



Constitution

The Club shall be known as Elmbridge Canoe Club, hereinafter known as 'the club'.

Aims:

The primary aims of the club are to promote the sport of flat-water kayak racing and to provide the facilities for club members to develop their canoeing expertise both as athletes and as recreational paddlers. Of particular importance to the club is the encouragement and development of young people in the sport and emphasis is given to meeting the needs of junior members in achieving their potential.

Membership:

Qualification: Any person wishing to practice or support the sport of flat water kayak racing and who undertakes to behave in the best interests of the sport and the club.

Classes of Membership and Eligibility:

Senior Members: Canoeists who are 18 years of age or over on the date at which subscription falls due.

Junior Members: Canoeists who are under 18 years of age on the date at which subscription falls due.

Associate Members: Canoeists who make occasional use of the club and its facilities.

Social Members: Any parent or guardian of a Junior Member who wishes to support the club and its activities by representing the interests of Junior Members.

Honorary Members: Persons appointed by the General Committee in recognition of their services to the sport of flat water kayak racing.

All members except Junior Members and Honorary Members are considered as Qualifying Members with respect to holding office, voting and election rights.

Application for Membership: Applications for membership may be made to the Secretary of the club by completing the club's application form. Members must provide evidence of swimming ability before taking part in water based activities.



The General Committee:

- The General Committee shall conduct the affairs of the club as a whole and shall consist of three officers: Chairman, Honorary Secretary, Honorary Treasurer and up to 7 other members as necessary. Prior to each meeting of the General Committee the junior members of the club may choose one of their number as a representative to attend the meeting. Additionally, the General Committee may co-opt up to 3 qualifying members of the club.
- The General Committee shall meet not fewer than 6 times per year at regular intervals. Meetings shall be called by the Honorary Secretary on instructions from the Chairman or not fewer than three members of the General Committee.
- Nominations for the positions of Chairman, Honorary Secretary, Honorary Treasurer and other members shall be put forward in the form of a motion under the terms specified in section 8.
- The term of office shall be for three years. On completing a term of office, any member of the General Committee who is a qualifying member of the club shall be eligible for re-election.
- The General Committee shall elect from among its members a Vice-Chairman.
- In the case of a casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next Annual General Meeting.

Subscription and Boat Storage Fees:

The General Committee shall propose subscription rates and boat storage fees for the forthcoming year for approval at the Annual General Meeting of the club. Members shall be informed of any increase in rates and/or fees at least six weeks before the annual renewal date. Such notification shall be published on the club noticeboard. Subscriptions are due upon being accepted as a member of the club and on 1 January of each subsequent year.

Cessation of Membership:

- Any member may resign from the club at any time but does not have a right to a refund of any part of the subscription and/or boat storage fees already paid for the year in question.
- Any member deemed by the General Committee to have violated the rules and regulations of the club or to be guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled from the club without right to a refund of any part of the subscription and/or boat storage fees already paid for the year in question. Any member so suspended or expelled may appeal to a Special General Meeting of the club, provided such an appeal is supported in writing, or by e-mail, by at least 50% of the membership.
- A member shall be deemed to have resigned from the club if, after due notice in writing, or by email, he or she has not paid the required subscription and boat storage fees within three months of the due date. He or she may, however, re-join at any time.



Duties of the General Committee:

