



## **BATTERSEA CANOE CLUB CONSTITUTION**

### **1. NAME**

- 1.1 The Club shall be known as the Battersea Canoe Club, hereinafter referred to as the Club

### **2. AIMS AND OBJECTIVES**

- 2.1 The aim of the Club is to promote and facilitate participation in the sport and recreation of canoeing and kayaking.
- 2.2 The objectives of the Club are to:
- Provide facilities for the sport and recreation of canoeing and kayaking
  - Provide coaching, competitive, recreational and social opportunities in the sport
  - Ensure a duty of care to all members of the Club
  - Promote and practice a positive health and safety culture at all times
  - To improve and progress kayaking and canoeing skills
- 2.3 In furtherance of the above objectives, the Club is committed to treating everyone equally regardless of age, gender, ability, disability, religion or belief, race, ethnic origin, nationality, social status or sexual orientation as outlined in the Club's Equality Policy.

### **3. AFFILIATION**

- 3.1 The Club shall be affiliated to Canoe England and shall incorporate its rules and regulations as appropriate.

### **4. MEMBERSHIP**

#### **4.1 Limit**

- 4.1.1 Total membership of the Club shall not be limited, however if the General Committee considers that there is a good reason to impose a limit from time to time then the General Committee shall put forward such a proposal to a General Meeting of the Members.

#### **4.2 Eligibility**

4.2.1 Any person over the age of 18 who is able to swim and undertakes to behave in the best interest of canoeing shall be eligible for membership regardless of age, gender, ability, disability, religion or belief, race, ethnic origin, nationality, social status or sexual orientation.

### 4.3 Classes of Membership

4.3.1 Guests are welcome to attend Club activities but will not gain any benefit of membership, (such as cheap session rates, voting rights etc). Guests are required to complete a participation form before participating in a Club event. This form will contain a declaration about age, ability to swim, any relevant health issues, emergency contact details, disclaimer etc. If a guest attends more than 3 sessions he/she will be encouraged, and expected, to become a member at the earliest opportunity.

4.3.2 The following membership categories are available:

- **Full Members:** Members of the Club whose application for membership has been accepted by the Club Secretary. A Full Member must comply with the Members Code of Practice and other procedures and policies issued by the Committee from time to time. Full Members are entitled to vote at a General Meeting. Only Full Members (and Life Members) are eligible to represent the Club in competitions, unless tournament rules allow otherwise and no liability can be assumed by the Club, for example in canoe polo competitions.
- **Associate Members:** Principally for people who do not live locally, who wish to remain in contact with the Club through e-mail distribution lists, but do not partake in regular Club activities. Associate Members shall be entitled to attend Club trips without payment of the non-members premium. Associate Members have no voting rights.
- **Life Members:** Life membership can only be awarded to a long-term member, who has contributed a significant amount of time and energy for the benefit of the Club. This is a prestigious award that can only be made following nomination and full approval of the General Committee. Life members have the same rights as Full Members, but are not required to pay membership fees.

### 4.4 Election of Members

4.4.1 Candidates for election for Membership shall make an application to the Secretary of the Club on the Membership form available from the Club website or Secretary. This form will contain a declaration about age, ability to swim, any relevant health issues, emergency contact details, disclaimer etc.

4.4.2 The power of election shall rest with the General Committee. The General Committee shall be required to give reasons for the refusal for an application for membership in writing.

4.4.3 A person who has been expelled from or refused membership of the British Canoe Union (the BCU) or the governing Union or Association of their country

of origin or of any affiliated clubs of those organisations, may be declined membership.

The General Committee may at its sole discretion, decline to accept membership or renewal of membership, from any person, for good cause, such as conduct or character likely to bring the Club or sport into disrepute.

- 4.5 Any person refused membership may seek an appeal. The appeal should be lodged within 28 calendar days. The appeal panel will comprise of no less than three members, plus the club Chair (with a casting vote) if appropriate. Volunteers from the membership will be sought, and will only include those members who have not already voted on the matter. The club will aim to establish the appeal panel within 8 weeks, with the hearing as soon as is reasonably possible thereafter.

## **5. MEMBERSHIP FEES**

- 5.1 The membership fees shall be determined by the members in the Annual General Meeting and shall be due on election and, thereafter, on or before 01 October each year.
- 5.2 Any member that has not paid his/her membership fee for the period in excess of 30 days from the due date shall be immediately deemed to have resigned from the Club until such payment is received or that Member is deemed to have resigned in accordance with this constitution.
- 5.3 All elected Members shall at all times abide by the rules of the Club (this Constitution), the Members Code of Practice, Club Operating and Safety Procedures, and other policies and procedures as advised by the General Committee from time to time.

## **6. RESIGNATION**

- 6.1 Any member may resign by giving one month's notice in writing to the Club Secretary.

## **7. EXPULSION AND DISCIPLINARY ACTION**

- 7.1 All complaints regarding the behaviour of members should be submitted in writing to a member of the General Committee. All complaints will be dealt with in accordance with the Club Operating and Safety Procedures.
- 7.2 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 or expelled.
- 7.3 The General Committee may temporarily suspend or exclude a member from particular activities where it is deemed in the best interests of the Club.

