



# Hayle Canoe Club

RIVER • SEA • SURF

## **Constitution**

(Revised 2016 EGM)

For the purposes of this document the terms 'canoeing', 'kayaking' and 'paddling' are interchangeable, as are 'canoe', 'kayak' and 'paddle'.

### 1. Title

1.1 The club should be called 'Hayle Canoe Club' hereafter referred to as 'the club' and is affiliated to Canoe England.

### 2. Objectives

2.1 To support, encourage and promote participation in any of the non-competitive and competitive fields of canoeing and associated paddle sports without prejudice to any single discipline.

2.2 To offer coaching at all levels of ability without prejudice.

2.3 To promote the club within the local community and all forms of canoe sport.

### 3. Membership

Membership should consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

3.1 Membership of the club shall be open to any person holding a BCU 1 star award or the equivalent and paying the relevant yearly subscription fee as determined by the annual general meeting of the club members. The general committee reserves the right to refuse or renew membership.

3.2 There shall be five classes of membership available.

These are:

3.2.1 Full - over the age of 18

3.2.2 Junior - under the age of 18

3.2.3 Family – 1 or 2 adults and children in that family

3.2.4 Honorary life - see 3.4 below

3.2.5 Associate – 'Transferable' memberships for use by colleges and other reputable groups

3.3 Membership can be paid in agreed instalments. An individual will be covered as a member of the club as soon as payment begins with will have no right to vote at general meetings until the membership is paid in full.

3.4 Honorary life membership will be granted to an individual associated with the club who has made an outstanding contribution to either the club, or canoe sport in general, and his/her eligibility must be put forward by a full member at least 14 days prior to the annual general meeting. Acceptance will only be granted after the proposition is seconded by another full member and subsequently approved by way of a two thirds majority of the full members present at the annual general meeting. Such membership will be exempt of membership fees.

Honorary membership awarded at an AGM will be recorded in appendix 1

3.5 A person who has been expelled from any club affiliated to the British Canoe union shall not be eligible for membership.

#### **4. Officers**

4.1 The officers of the club shall be as follows:

President - non-executive officer

Chairman )  
Honorary Secretary) - executive officers  
Treasurer )

Membership secretary  
Publicity Officer  
Welfare Officer  
Volunteer Coordinator  
Gear Steward  
Training Officer  
Junior Representative  
Safety officer(s)  
General member(s)

#### **5. Election of officers**

5.1 All officers shall be elected at the annual general meeting of the club, from and by the members of the club.

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

#### **6. General committee**

6.1 The affairs of the club should be controlled by the general committee comprising of the executive officers of the club and four other members elected from, and by, the full members of the club. The general committee shall meet at agreed intervals of not less than six times a year.

6.2 The duties of the general committee shall be:

6.2.1 To control the affairs of the club on behalf of the members and to compile and maintain all relevant policy documents.

6.2.2 To co-opt additional members to the committee as the committee feels is necessary.

6.2.3 To make decisions on the basis of a simple majority vote. In the case of tied votes, the chairperson shall be entitled to the casting vote. The quorum required for business to be agreed at Committee meetings will be 3.

6.2.4 To maintain a list of all club members who qualify as club coaches, leaders and assistants under section 12.2 below.

6.2.5 The general committee will be responsible for disciplinary hearings of members who infringe the club rules /regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such a hearing.

6.2.6 The committee will ensure that an annual pre-season safety check of all equipment will take place and action taken on defective equipment.

6.2.7 The general committee reserves the right to replace any committee member during the year where the member in question has failed to attend three general committee meetings in a row without sending apologies or good reason. The replacement can be made from either an existing committee member or by co-option.

#### **7. Finance**

7.1 All club monies will be banked in an account held in the name of the club.

7.2 The Club Treasurer will be responsible for the finances of the club.

7.3 To keep accurate accounts of the finances of the club through the Treasurer. These should be available for inspection by members, and although not compulsory, may be audited before every annual general meeting if required. The club shall maintain a bank current account and the following officers shall be authorised to sign club cheques: two from the following - President, Chairperson, Treasurer or Secretary.

7.4 If/When deemed necessary, an ad hoc audit of the accounts can be triggered by a simple majority vote at a general committee meeting.

## **8. Annual General Meetings**

8.1 The annual general meeting of the club shall be held no later than the end of March each year. Twenty one clear days written notice shall be given to members of the annual general meeting by circulating a copy of the notice to every member at their email address. Members must advise the secretary in writing of any business to be moved at the annual general meeting at least 14 days before a meeting. These items will then be added to those items originating from the general committee. The Secretary shall circulate or give notice of the agenda for meeting to members not less than seven days before the meeting.

8.2 The business of the annual general meeting shall be to:

8.2.1 Confirm the minutes of the previous annual general meeting.

8.2.2 Receive accounts of the preceding year to 31 December from the Treasurer.

8.2.3 Receive the annual report of the committee from the Chairman. Officers may be asked to give their individual reports.

