



RIBBLE CANOE CLUB - CONSTITUTION

1) **NAME**

- a) The Organisation shall be known as RIBBLE CANOE CLUB referred to as R.C.C. or The Club.

2) **OBJECTIVES**

- a) The Objectives of the Club are to promote participation in healthy recreation by the provision of facilities for and opportunities to participate in Canoeing, Kayaking and associated Paddlesports.
- b) The Club recognises and respects the rights, dignity and worth of all members and will treat everyone equally at all times.

3) **AFFILIATION**

- a) The Club shall be affiliated to the National Governing Body, British Canoeing.

4) **MEMBERSHIP**

- a) Membership of the Club shall be open to anyone interested in promoting, coaching, volunteering or participating in Paddlesport regardless of age, gender, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b) **FULL MEMBERS:** Individuals (over the age of 18) who are interested in furthering the objectives of the Club and who have paid the annual subscription as laid down at the Annual General Meeting.
- c) **JUNIOR MEMBERS:** Individuals (under the age of 18) who have paid the Annual subscription as laid down at the Annual General Meeting, (with no vote but treated as full members in all other respects).
- d) **FAMILY MEMBERS:** The second or subsequent member(s) of the same household of a Full member who are interested in furthering the Objectives of the Club and who have paid the annual subscription as laid down at the Annual General Meeting.
- e) All members will be subject to the rules, guidelines, regulations, codes of practice and Constitution that the Club has adopted.
- f) Individuals shall not be eligible to take part in the business of the Club, vote at any meeting or be eligible to participate in Club courses unless the applicable subscription has been paid by the due date.
- g) Applications for Membership of the Club shall be made to the Membership Secretary on the form provided or method in use.
- h) Applications for membership may be considered by the Committee, who have the discretion to accept or refuse an application. The Committee shall be required to give their reasons in writing for the refusal of an application for membership.

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5) MEMBERSHIP FEES

- a) The rates of subscription shall be determined by the Membership at the Annual General Meeting and shall be due on joining and thereafter at the start of the financial year (January 1st).
- b) New members who join after November 1st are deemed to be members for the following year.
- c) A joining fee applies to new members, as per the rate determined by the Membership at the Annual General Meeting.

6) CESSATION OF MEMBERSHIP

- a) Any member may retire / resign by giving notice in writing to the Secretary.
- b) Any member violating the rules or regulations of the club or exhibiting unsatisfactory conduct, which may be harmful to the reputation of the Club may, by resolution of the Committee be suspended or expelled. Any member so suspended or expelled may appeal to an Extraordinary General Meeting (EGM), if such an appeal is supported by not less than ten members.
- c) Any member so suspended may appeal to British Canoeing to state their case or seek arbitration.
- d) A member shall be considered to have retired / resigned from the Club if they have not paid by 1st March the Annual Subscription which became due at the start of the Financial Year, 1st January. They may however, re-join at any time during the year upon payment of the joining fee and membership fees.

7) COMMITTEE

- a) The Committee is responsible for and shall conduct the affairs of the Club as a whole and shall consist of the following Officers:

Chair Person	Vice Chair
Secretary	Treasurer
Safeguarding and Welfare	Membership Secretary
Safety Officer	

- b) Other roles to support the running of the Club can be undertaken by additional committee members as necessary and agreed at the Annual General Meeting.
- c) Additionally the Committee may, during the year, co-opt no more than two members of the Club to its numbers.

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- d) In the event of a vacancy occurring, the Committee may appoint another eligible person to act until the following Annual General Meeting
- e) The term of office for members of the Committee shall be for two years. Retiring members shall be eligible for re-election.
- f) The Committee shall meet not less than four times at regular intervals during the year.
- g) A quorum shall consist of not less than seven members.
- h) The Committee will be responsible for the adoption of new policies, codes of practice and rules that affect the organisation of the Club.
- i) Every matter requiring a decision shall be put to a vote and decided by a simple majority with the Chair to have the casting vote in the event of a tie.
- j) The Committee shall keep Minutes in books or stored by electronic means kept for the purpose, and record the proceedings of all meetings and shall be approved at the next meeting by the Chair as a true record.
- k) The Committee may from time to time make and alter rules for the conduct of their business and meetings. No rule may be made which is inconsistent with this Constitution.
- l) On taking office, Members of the Committee shall record in the minutes to the effect that they are willing to act in the best interests of the Club.

