

Leeds Canoe Club Constitution 2014/2015

1. Name

The club shall be known as Leeds Canoe Club (hereinafter referred to as 'The Club').

2. Objects

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

3. Membership

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

3.2 **Classes of Membership:**

3.2.a **Full Membership** - This entitles the holder, who must be over the age of 18, to use club facilities. The holder also has full voting rights.

3.2.b **Family Membership** - This entitles the holder, their partner and/or two children to use club facilities. The holder has one full voting right.

3.2.c **Non-Paddling Membership** - This entitles the holders children to use club facilities. The holder also has full voting rights.

3.3 **Election:** Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall be at the sole discretion of the General Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.

3.4 **Restriction:** A person who has been expelled from, or refused membership of, the British Canoe Union, shall not be eligible for membership. A person who is suspended by the BCU will only be eligible for membership after giving prior written notice to the secretary of the club, hereinafter referred to as the secretary, of his/her suspension and the reason for this.

3.5 **Acceptance:** The General Committee may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

4. Subscription

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

4.2 Membership is a rolling 12 month membership from the date of joining The Club.

5. Cessation Of Membership

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

5.2 Any member violating any of the articles 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 General Meeting if such an appeal is sponsored by not less than 20 per cent of members who are entitled to vote.

5.3 A member shall be deemed to have resigned from the Club if after 28 days of the AGM, dues have not been paid.

6. Sections

6.1 The Club may organise various sections to cover the various activities of canoeing.

6.2 The affairs of each section shall be conducted by a section committee of a minimum of 3 members of whom the Chairperson or his/her deputy shall serve on the General Committee.

7. Disqualification from Holding Office

7.1 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.

7.2 Any junior under the age of 18 years, shall not be eligible for election to the General Committee of the Club.

7.3 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 articles 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.

8. General Committee

8.1 The General Committee shall conduct the affairs of the Club as a whole and shall consist of those persons referred to in article 9 and co-opted members as deemed necessary.

8.2 Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and officers shall be put forward in the form of a motion under the terms of article

12.4.

8.4. The term of office shall run from the date of election until the next AGM, and members shall be eligible for re-election.

9. Duties of Committee

9.1 **Chairperson:** The Chairperson will normally preside at all General Meetings of the Club and at all meetings of the General Committee. He/She shall be responsible for guiding the activities of the club in accordance with its articles and general policy as expressed by the majority to 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.

9.2 **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 at the earliest opportunity. The Secretary shall receive copies of the minutes relating to the meetings of section committees.

9.3 **Membership Secretary:** The Membership Secretary shall be responsible for membership renewal.

9.4 **Social Secretary:** The Social Secretary shall organise a programme of social events.

9.5 **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 Auditors report. Cheques should have at least two signatories. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

9.6 **Welfare officer:** The Welfare officer is responsible for acting as a source of advice about safeguarding and protecting children and vulnerable adults.

9.7 **Volunteers co-ordinator:** The Volunteers Co-ordinator is responsible for organising volunteers and training volunteers to help run events organised by The Club.

9.8 **Web Site Administrator:** The Web Site Administrator shall be responsible for the upkeep of The Club's website and social media..

9.9 **Duties of other Officers:** Officers may be elected to be responsible for the following duties.

9.10 **Recreation Officer:** The Recreation officer shall arrange a programme of canoeing events and activities.

9.10 **Section Chairpersons:** Section Chairpersons shall be elected to over-see the affairs of Section Committees may be appointed under article 12.

9.10.1 Polo Representative.

9.10.2 Junior Representative.

9.10.2 Training Representative.

9.10.3 Pool Officer

10. General Committees

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

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

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

10.4 A quorum shall consist of not less than 50% or 4 members; whichever is the greater, in the case of the General Committee, and not less than 50% in the case of the Section Committees.

10.5 In the case of a vacancy among the Committee, the said Committee can appoint any full member to act until the next AGM.

10.6 Should a committee member cohabit more than one position an additional general committee place will become available.