- *Chairman.* The Chairman or his or her nominee will preside at all General Meetings of the club and at all meetings of the General Committee. He or 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. The Chairman or his or her nominee shall represent the club at meetings of other organisations.
- *Honorary Secretary.* The Honorary Secretary will be responsible for the organisation of meetings of the club and of the General Committee, the recording of minutes relating to such meetings, and all correspondence relating to general business of the club.
- *Honorary Treasurer.* The Honorary Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by the General Meeting. He or she shall have access to any financial records kept by any other Committee member or club member in the course of their duties or work within the club, and, at the Annual General Meeting, shall produce balance sheets showing fully the state of the funds of the club, accompanied by the Honorary Auditor's report.
- *Membership Secretary.* The Membership Secretary shall be responsible for keeping a record of the membership of the club. He or she shall be responsible for notifying members of their forthcoming fee and/or subscription dues.
- *Social Secretary.* The Social Secretary shall be responsible for organising and promoting a programme of social activities for the benefit of the club and its members.
- *Harbourmaster.* The Harbourmaster shall organise the boat storage area and allocate storage space to members' canoes on receipt of the storage fee determined by the General Committee. He or she shall draw up rules for the use of this area of the Club and for the use of Club equipment. He or she shall enforce these rules with the support of the General Committee. Additionally, he or she shall be responsible for the maintenance and storage of Club canoes and equipment.
- *The House Steward.* The House Steward shall be responsible for the maintenance and cleaning of all parts of the club building except the boat storage area. He or she shall draw up a code of behaviour for those using facilities on club premises, and enforce these rules with the support of the General Committee.
- *The Senior Club Coach.* The General Committee shall appoint a Senior Club Coach from among the qualifying members of the club. The Senior Club Coach shall be responsible for the organisation of the training of all members, including the teaching of beginners, and the coordination of all coaching activities at the club. He or she should keep a brief record of the ability of all members, for the reference of other coaches and Committee Members. He or she should organise a programme of competitions suitable to include all racing members, whatever their ability. He or she shall be responsible for the development and training of other members involved in coaching activities at the club. The Senior Club Coach or his or her nominee shall report to the General Committee on the coaching, training and racing activities of the club and its members.



General Meetings:

- The Annual General Meeting shall be held on or before the second Saturday in November each year. There shall be laid before the meeting a statement of accounts made up to the 31st of March of the year in question.
- 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 qualifying members of the club.
- Not less than 4 weeks' notice shall be given in writing, or by email, to all members specifying the time, place and business of the General Meeting.
- Only qualifying members are entitled to stand for election as an officer or member of the General Committee. Candidates must be proposed and seconded by qualifying members.
- Motions to be tabled at Annual General Meetings, not originating from the General Committee, shall be lodged with the Honorary Secretary, at least one week before the announced date of the meeting and should be signed by 2 qualifying members.
- At any General Meeting, a resolution out to the vote of the meeting shall be decided by a show of hands, except in the case of the election of an officer or member of the General Committee, when more than one nomination has been received, voting will be by secret ballot.
- At all General Meetings the Chairman, or in his absence, a qualifying member selected by the General Committee, will preside.
- At all General Meetings a quorum shall be defined as not less than one quarter of the qualifying members of the club.
- If a quorum is not present within 30 minutes after the time appointed for a General meeting, the meeting shall, at the discretion of the General Committee be dissolved or adjourned until a time and place to be decided by the General Committee. If a quorum is not present within 30 minutes from the time appointed for an adjourned meeting, the members present shall be a quorum.
- Accidental omission to give notice of a meeting, or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of the meeting.

Liability:

- 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 General Committee or its members, but shall be the responsibility of the club as a whole.
- All members or other persons who take part in club activities 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 the club or whilst engaged in any club activity.



Alteration of Rules:

This Constitution shall not be altered, amended or rescinded except by a General Meeting of the club. A resolution to give effect to any change must be passed by at least 60% of the qualifying members present and voting on this behalf.

Auditor:

Every Annual General Meeting shall appoint an Honorary Auditor who will, at least once every year, examine the Accounts of the club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

Finance:

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on 31st March. Any cheques drawn against club funds should hold two signatures from the approved 3 signatories. The club will operate on a basis of non-profit making. All monies raised and secured will be invested into delivering aims and objectives of the club.

Safeguarding:

The Club officially adopts the Safeguarding and Child Protection Policies offered by British Canoeing.

Distribution of Profits:

In no circumstances will any profit be distributed to members, but any profits earned shall be contributed to a general fund for furthering the aims of the club.

Termination or Dissolution

The club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and, in such an event, any assets will be given to a recognised not for profit Community Amateur Sports Club (CASC), a registered charity or the British Canoeing.

Power of Decision:

Any matter not provided for in this constitution, or any question over its interpretation shall be dealt with by the General Committee, whose decision will be final.