

*LOWER WHARFE
CANOE CLUB*



*Constitution
and Rules*

For approval at 2024 AGM

1 **NAME**

The club shall be known as the **Lower Wharfe Canoe Club** hereinafter known as the **Club**.

2 **PURPOSE AND OBJECT**

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of kayaking and canoeing in and around the Lower Wharfe, Ouse & Ure river areas.

To support this the Club is committed to:

- supporting the provision of a pool session open to members and non-members for as long as it is financially viable.
- ensuring a duty of care to all members of the Club and treating everyone equally regardless of sex, ethnic origin, region, disability, or beliefs.

3 **AFFILIATION**

3.1 The Club will be affiliated to Paddle UK and shall incorporate its rules and regulations

3.2 In the event that there should be any conflict between any rule or by-law of the Club and of the rules and regulations set out above in clause 3.1 the rules above shall prevail.

4 **MEMBERSHIP**

4.1 **Limit:** Total membership of the Club shall not be limited, however if the General Committee considers that there is good reason to impose a limit from time to time then the General Committee shall put forward such a proposal to a General Meeting of the Members.

4.2 **Eligibility:** Any person who undertakes to behave in the best interest of the Club's objectives shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs.

4.3 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.

4.3 **Classes of Membership:**

Adult Member	over the age of 16
Family Member	the spouse and/or children under the age of 16 of a full member
Junior Member	under the age of 16 but subject to the consent and support of a parent, guardian or other family member. The latter are encouraged to assist, where appropriate
Youth Member	over the age of 16 but still in full time education

Associate Member	any person interested in the activities of the Club who does not participate in any kayaking or canoeing activities
Member of another canoe club	who may join the Club at half the membership rate at the discretion of the General Committee

4.4 Election of members:

- 4.4.1 Candidates for election to membership shall make an on-line or written application to the Membership Secretary of the Club on the forms provided.
- 4.4.2 The power of election shall rest with the General Committee,
- 4.4.3 The General Committee shall be required to give reasons in writing for the refusal of an application for membership.
- 4.4.4 Any person refused membership may seek an appeal before an appeal panel comprising of three members.
- 4.4.5 **Honorary membership:** the General Committee may, at its discretion, award honorary membership of the Club.

5 MEMBERSHIP FEES

- 5.1 Each applicant for membership shall, if his/her application be accepted, pay an initial joining fee, the amount of which shall be determined by the members in General Meeting.
- 5.2 The rates of subscription shall be determined by the members in General Meeting and shall be due on election and, thereafter, on or before 1st April in each year. Members joining at any other time of the year will pay membership fees in accordance with the following scale:

between 1 st April & 30 th September	full annual subscription
between 1 st October & 31 st January	50% of annual subscription
between 1 st February and 31 st March	membership will be included in subscription for following year

6 CESSATION OF MEMBERSHIP

- 6.1 Any member may resign giving one month's clear notice in writing to the Membership Secretary of the Club.
- 6.2 Any member violating any of the 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 seek an appeal before an appeal panel comprising of three members.
- 6.3 A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid by the 1st June the annual subscription which became due on the 1st April. He/she may, however,

rejoin at any time during that year on payment of the full annual subscription without payment of any joining fee.

- 6.4 The General Committee may temporarily suspend or exclude a member from particular activities where it is deemed in the best interests of the Club.
- 6.5 Any member who is temporarily excluded or suspended or has had his/her membership terminated may seek an appeal before an appeal panel comprising of three members.

7 DISQUALIFICATION FROM HOLDING OFFICE

- 7.1 Only members entitled to vote are eligible to hold office, except that in the event of a Junior Section being established, a Junior Section Chairperson, elected by the Junior members of the Club, be entitled to vote at General Committee meetings.
- 7.2 Any member who is under the age of 16 years shall not be eligible for election to the General Committee of the Club.
- 7.3 Any member who is disqualified as an amateur under the rules of the British Canoe Union will not be eligible for election to the General Committee of the Club but such person may be co-opted without voting rights.

