

# Constitution

1. The Club shall be known as the Ribble Canoe Club hereinafter known as the Club.
2. The objective of the Club is to promote the sport of canoeing.
3. **Membership**
  - a) **Qualifications:** Any person who undertakes to behave in the best interests of the sport shall be eligible for membership.
  - b) Classes of Membership:
    - i) **Full Members** - Over the age of 18
    - ii) **Family members** - The second or subsequent member of the same household of a full member.
    - iii) **Junior members** - Under the age of 18 on the 1st January.
    - iv) **Affiliated members** Members of an outside organisation affiliated to the Club. Other membership classes have priority over the second and subsequent affiliated member on club activities. Voting rights are restricted to one vote per affiliated group.
    - v) **Election** - Candidates for election shall make a written application to the Secretary of the club on the form provided. The power of election shall rest with the General committee, who may refuse to elect any applicant without assigning a reason for so doing.
4. **Subscription**
  - a) The rates of subscription shall be determined by members in a General Meeting and shall be due on election and thereafter, on or before the first day of March each year. New members who join after 1<sup>st</sup> November are deemed to be members for the following year.
  - b) New members to pay a £5 Joining fee per member.
5. **Cessation of Membership**
  - a) Any member may resign giving one month's clear notice in writing to the Secretary.
  - b) Any member violating 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 appeal to a special General Meeting, if such an appeal is supported by not less than TEN members.
  - c) Any member so suspended or expelled may also appeal to the British Canoe Union to state his/her case.
  - d) A member shall be deemed to have resigned from the club if after due notice in writing or email he/she has not paid by the 1<sup>st</sup>

May the Annual subscription which became due on the 1<sup>st</sup> of March. He/she may, however rejoin at any time during that year upon payment of a £5 joining fee and membership fees.

## 6. Sections

- a) The Club may organise various sections to cover the various activities of canoeing.

## 7. Eligibility for Holding Office and voting at a General Meeting

- a) Any member who is 18 years of age or over.

## 8. General Committee

- a) The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, Competition Secretary and other Offices and members as necessary. Additionally the General Committee may co-opt no more than two members of the Club to its number. The numbers of the Committee shall be determined by the General Committee prior to the AGM
- b) Nominations for Chairman, Hon. Secretary, Hon. Treasurer, Hon. Competition Secretary and other Officers are under the terms of rule 12(d).
- c) The term of office, for members of the General Committee, shall be two years, and members shall be eligible for re-election. Election for half the committee shall take place annually.

## 9. Duties of Officers

- a) **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 ex-officio be a member of any other committee of the Club.
- b) **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 the particular activities of the section concerned at the earliest opportunity. He/she will receive minutes relating to the section committee meetings.
- c) **Hon. Treasurer** - The Hon. Treasurer will be responsible for the collection of all moneys and shall keep books of account as required by the General Meeting. He/she shall have the power to examine, after giving one 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 shall produce at the AGM Balance sheets showing the financial state of each section and of the General funds accompanied by the Hon. Auditors Report.

- d) **Hon. Competition Secretary** - The Hon. Competition Secretary will be responsible for the organisation or delegation of organisation, of all Competition events run by the Club. He/she shall keep such books/accounts as required by the General Committee and shall be authorised to sign the necessary cheques on the Competition account. He/she will be responsible for all correspondence relating to Competition business, ensuring that the Hon. Secretary receives the minutes of any Competition section committee meetings, representing the Club at any Competition conferences, keeping the General Committee well informed about Competition business, and ensuring all Competition Equipment belonging to the Club is well maintained. He/She shall ex-officio be a member of any section committee relating to competition.
- e) **Duties of other Officers** - as required by the General Committee.

#### **10. General committee**

- a) The General Committee is responsible for the conduct of the Club's business and activities.
- b) The General Committee shall meet not less than four times at regular intervals during the year.
- c) Meetings of the General Committee shall be called by the Hon. Secretary on instructions from the Chairman, or not less than three committee members.
- d) A quorum shall consist of not less than seven General Committee members.
- e) In the case of a casual vacancy on the General Committee the said committee shall appoint another eligible person to act until the next AGM

#### **11. Section Committee**

- a) A Section Committee shall consist of an appropriate number of members, appointed by the General Committee, one of whom, the Section Secretary, shall be an existing member of the General Committee. The Secretary of each section shall keep minutes of all section meetings. He/she shall 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 to the AGM He/she shall also be prepared, at all General Meetings, to give a statement of the section finances.
- b) Section committees may draw up rules and regulations necessary for the efficient management of their sections, but such rules and regulations shall not become operative until

approved by the General Committee. Section Committees shall meet at intervals specified by the General Committee. Meetings of the Section Committee shall be called by the secretary of the section concerned or on the instruction of any member of the Section Committee.

- c) A quorum shall consist of no less than three members of the section committee concerned

## **12. General Meeting**

- a) The Annual General Meeting shall be held in the Months of January or February of each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month of December immediately preceding.
- b) An Extraordinary General Meeting shall be called on the instruction of a majority of the General Committee or on a requisition signed by not less than 10% of the members of the Club.
- c) Not less than 14 days clear notice shall be given specifying time and business of the General Meeting.
- d) Motions for discussion at the AGM not originating from within the General Committee shall be lodged with the secretary on or before the last day of December preceding, and be signed by two members.
- e) 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 an officership, or more nominations are received than there are vacancies on the Committee, in which case voting will be by secret ballot.
- f) At all General meetings the Chairman will preside or, in his/her absence, a Vice Chairman will be appointed by the Committee.
- g) At all general meetings not less than thirty members of the club shall constitute a quorum.
- h) Absence 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; or a meeting called by the General Committee 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 of an adjourned meeting, the members present shall be a quorum.
- i) 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 the meeting.

## **13. Liability**

- a) 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.

- b) All members or other persons who attend Club tours or Meets 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 at the Headquarters or whilst on a Club tour or Meet.

**14. Alteration of Rules**

- a) This constitution shall not be altered or rescinded except by a General Meeting of the Club.
- b) A resolution to give effect to a change must be supported by at least 55% of the members present at the General Meeting, and voting on the resolution.

**15. Auditor**

- a) Every AGM 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

**16. Distribution of Profits**

- a) In no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a general fund for furthering the objects of the Club.

**17. Termination**

- a) The Club shall not terminate except by resolution of a Special General meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects as those of the Club or to a Charity of Charities.

**18. Power of Decision**

- a) Any matter not provided for in this constitution, or any question over interpretation of it shall be dealt with by the General Committee whose decision will be final.