

CLUB CONSTITUTION

1. NAME

1.1 The Club shall be known as "Bishop's Stortford Canoe Club".

2. OBJECTIVES OF THE CLUB

2.1 The objectives of the Club are :-

- To promote canoeing and kayaking in the Bishops Stortford area:-
 - by operating Club premises on the River Stort
 - by introducing individuals and families to the sport and recreation
 - by liaising with local educational and youth groups to provide introductory facilities
 - by training people in safety and skills development
 - by providing an annual programme of events for placid water recreation and sport
 - by encouraging placid water competition and supporting other initiatives
 - by providing introductory and multi seat craft for Club use
- To liaise with other organisations to promote protection and conservation of the natural environment

3. THE MANAGEMENT COMMITTEE

3.1 The Management Committee shall conduct the affairs of the Club as a whole and have the power to do all such lawful things as are necessary for the achievement of the Club's objectives; and shall consist of a Chairperson, Secretary, Treasurer, Child Protection Officer and at least two elected members. The committee may co-opt other members to participate as required.

3.2 The Management Committee shall meet regularly throughout the year.

3.3 A quorum shall consist of 50% of the current committee members.

3.4 "Special" meetings of the Management Committee may be called by the Secretary on the instruction of the Chairperson or three committee members.

3.5 The Management Committee shall cause the title of property to be vested in not less than three individuals appointed by them as holding trustees. This is the first duty of the newly elected committee.

3.6 Trustees will serve for a maximum of three years.

3.7 Holding trustees may be removed by the Management committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee the holding trustees shall not be liable for the acts and defaults of its members.

3.8 The Management Committee may organise various sections for various activities and will appoint a committee member to be the chairperson of a "Section Committee" to act as a sub committee.'

3.9 Any member of the Club who is over the age of 16 years old shall be eligible for election to the Management Committee.

3.10 Any member whose main income is derived from the sale of canoe products will not be eligible for election to the Management committee.

3.11 No member of the Management Committee shall acquire any interest in property belonging to the Club otherwise than as a trustee of the Club.

3.12 A member who is engaged in a profession may charge and be paid all the usual professional charges for business done on behalf of the Club when instructed by other members of the Committee.

4. SECTION COMMITTEES

- 4.1 A Section Committee shall consist of a chairperson and three members one of whom will act as secretary.
- 4.2 A Section Committee may draw up rules for the Management of the Section for approval of the Management Committee.
- 4.3 Section Committees shall meet regularly to conduct their business or at the request of the Management Committee.
- 4.4 The Section Chairperson shall be responsible for reporting formally to the Management Committee as requested.

5. DUTIES OF COMMITTEE OFFICERS

- 5.1 The position of Honorary Chairperson, Honorary Secretary, Honorary Treasurer, Child Protection Officer and at least two committee members shall be elected from Club members at the Annual General Meeting for a period of one year and shall be eligible for re-election. However, no individual shall serve as Chairperson for more than three successive years; they will be eligible for re-election to the position of Chairperson after one year out of office. In the case of a vacancy the committee will appoint a temporary replacement until the next Annual General Meeting.
- 5.2 The Chairperson will preside at General meetings and meetings of the Management Committee. The Chair will be responsible for guiding the activities of the Club in accordance with general policy of the Club and Club rules. The chairperson shall represent or arrange the representation of the Club at BCU regional level and other meetings.
- 5.3 The Secretary shall be responsible for the organisation of meetings of the Management Committee, records of the minutes and all correspondence relating to the general business of the Club. The secretary shall also be responsible for transmitting to the Section Secretaries all correspondence relating to the particular activities of the Section concerned; and will receive copies of minutes relating to the meetings of the Section Committees. The Secretary will maintain a file of Club documents on open access at the Clubhouse for the use of members, to include the Constitution, Rules, Policies and Safety Guidelines.
- 5.4 The Treasurer shall be responsible for the collection of all monies and shall keep books of account for the Management Committee. The Treasurer shall have the power to examine the books of any section of the Club and shall report any discrepancies to the Management Committee and shall be responsible for auditing such books annually. For the Annual General Meeting audited balance sheets of each section and the general fund shall be produced.
- 5.5 The Child Protection Officer shall be responsible for all matters concerning the physical and moral wellbeing of the Junior Members.