8 GENERAL COMMITTEE

- 8.1 The General Committee shall conduct the affairs of the Club as a whole and shall meet at regular intervals during the year, as required by the business to be transacted.
- 8.2 Special meetings of the General Committee shall be called by the Honorary Secretary on the instructions of the Chairperson, or not less than three Committee Members.
- 8.3 The General Committee shall consist of a Chairperson, Secretary, Treasurer, and other officers as deemed necessary.
- 8.4 Additionally, the General Committee may co-opt no more than 5 members of the Club to its number but such co-opted members shall not be entitled to vote at a General Committee meeting.
- 8.5 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.
- 8.6 Nominations for the position of Chairperson, Secretary, Treasurer and other officers shall be put forward in the form of a motion under the terms of Clause 12.
- 8.7 The General Committee shall elect a Vice-Chairperson from among its number.

- 8.8 The term of office shall be for one year and members shall be eligible for re-election.
- 8.9 Maximum tenure in senior club posts (Chair, Secretary and Treasurer) is limited to three consecutive years at a time. For the avoidance of doubt, this does not preclude that person from taking on another senior club post at the end of that time, or that person taking in the same post after a gap of at least one year.
- 8.10 All decisions of the General Committee shall be taken by simple majority (with the Chair having the casting vote) save that expulsion of member shall require a two thirds majority of the General Committee.
- 8.11 A quorum shall consist of not less than four voting members in the case of the General Committee and not less than three voting members in the case of a Section Committee.
- 8.12 The committee plus interested members shall arrange a programme of kayaking and canoeing events and activities.

9 DUTIES OF THE COMMITTEE

9.1 **Chairperson:** The Chairperson will:

- preside at all General Meetings of the Club and at all meetings of the General Committee.
- 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.
- represent the Club at meetings of other organisations.
- be a member, ex-officio, of any other committee of the Club.

9.2 **Hon. Secretary:** The Hon. Secretary will be responsible for:

- Maintaining affiliation to Paddle UK.
- the organisation of meetings of the General Committee and of the Club,
- recording of minutes relating to such meetings
- all correspondence relating to the general business of the Club.
- for transmitting to the Section Secretaries all correspondence relating to the particular activities of the Section concerned at the earliest opportunity.
- receiving copies of the minutes relating to the Section committee meetings.

9.3. **Hon. Treasurer:** The Hon. Treasurer will be responsible for:

- the collection of all monies, including subscriptions, and shall keep such books of account as required by the General Meeting.
- auditing the books of each Section annually and shall produce at the Annual General Meeting balance sheets showing the financial state of each Section and of the General funds, accompanied by the Hon. Auditor's report.
- Ensuring cheques have two signatures.
- The Treasurer must make the General Committee aware of any existing or potential financial or cash flow problems.

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.

- 9.4 **Safety Officer:** The Safety Officer will be responsible for:
- Updating and maintaining risk assessments for the clubs key operating sites
 - Providing support and oversight of risk assessments performed by trip leaders
 - Attending required governing body training courses
- 9.5 **Duties of other Officers:** Officers may be elected to be responsible for the following duties (one person can hold more than one role):
- 9.5.1 **Social Secretary** shall organise a programme of social events.
- 9.5.2 **Publicity Officer** shall:
- publish the activities of the Club both to the membership and to third parties;
 - produce a regular Club Newsletter for distribution to the membership, supplemented by news sheets giving details of imminent events;
 - assist in the production and display of leaflets and posters advertising the Club and its achievements.
- 9.5.3 **Membership Secretary:** The Membership Secretary shall be responsible for:
- promoting membership, co-ordinating applications
 - proposing election to membership to the General committee
 - arranging collection of Entrance Fees and Subscriptions for new members
 - the collection of renewal subscriptions;
 - maintaining a database of all members and providing details to the General committee as required.
- 9.5.4 **Section Chairpersons:** Section Chairpersons shall be elected to over-see the affairs of Section Committees as may be appointed under Clause 10.
- 9.5.5 **Equipment Officer:** The Equipment officer shall be responsible for the control and upkeep of the clubs equipment. Attending the main committee meeting and reporting on the status of the equipment and gaining approval for any expenditure required for repair or renewal.
- 9.5.6 **Welfare Officer:** The Welfare officer is responsible for ensuring the Club adheres to Paddle UK good practice on Safeguarding. Members can contact the Welfare Officer if they feel they have been treated unfairly or inappropriately by another member of the Club.
- 9.5.7 **Club Mark Officer:** is responsible for maintaining the Club Mark file.
- 9.5.8 **Youth Officer:** Represents the interests of junior paddlers in the Club.

