 In the case of a casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

## **12.0 SECTION COMMITTEES**

12.1 The Section / SubCommittees shall each consist of a maximum of 5 members elected by the section concerned, one of whom shall be the section captain and/or section secretary.

12.2 Section / SubCommittees shall meet at such intervals as are required to satisfactorily conduct the business of the Section, or upon demand signed by not less than 25% of the members of the Section / SubCommittee.

12.3 The secretary of each section shall keep minutes of all section meetings and be prepared to produce these if required at General Committee meetings. They 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. They shall also be prepared at all General Committee meetings to give a statement of the section's finances.

12.4 Special Meetings of Section / SubCommittees shall be called by the secretaries of the Section / SubCommittees concerned on instructions from the Section / SubCommittees Captain or on the instructions of not less than 20% of the Section / SubCommittees members.

12.5 A quorum shall consist of not less than 3 committee members.

12.6 Section / SubCommittees 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.

12.7 A Section / SubCommittees may nominate other members of the section to serve the Section / SubCommittees.

### **13.0 GENERAL MEETINGS**

13.1 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 March immediately preceding.

13.2 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 12 members of the members of the Club entitled to vote.

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

13.4 Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Secretary at least 14 days preceding the AGM, and be signed by 5 members entitled to vote.

13.5 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, in which case a secret ballot may be preferred.

13.6 At all General Meetings the Chairperson will preside or, in their absence, a Chairperson for the meeting will be elected by the voting members present.

13.7 At all General Meetings not less than 12 members of the Club shall constitute a quorum.

13.8 **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 and 7 days notice given for a re-convened AGM meeting. If again a quorum is not present within half an hour from the time appointed for the adjourned meeting, then the members present shall be a quorum.

13.9 **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.

## **14.0 LIABILITY**

14.1 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.

14.2 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 headquarters or whilst on a club tour or other activity.

## **15.0 VOTING**

All paid up members (including concessions) are eligible to vote at all meetings.

## **16.0 ALTERATION OF CONSTITUTION**

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

16.2 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.

## **17.0 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 income and expenditure accounts and of the balance sheet.

## **18.0 DISTRIBUTION OF PROFITS**

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

## **19.0 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.

## **20.0**

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.

## **21.0 RULES**

The Committee shall be empowered to draw up rules for the safe conduct of paddle sports activities, to include the following;

21.1 All members must abide by WRC rules whilst on the WRC site.

21.2 All members must wear a buoyancy aid whilst on or near the water.