10.7 The maximum of the committee shall be 13 members.

11. Section Committees

11.1 The Section Committees shall each consist of a minimum of 3 members elected by the section concerned, one of whom shall be the section Captain and/or section secretary. Section Committees, can be formed on request of the

general committee or by request of the section to the general committee

11.2 A Section Committee may nominate other members of the section to serve the Section Committee.

11.3 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 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.

11.4 Section Committees may draw up articles and regulations necessary for the efficient management of the section, but such articles and regulations shall not become operative until approved by the General Committee.

11.5 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.

11.6 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 Section Committee.

12. General Meetings

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 10 March (or nearest bank statement date).

12.2 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 20% of the members of the Club entitled to vote.

12.3 Not less than 28 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

12.4 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 signed by 3 members entitled to vote.

12.5 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 where more than one nomination has been received for a position on the General Committee, in which case voting will be by secret ballot.

12.6 At the General Meetings the Chairperson will preside or, in His/her absence, a Chairperson for the meeting will be elected by the voting members present.

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

12.8 **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 until a time and place to be fixed by the General Committee. If a quorum is not present within half an hour appointed for the Adjourned Meeting, the members present shall be a quorum.

12.9 **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.

13. Liability

13.1 The General Committee shall manage the affairs of the Club. Officers shall not incur personal liability in the reasonable exercise of their office.

13.2 All members or other persons who attend club tours or meets do so at their own risk, and neither the Club, its officers or its members can accept any liability for any loss or injury of any kind.

13.3 Members shall be responsible for any damage to property of the club caused by them or any visitor introduced by them and the committee shall determine the amount of such damage.

14. Voting

Only full members, non-paddling members and family members or their partners are entitled to vote at meetings

15. Alteration of Constitution

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

15.2 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 its behalf.

16. 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.

17. Distribution of Profits

In no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objectives of the club.

18. Termination

The club shall not terminate except by a resolution of a Special General Meeting convened solely for this 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.

19. 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 is final.

20. Articles

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

1. No Junior may canoe alone from the Clubhouse.
2. No Junior may take a boat from the Clubhouse unless a responsible adult is present.
3. All Juniors & Novices must wear buoyancy aids and helmets on outdoor water at all times unless exempted at the express permission of their coach on an organised session.
4. Juniors may not paddle without a competent adult present until they have passed their BCU 2 Star Test. Juniors must paddle in groups of not less than three, all of whom must be competent for the conditions.

21. Boat Bays

21.1. Fees for Boat Bays shall be determined by the members in General Meeting and are due at the time as subscription.

21.2 Boat bays shall be allocated to members upon request, by the Membership Secretary..

21.3. All boats left in the Clubhouse, without payment of Bay Fees or not in Bays, after a period of 1 month may be removed from the premises. The boats will only be returned upon payment of a recovery/storage fee determined by members in General Meeting.

21.4. All boats left in the care of the club, shall after a period of 6 months without payment, be deemed to be abandoned and may be disposed of or used by the club in the interests of the members.

22. Members Boat Bays Keys

22.1 Keys to the Members Boat Bays are available in return for a deposit. All keys remain the property of the club and must be surrendered upon request or termination of membership. No copies of keys must be made by members.

23. Interpretations

23.1 All officials shall be Honorary.

23.2 The expression "Holders Children" refers equally to their children or children in their care under the age of 18.

23.3 Canoe/Canoeing refers equally to canoeing and kayaking.

23.4 The interpretation or meaning of any club rule(s) shall be decided by the committee.

24. Declaration

I am fully aware that canoeing is a risk sport that can involve strenuous exercise. I am also aware that Leeds Canoe Club takes part in every kind of kayaking/canoeing activity.

I confirm that – I/myself, my partner and my children can swim and do not have any disability or medical condition, which would affect my/their ability to canoe safely with the club.

Because of the nature of canoeing I accept that – I am / my partner /and my children are all –personally responsible for assuming all risk and responsibility for my / their own safety when canoeing with the club or taking part in any other of the club's activities without any liability whatever on the part of the club, its' committee or its' members.

I further state (as a family or non-paddling member) that I am satisfied that my children are sufficiently responsible and competent to assume full responsibility for their own safety when canoeing with the club or taking part in any other of the clubs activities with or without myself being present.