6. ALTERATION OF CONSTITUTION

- 6.1 This constitution shall not be altered, amended or rescinded except by resolution which must be passed by 75% of the members entitled to vote present at a quorate Extraordinary General Meeting of the Club.

7. GENERAL MEETINGS

- 7.1 The chairperson shall preside over General meetings; in his/her absence a chairperson for the meeting shall be elected.
- 7.2 Not less than 21 days clear notice will be given specifying to all members the time and business of General Meetings, Accidental omission of notification to any member will not invalidate proceedings.

- 7.3 An Extraordinary "General Meeting" may be called by the Management Committee or on the resolution of 20% of the Club members.
- 7.4 Motions for discussion at the General Meeting shall be given to the secretary at least 30 days before the meeting date and be signed by 5 members.
- 7.5 60% of the Club membership shall constitute a quorum for an extraordinary General Meeting.
- 7.6 If after 30 minutes after the declared start time there is no quorum then the meeting will be: either dissolved (if the meeting was called by requisition) or adjourned (if called by the Management Committee).
- 7.7 In the instance of no quorum at a reconvened meeting then those present shall represent a quorum.
- 7.8 Only Full Members over the age of 12 years are entitled to vote at meetings.
- 7.9 An Annual "General Meeting" shall be held in the autumn of each year to receive reports of the officers for the past year, statement of accounts made up to 1st July preceding, targets, budgets and plans for the prospective year, and to elect officers and at least two committee members.
- 7.10 Those present at an Annual General Meeting form a quorum for the purposes of receiving reports and election of officers. An election of an officer shall be by secret ballot where more than one nomination has been received.

8. AUDITOR

- 8.1 At the Annual General Meeting members shall appoint an Honorary auditor who shall examine the accounts of the Club and report to the next AGM.

9. MEMBERSHIP OF THE CLUB

- 9.1 Any one who undertakes to behave in the best interests of canoeing and the Club 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.
- 9.2 New members are encouraged to undertake a Club training course to gain experience of the Club and gain expertise.
- 9.3 People wishing to become members shall make written application on the form provided. The Management Committee may refuse membership or renewal only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against refusal may be heard at a special General Meeting if supported by 20% of the members.
- 9.4 A person is a Club member when accepted by the Committee, having made valid application, has paid relevant fees and is recorded as such; members not having paid their annual subscriptions 3 months after the due date are deemed to have resigned.
- 9.5 All property including money of lapsed or expelled members not removed from the Club premises within three months of their membership terminating will be disposed of at the discretion of the Management Committee.
- 9.6 Any member violating any rule of the Club or behaving inappropriately may be expelled by the Management Committee. An appeal against such decision may be heard at a special General Meeting if supported by 20% of the members.

10. CLUB RULES

- 10.1 The Management Committee is empowered to draw up and to vary, rules of conduct at Club activities and Club premises, and rates of subscription and other fees.
- 10.2 The Club rules will be reviewed annually at the time of the AGM. Suggested amendments by members must be submitted to the Secretary 30 days prior to the AGM for the consideration of the Management Committee in accordance with paragraph 7.4 above.

11. BOAT STORAGE

- 11.1 Boats may be stored in accordance with Club Rules.

12. LIABILITY

- 12.1 Whilst the Management Committee shall manage the affairs of the Club, financial or legal liability incurred in the rightful exercise of their office shall not be the liability of the committee or be the personal liability of the individual committee member but shall be the responsibility of the Club as a whole.
- 12.2 All members or other persons who attend arranged Club activities do so at their own risk, neither the Club, its officers nor its trustees can accept liability for any loss, damage or injuries sustained at a Club activity.

13. FUNDS

- 13.1 Funds raised and any profits earned shall be contributed to the general fund to further the aims and objectives of the Club.

14. DISSOLUTION

- 14.1 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- 14.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 14.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
- (i) another Club with similar sports purposes which is a registered charity and/or
 - (ii) another Club with similar sports purposes which is a registered CASC and/or
 - (iii) the British Canoe Union / CanoeEngland for use by them for related community sports.

15. POWER OF DECISION

- 15.1 Any matter not provided for in this constitution or any question of interpretation shall be dealt with by the Management Committee whose decision shall be final.

13/11/2011