

2013

# New Forest Kayak & Canoe Club

## Club Constitution & Rules

This document details the constitution and rules of the club as originally agreed by the general committee in October 2007 (when the club was officially established) and any updates following an AGM – most recently January 2013. The club constitution and rules were devised using the BCU 'Model Club Constitution' as its foundation.



21<sup>st</sup> January 2013



## 1 Name

The club shall be known as the **New Forest Kayak & Canoe Club** (NFKCC) hereinafter known as **The Club**

## 2 Objects

The objects of the Club are to promote and provide facilities for the sport and recreation of canoeing.

## 3 Membership

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.
2. **Classes of Membership:**
  - a. Full Members - over the age of 18.
  - b. Family Members - the spouse and/or children under 18 of a full member
  - c. Junior Members - under the age of 18. Those under 12 will only be admitted when one or both parents are members.
3. **Election:** Candidates for election to membership shall make 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 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.
4. **Restriction:** A person who has been expelled from, or refused membership of, the British Canoe Union, shall not be eligible for membership.
5. **Acceptance:** The General Committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of renewal may be made to the members.

## 4 Entrance Fee

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

## 5 Subscription

The rates of subscription shall be determined by the members in General meeting and shall be due on joining the club and, thereafter, on or before each anniversary of the joining date.



## 6 Cessation of Membership

1. Any member may resign giving one-month's clear notice in writing to the Secretary.
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. Appeal against suspension or expulsion may be made to the members.
3. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid the annual subscription, which became due on an annual rolling basis. He/she may, however, rejoin at any time during that year without payment of any entrance fee, subject to the provision of 3.3 or 5 above.

## 7 Sections

1. The Club may organise various sections to cover the various activities of canoeing.
2. The affairs of each section shall be conducted by a sub-Committee of up to ...members of whom the Chairperson or his/her deputy shall serve on the General Committee.

## 8 Disqualification from Holding Office

1. Only members entitled to vote are eligible to hold office, except that a Junior Section Chairperson may be elected by the junior members of the Club, and be entitled to vote at General Committee meetings.
2. Any member who is under the age of 16 years shall not be eligible for election to the General Committee of the Club.
3. Any member who does not disclose that their main income is derived from the sale or manufacture of canoes and/or accessories, or 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 and will be disqualified from office.

A member who freely discloses this information and/or notifies the committee of a change in circumstances will still be eligible for holding office as long as there is consensus with the rest of the committee.

## 9 General Committee

1. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer, and other officers as deemed necessary. Additionally, the General Committee may co-opt no more than 10 members of the Club to its number.
2. Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and other officers shall be put forward in the form of a motion under the terms of Rule 13.4.
3. The term of office shall be for one year, and members shall be eligible for re-election.



## 10 Duties of Committee

1. **Chairperson:** The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. He or 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. The Chairperson shall represent or arrange for the representation of the Club at BCU regional level and at meetings of other organisations. He/she shall ex officio be a member of any other committee of the Club.
2. **Hon Secretary:** The Hon Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He/she or 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. The Hon Secretary will receive copies of the minutes relating to the meetings of section committees.
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. He/she or 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. The Hon Treasurer 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 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.
4. **Duties of other Officers:** Officers may be elected to be responsible for the following duties and other roles as deemed required.
  - 4.1 **Meets Organiser:** The Meets Organiser shall arrange a programme of canoeing events and activities.
  - 4.2 **The Social Secretary:** The Social Secretary shall organise a programme of social events.
  - 4.3 **Newsletter Editor:** A Newsletter editor shall be elected who is responsible for producing a regular bulletin.
  - 4.4 **Section Chairpersons:** Section Chairpersons shall be elected to over-see the affairs of Section Committees as may be appointed under article XII

## 11 General Committees

1. The General Committee is responsible for the general conduct of the Club's business and activities.
2. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.

3. Special meetings of the General Committee shall be called by the Hon Secretary on instructions from the Chairperson, or not less than three committee members.
4. Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on the instructions of twenty percent of the members of the Section Committee.
5. A quorum shall consist of not less than 5 members in the case of the General Committee, and not less than 10 members in the case of the Section Committees.
6. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

## 12 Section Committees

1. The Section Committees shall each consist of a maximum of 10 members elected by the section concerned, one of whom shall be the section Captain and/or section secretary.
2. A Section Committee may nominate other members of the section to serve the Section Committee.
3. 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 or 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 AGM. He/she shall also be prepared at all General Committee meetings to give a statement of the section's finances.
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.
5. Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section, or upon a demand signed by not less than twenty percent of the members of the section committee.

## 13 General Meetings

1. An Annual General Meeting shall be held annually each year, ideally in January or February. There shall be laid before the meeting a statement of accounts detailing the financial year immediately preceding.
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 51 % of the members of the Club entitled to vote.
3. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.



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 AGM, and be signed by 3 members entitled to vote – unless otherwise agreed by the Executive Committee.
5. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, 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.
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.
7. At all General Meetings not less than twenty percent of the members of the Club shall constitute a quorum.
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.

If anyone is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.

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.

## 14 Liability

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.

## 15 Voting

Only full members, and family members over the age of 16 years, are entitled to vote at all meetings.

## 16 Alteration of Constitution

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
2. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

## 17 Auditor

Every Annual General Meeting 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.



## 18 Distribution of Profits

The club may not make payment to members for participation in the sport which would contravene amateur status nor 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.

## 19 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 a charitable organisation to be decided at a cessation meeting for use in related amateur Sport. 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. If the club goes into negative finance, it will cease to exist as per the termination clause with existing debt divided between club members.

## 20 Rules

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities, to include the following:

1. No members may canoe alone from the Clubhouse
2. 3 people on the water at all times.
3. All members must wear buoyancy aids.
4. Juniors must wear buoyancy aids at all times unless exempted at the express permission of their coach on an organised race training session.



## 21 Declaration

Each member upon joining signs the Membership & Membership renewal form and in doing so is accepting the following declaration:

Upon acceptance into membership of the **New Forest Kayak and Canoe Club** I understand that canoeing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.\*

\*Should a medical condition exist, this will not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.

*All personal details supplied to the New Forest Kayak and Canoe Club (NFKCC) will remain confidential. Details will only be used by relevant executive committee members when appropriate and only passed on to relevant individuals when required (for example details may be passed to the organiser of a club activity/trip or other responsible party). The NFKCC will not use personal details for any non-club related activity, or pass details on to third parties.*