8) SUB SECTIONS AND SUB COMMITTEES

- a) The Committee may appoint or co-opt members to such sub-sections or sub committees as it deems necessary for the furtherance of the Objectives of the Club and depute such powers and duties as it may determine.
- b) All sub-sections and sub committees must report their proceedings to the Committee and Minute, produce a Financial Record (if applicable), and conduct their business in accordance with the Committees direction and terms of reference.

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9) ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held in the month of March, the date, time and venue to be decided by the Committee.
- b) Not less than 30 days clear notice shall be given to members of the Date and Agenda of the meeting.
- c) The meeting shall:
 - I. Approve the Minutes and actions of the previous year's Annual General Meeting.
 - II. Receive the Officers reports, income and expenditure reports, etc. to the last day of the month of December preceding.
 - III. Elect Officers and Committee Members.
 - IV. Nominations for Officers and Committee to be forwarded to the Secretary prior to the meeting.
 - V. Elect an Honorary Auditor, who shall examine and ascertain the correctness of the Accounts and the Balance sheet of the year preceding.
 - VI. Decide on any resolution, which may have been submitted to the meeting and included in the Agenda sent to Members. Motions for discussion at the Annual General Meeting should be in the hands of the Secretary 21 days prior to the date of the meeting.
 - VII. At any Annual 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 Committee, in which case voting shall be by ballot.
 - VIII. At all Annual or Extraordinary Meetings the Chair will preside or in their absence a Vice Chair will be appointed by the Committee.
- d) At all Annual General Meetings not less than thirty, (30), members of the Club will constitute a quorum.
- e) Members unable to attend Meetings may submit votes by proxy, by mail or by appointing the Chair of the meeting or another member to act on their behalf.
- f) **Absence of Quorum:** If after half an hour from the time appointed for the meeting a quorum is not present, the Committee shall adjourn the meeting until a time and place to be fixed by the Committee. If a Quorum is not present within half an hour of the time declared for an adjourned meeting, the members present shall be a Quorum.

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- g) Accidental omission to give notice of a meeting, or the non-receipt of the notice of a meeting by any member shall not invalidate the proceeding or outcome of the meeting.

10)EXTRAORDINARY GENERAL MEETINGS

- a) An Extraordinary General Meeting, (for a specific purpose), can be called on the instruction of the Committee or on a request to the Club Secretary and signed by ten members of the Club.
- b) Not less than 21 days clear notice shall be given to members of the Date and Agenda for the Meeting.

11)LIABILITIES

- a) The Committee shall manage the affairs of the Club. Financial or Legal liability incurred in the rightful exercise of their duties shall not be the personal liability of the committee, but shall be the responsibility of the Club as a whole.

12)RECEIPTS AND EXPENDITURE

- a) The funds of the Club, including all donations and bequests, shall be paid into an account operated by the Committee in the name of the "Ribble Canoe Club" at such a Bank as the Committee may decide. For cheques up to a specified amount and agreed with the bank, one signature will suffice, above that two signatures are required from two unrelated representatives.
- b) The funds belonging to the Club shall only be used in furthering the Objectives.

13)PROPERTY (HOLDING TRUSTEES)

- a) The Committee shall cause the title to all land or investments held in trust for the Club, which is not vested in the official custodian for Charities shall be vested in not less than three individuals appointed as Holding Trustees. Who shall act in accordance with the lawful directions of the Committee or any Annual or Extraordinary General Meeting.

14)ALTERATIONS TO THE CONSTUTUTION

- a) The Constitution may only be altered by a resolution passed by not less than two-thirds of the members present and voting at an Annual or Extraordinary Meeting. The notice of the meeting must include notice of the resolution setting out the terms of the alteration proposed.

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15) DISSOLUTION

- a) If the Committee decide that is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 21 days notice (stating the terms of the dissolution to be proposed) shall be given.
- b) If the proposal is confirmed by a two-thirds majority of those present the Committee shall release any assets held by the Club to the Holding Trustees for the appropriate disposal.
- c) Any assets remaining after the satisfaction of any debts and liabilities shall be donated or transferred to such Charitable or non- profit institutions having similar Objectives to the Club.

16) POWER OF DECISION

- a) Any matter not provided by in this Constitution, or any question over interpretation of it shall be resolved by the Committee in office.

Approver

Name	Graham Kingaby	Position	RCC Chair
Sign		Date	04/03/2020