

# CONSTITUTION OF THE IPSWICH CANOE CLUB

## 1. NAME

The Club shall be known as the IPSWICH CANOE CLUB, hereinafter known as THE CLUB.

## 2. OBJECTIVES

The objectives of the Club are to promote the sport of canoeing.

## 3. MEMBERSHIP

### 3.1 Qualification

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

### 3.2 Grades of Membership

Honorary Life Member. A member with the rights of a Full Member but who is not required to pay a membership subscription.

Full Member - 18 years of age or over

Family Members - the second or subsequent named member of the household as a full member

Junior Member - 11th birthday until the age of 18. Those under the age of 11 will only be admitted when one or both parents / guardians are members.

### 3.3 Election

Candidates for election to membership shall make written application to the Membership Secretary of the Club on the form provided. The power of election or renewal of membership shall rest with the general committee, who may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made to the members at a general meeting.

**Restriction:** A person who has been expelled from, or refused membership of, the British Canoe Union, shall not be eligible for membership.

## 4. ENTRANCE FEE

Each applicant for membership shall, if his application be accepted, pay an entrance fee, the amount of which shall be determined by the members in General Meeting.

## 5. SUBSCRIPTIONS

The rates of subscription shall be determined by the members in General Meeting and shall be due on election and, thereafter, on or before May 1st each year.

## 6. CESSATION OF MEMBERSHIP

**6.1** Any member may resign giving one month's clear notice in writing to the Secretary.

**6.2** Any member violating rules or regulations of the Club, or being judged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 10 members.

**6.3** A member shall have been deemed to have resigned from the Club if, after due notice in writing from the Secretary He / She has not paid by July 1st, the annual subscription which became due on May 1st. They may however, rejoin at any time during that year, without payment of an entrance fee, subject to 3.3 above.

## 7. GENERAL COMMITTEE

### 7.1

The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer and other elected officers as deemed necessary by the General Committee. Additionally, the General Committee may co-opt no more than two members of the Club to its number. Two members of the committee shall be elected junior members, but they shall not hold offices of Chairman, Secretary or Treasurer. A quorum shall be four full members.

**7.2** Nominations for the position of Chairman, Secretary, Treasurer and other officers, shall be put forward in the form of a motion under the terms of Rule 11.4.

**7.3** The term of office shall be for two years, except for the Adult Representative and junior members which shall be for one year. Members shall be eligible for re-election.

**7.4** The General Committee shall elect a Vice Chairman from among its members.

**7.5** Any member who is carrying on a business in the sale or manufacture of canoes and/or their accessories shall not be eligible for election to the General Committee of the Club.

**7.6** Where they see fit, to promote to Honorary Life Membership such Full Members who have provided a substantial benefit to the club over many years.

## **8. DUTIES OF SENIOR OFFICERS**

### **8.1 Chairman**

The Chairman 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 be an ex-officio member of any sub-committee of the Club.

### **8.2 Secretary**

The Secretary shall be responsible for the organisation of meetings of the General Committee and of the Club. He / She will ensure the accuracy of the Minutes relating to such meetings; be responsible for all correspondence relating to Club matters; ensuring the well running of the Club activities and general business of the Club. He / She shall be responsible for transmitting to the Section secretaries all correspondence relating to the particular activities of the Section concerned, at the earliest opportunity. He / She will receive copies of the Minutes relating to the Section Committees.

### **8.3 Treasurer**

The Treasurer will be responsible for the collection of monies and shall keep such books of account as required by the General Meeting. He / She shall have the power to examine, after giving two weeks 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 produce at the A.G.M. balance sheets showing the financial status of each Section and of the general funds, accompanied by the Auditor's Report. Cheques should have two signatures. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

### **8.4 Other Officers**

At the discretion of the Committee.

## **9. COMMITTEE ACTIVITY**

**9.1** The General Committee is responsible for the general conduct of the Club's business and activities.

**9.2** The General Committee shall meet at least four times a year.

**9.3** Meetings of the Committee shall be convened by the Secretary on instructions of the Chairman or not less than four committee members.

**9.4** Sub-committee's may be formed to cover the various activities of canoeing. Each Section Chairman shall be a full committee member and may form his own sub-committee from Club members.

**9.5** Meetings of the Section Committees shall be called by the secretary of that committee or on the instructions of any member of that committee.

**9.6** In the case of a casual vacancy among the General Committee, a Club member may be co-opted until the next A.G.M.

## **10. SECTION COMMITTEES**

**10.1** The Section Committee shall each consist of members elected by the section concerned, one of whom shall be the Section Chairman and/or Secretary.

**10.2** The Secretary of each Section shall keep minutes of all Section Meetings and be prepared to produce these if required at the General Committee 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 A.G.M. The Chairman of the Section shall give a statement of finances at General Committee meetings.

**10.3** 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.

**10.4** Section Committees shall meet at specified intervals.

## 11. GENERAL MEETINGS

**11.1** The Annual General Meeting shall be held in the Autumn of each year. There shall be laid before the meeting an audited Statement of Accounts.

**11.2** 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 a quarter of the members of the Club.

**11.3** Not less than 21 days clear notice shall be given, specifying time and business of the General Meeting.

**11.4** Motions for discussion at Annual General Meetings, not of origin from within the Committee, shall be lodged with the Secretary fourteen days before the intended meeting and to be signed by two members.

**11.5** At any General Meeting, a resolution put to the vote of the meeting shall be decided by a show of hands, 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.

**11.6** At all General Meetings the Chairman will preside or, in his absence, a Vice Chairman will be elected by the Committee.

**11.7** At all General Meetings, not less than 10 members shall constitute a quorum.

**11.8** Absence of Quorum after half an hour, the meeting shall be dissolved.

**11.9** Accidental omissions to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of the meeting.

## 12. LIABILITY

**12.1** 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.

**12.2** 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 loss or injury of any kind, sustained at any home, away meeting or tour.

## 13. ALTERATION OF RULES

**13.1** This Constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.

**13.2** A resolution to give effect to a change must be passed by at least three quarters of the members present at the General Meeting of the Club.

## 14. AUDITOR

Every Annual General Meeting shall appoint an Auditor who shall, at least once a year, examine the accounts of the Club, and ascertain the correctness of the Income and Expenditure Accounts and of the Balance Sheet.

## 15. DISTRIBUTION OF PROFITS

THE CLUB is a strictly not for profit organisation. All funds are used for furthering the Club objectives.

## 16. TERMINATION

The Club shall not terminate except by a resolution of a special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to the British Canoe Union.

## 17. 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.

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### Document History:

Status	Owner	Date
V3 Jan 2009	J Ellis / Members	13/1/2009
V1b Oct 2011 – Changes agreed at 8 Nov 2011 AGM. (History section added 12/11/14)	Members / AGM	8/11/2011
V Nov 2015 – Honorary Life Membership added in 3.2 & 7.6	Members / AGM	12/11/2015