

CLUB CONSTITUTION

1 TITLE

1.1 The Club shall be called Duddon Canoe Club hereafter to be referred to as “the Club” and shall be affiliated to Canoe England the National Governing Body.

2 OBJECTS

2.1 To foster and promote paddlesport (as recognised by the British Canoe Union) at all levels, providing opportunities for recreational and competition paddling.

3 MEMBERSHIP

3.1 Membership of the Club shall be open to any person who undertakes to behave in the best interest of the Club’s objectives regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs.

3.2 There shall be 4 of classes of membership available:

3.2.1 Individual Adult Member (18 and over)

3.2.2 Individual Junior Member (under 18 years of age)

3.2.3 Family Member

3.2.4 Honorary Member

3.3 Individuals shall be considered to be voting members of the Club provided that they are 16 years old and their membership fees are paid in full on the date of the vote taking place. Voting members shall be entitled to vote for the purposes of electing officers to the General Committee (Clauses 4.1 & 4.2) at any meeting where such a vote takes place and at which they are present (subject to Clause 3.6).

3.4 Each named family member shall be entitled to a single vote (subject to Clause 3.3).

3.5 Honorary members shall be entitled to a single vote (subject to Clause 3.3).

3.6 If a voting member is not able to attend a meeting he or she may be entitled to vote by email or letter or by written proxy presented to an Executive officer prior to the start of the meeting.

3.7 In the event of any vote being tied, after all votes cast are counted, the Chairperson (or nominated deputy, being a voting member of the Club) shall have a 2nd casting vote.

4 GENERAL COMMITTEE

4.1 The affairs of the Club shall be managed by a General Committee comprising of the Officers of the Club (Clause 6.1 6.2) plus two additional elected members.

4.2 The two additional General Committee members shall be nominated from and by the voting members and appointed following a vote by those voting members present at the relevant meeting (subject to Clauses 3.6).

4.3 The General Committee shall meet at agreed intervals and not less than four times a year.

4.3.1 General committee meetings shall be open to all elected officers and club members. Club members will not be allowed to vote.

4.3.2 To be quorate the meeting should consist of 5 voting members 2 of which must be executive officers plus 3 others.

4.4 The duties of the General Committee shall be to:

4.4.1 Manage the affairs of the Club on behalf of the members.

4.4.2 Co-opt additional members to the Committee as deemed necessary.
Co-opted members shall not be entitled to a vote on the Committee.

4.4.3 Reach decisions on the basis of a simple majority vote.

4.4.4 Ensure that the Treasurer maintains accurate and detailed accounts of club finances. These should be available for reasonable inspection by members and should be audited before every A G M.

4.4.5 Determine financial commitments on behalf of the membership. Authority to spend club funds shall be granted only after consideration by General Committee members and approved by simple majority.

4.4.6 Maintain a bank current account; cheques drawn on such requiring signatures from 2 of the executive officers.

4.4.7 Any individuals buying items on behalf of the club on agreement by the committee will be reimbursed when a receipt and requisite form are handed to the treasurer.

5 ELECTION OF OFFICERS

5.1 All Officers shall be elected at an Annual General Meeting or Special General Meeting of the Club from and by voting members of the club.

5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

5.3 Executive Officers must be at least 18 years old on the date they are elected to post.

5.4 In the event of a seconded nominee standing unopposed a vote shall be taken on a “for or against” basis with a simple majority of votes cast at the meeting (subject to

Clause 3.7) determining the outcome.

6 OFFICERS

6.1 The Executive Officers of the Club shall be as follows:

- Chairperson
- Secretary
- Treasurer

6.2 Additional Officers shall include

- Welfare officer
- Quartermaster
- Coach organiser
- Youth Officer
- Whitewater Representative
- Sea Kayaking Representative
- Racing Representative
- Touring / OC Representative
- Family Representative
- Youth Representative (under 18)

Plus any other post which may be deemed necessary at an A G M.

6.3 Officers and Discipline Representatives will report to / advise the General Committee on matters concerning their area of reference on behalf of the wider membership of the Club.