10 SECTIONS COMMITTEES

- 10.1 The Club may organise various sections to cover the various activities of kayaking and canoeing.
- 10.2 The affairs of each section shall be conducted by a sub-committee of a minimum of three members elected by the Section one of whom shall be the section Chairperson and/or section secretary. The section Chairperson or his/her deputy shall serve on the General Committee.
- 10.2 The Section Committee may nominate other members of the Section to serve the Section Committee but such co-opted members shall have no voting rights.
- 10.3 Meetings of the Section Committees shall be called by the Secretaries of the Section concerned, or on the instructions of any member of the Section Committee.
- 10.4 The Secretary of each Section shall keep minutes of all Section meetings and be prepared to produce these if required at 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 Annual General Meeting. He/she shall also be prepared at all General Committee meetings to give a statement of the Section's finances.
- 10.4 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.
- 10.5 Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section, or as demanded by the members of the Section Committee, except that the Pool Section Committee shall hold regular meetings during the period in which pool sessions are held.

11 FINANCES

- 11.1 The Club treasurer will be responsible for the finances of the club
- 11.2 The financial year of the Club will end on 31st August. Any change to the financial year shall require the approval of the members in General Meeting.
- 11.3 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
- 11.4 Every Annual General Meeting shall appoint an independent examiner who shall at least once in every year carry out an independent examination of the accounts and records of the Club and report back to the Club on any matters arising from that examination that either cause concern or require attention drawing to.

11.5 The Committee shall retain for a period of six years all financial records relating to the Club.

12 **GENERAL MEETINGS**

12.1 An Annual General Meeting shall be held in the months of October or November of each year. There shall be laid before the meeting a statement of accounts made up to the 31st August immediately preceding the meeting.

12.2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General committee, or on a requisition signed by not less than 10% of the voting members or five voting members, whichever is the greater.

12.3 Not less than 14 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

12.4 Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon. Secretary at least 30 days preceding the Annual General Meeting, and be signed by two members entitled to vote.

12.5 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.

12.6 At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.

12.7 At all General Meetings, not less than 10% or five members of the Club, whichever is the greater, shall constitute a quorum.

12.8 **Absences of Quorum:** If after half an hour from the time appointed for the meeting, a quorum is not present, the meeting, if called at the request of the members, shall be dissolved. In any other case, the meeting shall be adjourned until a time and place to be fixed by the General Committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall constitute a quorum.

12.9 **Accidental Omission:** Accidental omission 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 a meeting.

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 Club tours or meets do so at their own risk, and neither the Club nor it's officers can accept any liability for any loss or injury of any kind sustained at headquarters or whilst on a Club tour, meet or other activity.

14 **VOTING**

Only Full Members, Youth Members and Family Members over the age of 16 years are entitled to vote at all meetings.

15 **ALTERATION OF CONSTITUTION**

15.1 This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.

15.2 A resolution to give effect to a change must be passed by at least 50% of the members present at the General Meeting, and voting on this behalf.

16 **DISSOLUTION**

The Club shall not be dissolved except by a special resolution of a Special General Meeting convened for the purpose.

Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sports governing body for use by them in related community sports.

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 shall be final.

18 **SAFETY RULES**

The general Committee shall be empowered to draw up rules for the safe conduct of kayaking and canoeing activities and should be adhered to by all members.

19 **DECLARATION**

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

SIGNED.....DATE.....

Name.....

Club Chairperson

SIGNED.....DATE.....
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Name.....
.....
Club Treasurer

SIGNED.....DATE.....
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Name.....
.....
Club Secretary