

# Tonbridge Canoe Club Constitution

## Revised March 2019

### I. Name

The Club shall be known as the Tonbridge Canoe Club, hereinafter referred to as the Club.

### II. Objects

The object of the Club is to provide facilities for and promote participation of the whole community in the sport of canoeing.

### III. Membership

Qualifications of Membership:

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of canoeing as a particular sport.

#### (a) Full Membership:

Adult Membership - any active canoeist aged 18 years or over who undertakes to behave in the best interests of the sport shall be eligible for full membership.

Family Membership - the second or subsequent members of the same household as an existing adult member who undertake to behave in the best interests of the sport.

Junior Membership - any active canoeist between the age of 12 and 17 years who undertakes to behave in the best interests of the sport.

Student Membership - any active student canoeist living away from home who undertakes to behave in the best interests of the sport shall be eligible for concessionary rates.

It is recommended that all full members should have some proof of ability to swim, e.g. a recognized swimming test certificate. Members not fulfilling this requirement may be asked to swim 50 metres wearing light clothing.

(b) *Associate Membership* - anyone wishing to support the Club, but not a canoeist or a canoeing member, moving away from the area.

(c) *Affiliated Membership* - any group of canoeists of which one must be a full adult member who is responsible for all of his/her group.

(d) *Child Membership* - any child (under 12 years old) of an existing full adult member of the Club. The parent must accompany the child member in the same boat at all times.

(e) *Cadet Membership* - any child (between 8 and 12 years old) of an existing full adult member of the Club, who is competent to paddle in a boat on their own, but who must have supervision from their parent or a qualified British Canoeing instructor at all times.

The parents of Child and Cadet members must be suitably experienced and qualified themselves, and be able to satisfy the committee that they are capable of taking responsibility for the safety and wellbeing of their child on and off the water whilst engaged in Club activities. These classes of membership are only available on written application to the Membership Secretary, with the full Committee taking the final decision on whether it is appropriate for the members concerned. The Club does not undertake to provide special equipment for these categories of membership, and the full adult member must provide a suitable buoyancy aid or lifejacket for their child.

Candidates for election as members shall make written application to the Secretary of the Club on the form provided. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

The General Committee may restrict the total numbers in each class of membership if in the opinion of the General Committee this would be in the best interests of the Club.

### IV. Subscriptions

The rates of subscriptions shall be determined by the members in general meeting and shall be due on election and thereafter on or

before 1st May in each year. Any member renewing subscriptions after 1st June will incur an overdue penalty charge.

The club recommends that all members join British Canoeing (BC) to take advantage of the third party liability insurance included in BC membership. Club members who are not current BC members must pay the full subscription amount from which the club will pay a membership levy to BC. Club members who are also current BC members must state their BC membership number on their membership application / renewal form in order to qualify for the licensed member discount.

### V. Cessation of Membership

1. Any member may resign by giving notice in writing to the Secretary.

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. Any member so suspended or expelled may appeal to an Extraordinary General Meeting if such an appeal is sponsored by not less than ten other members.

3. Any member so suspended or expelled may also appeal to British Canoeing to state his/her case.

4. A member shall be deemed to have resigned from the Club, if, after due notice in writing, he/she has not paid by 30th June the annual subscription which became due on 1st May.

### VI. Sections

1. The Club shall organize various sections to cover the various activities of canoeing where this is deemed necessary by the General Committee.

2. The affairs of each section shall be conducted by a sub-committee of three members of whom the leader or his deputy shall serve on the General Committee.

### VII. Disqualification from Holding Office

Any member who is carrying on business in the sale or manufacture of canoes and/or their accessories, or disqualified as an amateur under the rules of British Canoeing, shall not be eligible for election to the General Committee of the Club.

### VIII. General Committee

1. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer and other Officers as necessary, up to a recommended maximum of ten. Additionally, the General Committee may co-opt members of the Club to its number. The General Committee shall also optionally include two Members without portfolio.

2. Nominations for the position of Chairperson, Hon. Secretary, Hon. Treasurer and other Officers and Members shall be put forward in the form of a motion under the terms of Section XII, 4.

3 The General Committee shall elect a Vice-Chairperson from among its members.

4. The terms of office shall be for one year, and Officers shall be eligible for re-election. General committee Members without portfolio must stand down after one year in office and shall not be eligible for re-election to a non-portfolio post for a further year but shall be eligible for election to a Club Officer position.