7.4 Any member who is temporarily excluded or suspended or has had his/her membership terminated shall have the right to appeal against such a decision to an appeal panel which shall comprise of no less than three members. The appeal should be lodged and dealt with in accordance to section 4.5. Further details can be found in the Club Operating Procedures.

## **8. GENERAL COMMITTEE**

8.1 The General Committee shall conduct the affairs of the Club and shall meet at regular intervals during the year, as required by the business to be transacted.

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

8.3 The General Committee shall be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club.

8.4 The General Committee shall consist of Chairperson, Secretary, Treasurer and other officers as deemed necessary.

Optional offices: Publicity Officer, Trips Coordinator, Kit Officer, Health and Safety Officer, Welfare Officer, Coaching Coordinator, Social Secretary and others as deemed necessary. Details of these offices and their roles and responsibilities shall be maintained and made available to all members, (e.g. on the club website).

8.5 Additionally, the General Committee may co-opt no more than three members of the Club to its number. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

8.6 Nominations for the position of Chairperson, Secretary, Treasurer and other officers shall be proposed seconded and elected by ballot at the General Meeting of the Members. The term of office shall be for one year, and members shall be eligible for re-election.

8.7 All decisions of the General Committee shall be taken by a simple majority, (with the Chair having a casting vote), except that expulsion of a member shall require a two-thirds majority of the General Committee.

8.8 A quorum for a meeting of the General Committee shall be three and where a quorum is not present the meeting shall be adjourned to a suitable time and date.

8.9 The General Committee may from time to time appoint from their number such sub- committees and / or advisers as they shall see fit and delegate to them such powers and duties as they may determine.

- 8.10 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in performing their duties.
- 8.11 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.
- 8.12 Any matters 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.

## **9. FINANCES**

- 9.1 The Club Treasurer will be responsible for the finances of the club.
- 9.2 The financial year of the club will end on the last day of September. Any change to the financial year shall require the approval of the Members in General Meeting.
- 9.3 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.
- 9.4 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.
- 9.5 Every Annual General Meeting shall appoint an 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.
- 9.6 The Committee shall retain for a period of six years all financial records relating to the Club.

## **10. BORROWING**

- 10.1 The General Committee may borrow money on behalf of the Club from time to time only with the prior approval of the Members in General Meeting.
- 10.2 The General Committee shall have no power to commit the personal liability of any Member when seeking borrowing.

## **11. PROPERTY**

- 11.1 All property of the Club, excluding cash at bank, shall be vested in no less than two Members acting as custodians – the polo representative(s) and kit

officer. Such custodians shall act in accordance with the instructions of the General Committee when dealing with the property of the Club.

- 11.2 The custodians shall be elected at General Meeting by the Members and shall hold such position until removed at General Meeting or death.
- 11.3 The custodians shall be indemnified and kept indemnified by the Members against all losses costs and liabilities they may suffer as a result of the position as a custodian.
- 11.4 Damage Club boats and equipment must be reported immediately to the Kit Officer or appropriate committee member.
- 11.5 Club Members will be liable for any damage or loss to Club boats and equipment, which the Club Committee considers has been caused by negligence on the part of the user.

## **12. ANNUAL GENERAL MEETING & EXTRAORDINARY GENERAL MEETING**

- 12.1 The Annual General Meeting shall be held in the Autumn of each year (usually in September).
- 12.2 There shall be laid before the meeting a statement of accounts made up to the last day of the month (usually August) preceding the AGM.
- 12.3 An Extraordinary General Meeting (EGM) shall be called on the instructions of a simple majority of the General Committee, or on requisition signed by not less than 25% of the members of the Club entitled to vote.
- 12.4 Not less than 21 days notice shall be given specifying to all Members the time and business of the General Meeting (AGM or EGM).
- 12.5 The agenda for the AGM shall follow the format below:
  - Chairperson's Welcome
  - Apologies for Absence
  - Chairpersons Report / Summary of the year Reports from Committee Members
  - Auditors Report and Approval of Accounts
  - Matters arising from the previous years minutes
  - Review of the Club Membership fee
  - Motions for consideration by the Members Election of new Committee Members
  - Any other business
- 12.6 A resolution put to 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.

12.7 Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Honorary Secretary at least 14 days preceding the AGM and proposed by 2 members entitled to vote.

**13. SAFETY RULES**

13.1 The General Committee shall be empowered to draw up rules for the safe conduct of canoeing and kayaking activities and should be adhered to by all members.

**14. DISSOLUTION AND TERMINATION**

14.1 The Club shall not dissolve except by a resolution of an Extraordinary General Meeting passed by a three quarters majority of the Members present and entitled to vote. A date for dissolution must be set and dissolution will take place immediately on that date.

14.2 Following dissolution of the Club any surplus assets (after the discharge of all liabilities) shall be handed over to a body or bodies with similar objectives or to a charity or charities agreed by the meeting which formally terminates the Club.

**15. AMENDMENTS TO THE CONSTITUTION**

15.1 The Constitution will only be changed through agreement by majority vote at an Annual General Meeting or Extraordinary General Meeting.

**16. DECLARATION**

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

SIGNED: ..... DATE: .....

Name: .....

*Club Chair*

SIGNED: ..... DATE: .....

Name: .....

*Club Secretary*