



# **SOUTH AVON CANOE CLUB**

## **CLUB CONSTITUTION**

### **1. NAME**

The Club shall be known as the SOUTH AVON CANOE CLUB hereinafter known as THE CLUB.

### **2. OBJECT**

The object of the club is to promote the sport of canoeing.

### **3. MEMBERSHIP**

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

**3.2.** Classes of membership:

**3.2.1.** Full members – aged 16 and over

**3.2.2.** Junior members – under the age of 16

**3.2.3.** Family members

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

### **4. ENTRANCE FEE**

Each applicant for membership shall, if their application be accepted, be required to pay an entrance fee, the amount of which shall be determined by the member of the General Committee.

### **5. SUBSCRIPTION**

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 1<sup>st</sup> February each year.

### **6. CESSATION OF MEMBERSHIP**

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

**6.2.** Any member violating rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled and may appeal to a Special General Meeting if such an appeal is sponsored by not less than 6 members.

**6.3.** A member shall be deemed to have resigned from the Club if after due notice in writing they have not paid by 1<sup>st</sup> May the annual subscription that became due on the previous 1<sup>st</sup> February. They may however rejoin at any time during that year without payment of any entrance fee.

### **7. AUTHORITY OF EVENT LEADER/INSTRUCTOR**

The decision of the leader/instructor in charge of any club event will be final.

### **8. SECTIONS**

- 8.1. The club shall organise various sections to cover the club activities
- 8.2. The affairs of each section shall be conducted by a sub-committee of at least 3 members, of which the leader or their deputy shall serve on the General Committee.

#### **9. GENERAL COMMITTEE**

- 9.1. The general committee shall conduct the affairs of the Club as a whole and shall consist of: a Chair, Secretary, Treasurer, Membership Secretary and any other officers as necessary. Additionally, the General Committee may co-opt not more than 4 members of the club to its number.
- 9.2. Nominations for the position of Chair, Hon. Secretary, Hon. Treasurer, and other officers shall be put forward in the form of a motion under the terms of rule 13 sub-section 13.4
- 9.3. The General Committee shall elect a Vice-Chair from among its numbers.
- 9.4. The term of office shall be for 1 year and members shall be eligible for re-election, except that the position of chair be held for a maximum period of four consecutive years by one person.

#### **10. DUTIES OF THE COMMITTEE.**

- 10.1. Chair: The Chair will preside at all General Committee 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 rules and general policy as expressed by the majority of its members. He/she shall represent the Club at meetings of other organisations. He/she shall ex officio be a member of any other Committee of the Club
- 10.2. Hon Secretary: The Hon Secretary will be responsible for the organisations of meetings of the General Committee and of the club, 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 section secretaries all correspondence relating to the particular activities of the section concerned at the earliest opportunity. He/she will receive copies of the minutes relating to section committee meetings.
- 10.3. Hon Treasurer: The Hon Treasurer will be responsible for the collection of all Club monies and shall keep such books to account as required by the General Meeting. He/she shall have power to examine, after giving one week's notice, the books for any section, and shall report any discrepancies to the General Committee. He/she shall audit the books of each section annually and shall produce at the Annual General Meeting balance sheets showing the financial state of each section and of the General Funds, accompanied by the Hon Auditor's report.

#### **11. COMMITTEES.**

- 11.1. The General Committee is responsible for the general conduct of the club business and activities.
- 11.2. The General Committee shall meet not less than 4 times at regular intervals during the year.
- 11.3. Meetings of the General Committee shall be called by the Hon. Secretary on instructions from the Chair or not less than 3 committee members
- 11.4. Meetings of the Section Committees shall be called by the secretaries of the sections concerned, or on instructions from a member of the section committee.
- 11.5. A quorum shall consist of not less than 5 members in the case of the General Committee and not less than 2 members in the case of the Section Committees.
- 11.6. In case of casual vacancy among the General Committee the said Committee shall appoint another eligible person to act until the next A.G.M

#### **12. SECTION COMMITTEES.**

- 12.1. The Section Committees shall each consist of at least 3 members elected by the section concerned, one of whom shall be the section captain and/or section secretary.

**12.2.** Section Committees 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.

**13. GENERAL MEETINGS.**

**13.1.** The Annual General Meeting shall be held in the month of April of each year. There shall be laid before the meeting a statement of accounts made up to the last day of January immediately preceding.

**13.2.** An Extraordinary General Meeting shall be called on the instructions of the majority of the General Committee, or on a requisition signed by not less than 50% of the members of the Club.

**13.3.** Not less than 23 days clear notice shall be given specifying the time and general business of the Annual General Meeting.

**13.4.** Motions for discussion at the AGM not originating from the General Committee shall be lodged with the Secretary on or before the last day of February preceding, and shall be signed by at least 2 members.

**13.5.** At the AGM resolutions put to the vote of the meeting shall be decided by a vote of hands, except where more than one nomination has been received for a position on the General Committee, in which case voting shall be by a secret ballot.

**13.6.** At all General Meetings the Chair shall preside, or in his/her absence a Vice-Chair shall be elected by the committee.

**13.7.** At all General Meetings not less 10% of all members of the Club shall constitute a quorum.

**13.8.** 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 members shall be dissolved. In any other case the meeting shall be adjourned until such a time and place to be fixed by the General Committee. If a quorum is not present after half an hour from the time appointed for an adjourned meeting the members present shall be a quorum.

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

**14. LIABILITY.**

**14.1.** The General Committee shall manage the affairs of the club. Financial or legal liability incurred in the rightful exercise of their offices shall not however be the personal responsibility of the Committee but shall be the responsibility of the Club as a whole.

**14.2.** All members and 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 while on club tours or meets.

**14.3.** All members shall be properly equipped for the activity in which they are participating

**15. ALTERATION TO RULE.**

**15.1.** This 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 two-thirds of the Club members present at the General Meeting and voting on the resolution.

**16. AUDITOR.**

Every AGM shall appoint an Hon. Auditor who shall at least once per year examine the account of the Club and ascertain the correctness of the income and expenditure of the account and balance sheet.

**17. DISTRIBUTION OF PROFITS.**

In no circumstances can any profit be distributed to members, but any profit earned shall go to furthering the objectives of the Club.

**18. TERMINATION.**

The club shall not terminate except by a resolution of special general meeting for that purpose, and in such an event any surplus assets shall be handed over to a body or bodies with similar objectives, or to a charity or charities.

**19.** Any matter not provided for in the constitution, or any question over interpretation of it, shall be dealt with by the General Committee whose decision shall be final.

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The above is the constitution of South Avon Canoe Club as adopted at the club's inauguration on October 1987, and as amended by proper resolution at General Meetings since that time.

**20. DECLARATION:**

**Signed:**

**Date:**

**Name:**

**Position: Club Chair**

**Signed:**

**Date:**

**Name:**

**Position: Club Secretary**