5. Junior members may only hold office on a Committee if a letter of consent is received from their parents and their nomination is received in accordance with the terms of Section XII, 4.

### IX. Duties of General Committee Officers

#### 1. Chairperson

The Chairperson will preside at all General 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.

## **2. Hon Secretary**

The Hon. Secretary will be responsible for the organisation 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 the section secretaries all correspondence relating to particular activities of the section concerned at the earliest opportunity. He/she will receive copies of any records relating to section committees.

## **3. Hon Treasurer**

The Hon. Treasurer will be responsible for the collection of all monies and shall keep such books of accounts as required by the General Meeting. He/she shall have the power to examine, after giving one week's notice, the books of 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 AGM balance sheets showing the financial state of each section and of the general funds, accompanied by the Hon. Auditor's report.

## **X. General Committee**

1. The General Committee is responsible for the general conduct of the Club's business and activities.
2. The General Committee shall meet not less than six times, at regular intervals, during the year.
3. Meetings of the General Committee shall be called by the Hon. Secretary on instructions from the Chairperson or not less than three Committee Members.
4. A quorum shall consist of not less than half the members in the case of the General Committee.
5. In the case of a vacancy occurring on the General Committee, the said Committee shall appoint another eligible person to act until the next Annual General Meeting. Members thus co-opted will not be eligible to vote.
6. The General Committee may make, vary, and revoke rules (not inconsistent with the Constitution) for the regulation of the Club and the conduct of its members.

## **XI. Section Committee**

1. The Section Committee shall each consist of the Section Captain or Secretary and two members selected by the General Committee.
2. Section Committees may nominate other members of the Section to serve on the Section Committee.
3. Meetings of the Section Committees shall be called by the Secretaries of the Sections concerned, or on the instructions of any member of the Section Committee.
4. The secretary of each Section may, if the General Committee so wishes, be required to keep a record of all Section Meetings and be prepared to produce these if required at General Meetings. He/she shall also be responsible for the collection of all monies relating to the Section and shall submit a balance sheet showing the financial state of the Section at the Annual General Meeting. He/she shall also be prepared at all General Committee Meetings to give a statement of the Section's finances.
5. 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.
6. Section Committees shall meet at specified intervals.
7. A quorum shall consist of not less than two members in the case of Section Committees.

## **XII. General Meetings**

1. The Annual General Meeting shall be held in the month of February or March each year. There shall be laid before the meeting a statement of account made up to the last day of the month of January immediately preceding.
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 ten full members of the Club, within eight weeks of the Chairperson receiving the requisition.
3. Not less than 30 days clear notice shall be given, specifying time and business of any General Meeting.
4. Motions for discussion at Annual General Meetings, not originating

within the General Committee, must be lodged with the Hon. Secretary no later than 15 days prior to the date published for the AGM, and must be signed by three full members.

5. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands of full members 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 of full members.
6. At all General Meetings, the Chairperson will preside or, in his/her absence, a Vice-Chairperson will be elected by the Committee.
7. The quorum for any general meeting will be considered to be the total number of members assembled, at the published time, date and place.

## **XIII. Notices**

Notices of general meetings shall be sent to each member at the address he/she has given for communications. Accidental omissions 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.

## **XIV. Liability**

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.
2. All members or other persons who attend Club tours or meets do so at their own risk, and neither the Club or its Officers can accept any liability for any loss or injury of any kind sustained at headquarters or whilst on a Club tour or meet.
3. The Club strongly recommends that all members join British Canoeing to benefit from the Third Party Liability Insurance that this provides. BC membership application forms are available direct from British Canoeing.

## **XV. Alteration of Constitution**

1. This Constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
2. A resolution to give effect to a change must be passed by at least 50% of the full members present at the General Meeting and voting on this behalf.

## **XVI. Auditor**

Every Annual General Meeting shall appoint an Hon. 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.

## **XVII. Distribution of Profits**

In no circumstances can any profit be distributed to members or third parties, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

## **XVIII. Termination**

In the event of dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

1. A registered charitable organisation(s)
2. Another club which is a registered CASC
3. The sports national governing body for use by them for related community sports.

## **XIX. Power of Decision**

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 is final.