8.2.4 Elect the officers of the club (i.e. President, Chairperson, Secretary, Treasurer and other general committee members).

8.2.5 Review club subscription rates and agree on those for the coming year.

8.2.6 Transact such other business received in writing by the Secretary from members 14 days prior to the meeting and included on the agenda.

Note: the agenda can provide for 'any other business' but members should be encouraged to refer other items to the general committee and give the required notice.

8.3 Extraordinary general meetings may be convened by the general committee or on receipt by the secretary of a request in writing from not less than 10% of the full membership of the club. Procedures for EGMs will be the same as for the AGM.

8.4 Nomination of candidates for election of officers shall be made in writing to the secretary at least 14 days in advance of the annual general meeting date. Nominations can only be made by full members and must be seconded by another full member.

8.5 At all general meetings the chair will be taken by the chairperson or, in their absence, by a deputy appointed by the club or by full members attending the meeting.

8.6 Decisions made at a general meeting shall be by simple majority of votes from those members attending the meeting except for constitutional changes as applied in section 9.1 below and awarding of lifetime membership as set out in section 3.4 above. In the event of equal votes, the chairperson shall be entitled to an additional casting vote.

8.7 A quorum for a general meeting shall be 25% of the full membership and include three officers of the club including two from the following; chairperson, secretary or treasurer.

8.8 Each full member of the club shall be entitled to one vote at the annual general or extraordinary meeting.

## **9. Alterations to the Constitution**

9.1 Any proposed alterations to the club constitution may only be considered at an annual general meeting or extraordinary general meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a full member of the club and seconded by another full member. Such alterations shall be passed if supported by not less than two thirds of those full members present at the meeting, assuming that a quorum has been achieved.

## **10. Discipline and appeals**

10.1 If a member brings the name of the club into disrepute, or their behaviour is reported as being offensive or antisocial, or they are found by the general committee to be in breach of club rules, they will be given at least 14 days notice to report to a meeting of the general committee. At this meeting the problem will be discussed with the member and a decision reached as to their future membership. It is possible for the general committee to terminate the membership of the member immediately without any return of that year's subscription.

10.2 All complaints regarding the behaviour of members should be submitted in writing to the secretary.

10.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against who the complaint was made within 14 days of the hearing.

10.4 All concerns regarding children and vulnerable adults will be recorded and responded to quickly in accordance with the club's 'child protection and vulnerable adults policy'. The club welfare officer is the lead contact for all members in the event of any child protection concerns.

## **11. Dissolution**

11.1 If, at any general meeting of the club, a resolution be passed calling the dissolution of the club, the Secretary shall immediately convene an extraordinary general meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.

11.2 If, at that extraordinary 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.

11.3 After discharging all debts and liabilities of the club, the distribution of the remaining assets shall be agreed by the general committee. Assets will not be paid or distributed amongst the full members of the club. Donated items will first be offered back to the original donor. Assets that remain will then be offered for loan to clubs with similar interests until such time as the club reforms.

## **12. Rules**

12.1 The general committee shall be empowered to draw up rules to the safe conduct of canoeing activities, to include the following:

12.1.1 No junior members may canoe alone.

12.1.2 No junior member may take a club boat from its storage area unless a responsible adult is present.

12.1.3 All members must wear buoyancy aids and appropriate footwear whilst paddling. They should also wear helmets within the confines of Hayle Harbour, when on club activities as advised by a club coach or leader and when required by the club safety policy.

12.1.5 Juniors may not paddle without competent adults present until they are deemed competent by a club coach. Competent juniors must paddle in groups of not less than three.

12.2 A club coach is any full member who holds a relevant current British Canoeing coaching award and is approved as a coach by the general committee. A club leader is any current full member who through their experience and capability is approved by the general committee to lead groups within their field of experience. Club assistants shall be approved by the general committee to support a coach.

12.3 The full list of up-to-date rules shall be maintained by the secretary but will be available to all members on request. Members who act outside of these rules do so as individuals and not as members of the club.

12.4 Members acting in direct violation of club rules may face punitive action by the general committee.

### 13. Liability

13.1 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 committee but shall be the responsibility of the club as a whole.

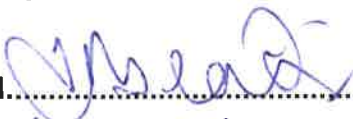
13.2 All members or other persons who attend any event organised by the club do so at their own risk, and neither the club nor its officers can accept any liability for any loss or injury of any kind sustained.

### 14. Power of decision

14.1 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.

### Declaration

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

Signed.....

Date.....15/4/2016

Name.....JONATHAN BEAVIS  
position: Club Chairman

Signed.....

Date.....15/4/2016

Name.....KEITH DINSELEY  
position: Club Secretary

Appendix 1  
Individuals who have been awarded honorary life membership of Hayle Canoe Club

- 1) Doug Sims (awarded at 1998 AGM)
- 2) Alan Wicks (awarded at 2016 AGM)