6.4 Any Officer may also fill a Discipline Representative position.

6.5 Discipline representatives shall be responsible for running occasional activities within their respective discipline.

6.6 Role descriptions defining the roles and responsibilities of all Club officers and representatives shall be provided.

7 GENERAL MEETINGS

7.1 The Annual General Meeting (AGM) of the Club shall be held no later than the end of June each year.

7.2 21 days notice of an AGM shall be given to Members by circulating a copy of the notice to every member at their home address or by email where the email address is available and by posting the notice on the Club notice board and club website.

7.3 Members must advise the Secretary in writing of any business to be moved at the AGM at least 14 days before a meeting.

7.4 The Secretary shall circulate the agenda for the AGM to Members not less than 7 days before the meeting.

7.5 The business of the AGM shall be to:

7.5.1 Confirm the minutes of the previous Annual General Meeting and any Special Meetings held since the previous AGM.

7.5.2 Receive the audited accounts for the year from the Treasurer.

7.5.3 Receive annual reports from the Officers and Representatives of the club.

7.5.4 Elect Officers and Representatives of the Club.

7.5.5 Review Club subscription rates and agree them for the forthcoming year.

7.5.6 Transact such other business received by the Secretary (Clause 7.3)

Note: The agenda could provide for “Any Other Business”, but Members should be encouraged to refer other items to the General Committee and give the required notice. The Chairperson elect shall determine if matters proposed under Any Other Business will be discussed at an AGM or SGM but votes on such matters will not be undertaken except in exceptional circumstances, to be agreed by the incoming General Committee by simple majority vote.

7.6 Special General Meetings (SGM) may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 4 voting members of the Club. At least 21 days notice of the meeting shall be given (as per Clause 7.2).

7.7 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the AGM or SGM, or in person on the night. Nominations may only be made by voting members and must be seconded by another voting member.

7.8 At all Meetings, the Chair will be taken by the Chairperson or, in their absence, by a Deputy appointed by the those voting members attending the meeting (subject to Clause 3.5).

7.9 Decisions made at an AGM or SGM shall be by a simple majority of votes cast by voting members (subject to Clause 3.7). In the event of a vote being tied the Chairperson or Deputy shall be entitled to an additional casting vote.

7.10 A quorum for an Annual or Special General Meeting shall be 3 voting members and 4 officers of the Club including 2 from the Chairperson, Secretary and Treasurer and the appropriate prior notice of the meeting must be provided to all members (Clause 7.2).

8 EXPULSION AND DISCIPLINARY ACTION

8.1 All complaints regarding the behaviour of members should be submitted in writing to the Welfare Officer.

8.2 On receipt of such a complaint, the Welfare Officer will discuss the matter with the Executive Committee who will deal with the matter according to the Club Disciplinary Procedure.

8.3 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, expelled or have their membership terminated.

8.4 The General Committee may temporarily suspend a member from particular activities where it is deemed to be in the best interests of the Club.

8.5 Any member who is suspended, expelled or has his/her membership terminated shall have the right to appeal against such decision to an appeal panel which shall comprise of the Chairperson and at least 2 additional General Committee.

9 ALTERATIONS TO THE CONSTITUTION

9.1 Any proposed alterations to the Club Constitution may be adopted only at an AGM or SGM convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a voting member of the Club and seconded by another voting member. Such alterations shall be adopted by simple majority vote by those voting members present at the meeting (subject to Clause 3.6), assuming that a quorum has been achieved (Clause 7.10).

10 DISSOLUTION

10.1 If at any General Meeting at the Club, a resolution be passed calling for the Dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss the vote on the resolution.

10.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the full members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club, but shall be given or transferred to Canoe England for distribution to BCU/CE affiliated kayak or canoe clubs in the Cumbria region (ie Cumbrian kayak or canoe clubs supported by the CE Cumbria Regional Development Team)

11 INTERPRETATION

11.1 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.

12 DECLARATION

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

SIGNED:

DATE:

Name:

Chairperson:

SIGNED:

DATE:

Name:

Club Secretary: