

BRITISH CANOE UNION COMMITTEE REGULATIONS

The Board of the British Canoe Union made the following regulations on [8 March] 2003 under Article 38 to take effect from the 1st May 2003 for the purposes of Article 79 relating to the establishment of committees and the delegation to such committees of such of the Board's powers as it may think fit ("the Committee Regulations").

The meanings of words and phrases used in these Committee Regulations shall be the same as set out in the Union's Articles of Association. Where there is any inconsistency between the provisions of these Committee Regulations and the Union's Articles of Association, the provisions of the Articles shall prevail.

Part A : Committees Generally

1. Regulations Applicable To All Committees

- (a) Subject to Regulations B.3(d) and B.5(b) Committees shall appoint from within their membership (including co-opted members), the chairman and such other officers as the committee considers necessary for its administration, and its representatives to other committees (where required).
- (b) All members of committees shall be Full Individual Members, shall serve for two years and be eligible for re-election for a further term of two years.
- (c) Committees shall keep minutes of the business and decisions of their meetings and these shall be sent to the appropriate management committee for approval. Pursuant to Article 79 the Board of the Union may establish an English Council ("EC") to conduct English business and a Sports Management Committee ("SMC"), a World Class Management Group ("WCMG") and a Coaching Management Committee ("CMC") all of which shall conduct UK business. Committees conducting UK business and the English Council shall report directly to the Board. The committees established by the English Council shall report, in the first instance, to the English Council. Copies of minutes shall also be sent to any other committee affected by any matters therein. Copies of agendas and minutes of the discipline specific committees shall be sent to the regional officers for their respective discipline.
- (d) Policy decisions or matters involving the commitment of moneys beyond the existing budget of the committee concerned must be ratified by the Board before implementation.
- (e) Committees shall keep accounts and present annual statements as required by the Board or the EC, as appropriate. The submission of one year's accounts shall be a condition precedent to the release of the following year's money.
- (f) Committees shall meet at least twice per annum. The quorum for committee meetings generally shall be one third of their voting membership. Voting at the meeting shall be by show of hands. No proxy or postal voting is permitted (except in the case of the appointment of the elected members to the EC).

- (g) In the event of a vacancy (other than in the normal course of retirement) or a member of a committee being unable to attend a meeting of that committee then the committee concerned may appoint a suitable deputy representative, subject, in the case of an employee of the Union or an employee of any of the National Associations, to that appointment having received specific consent from the Board or National Council as appropriate. Deputy representatives shall have the same voting rights as those for whom they are deputising.
- (h) The committees shall meet the approved cost of members' attendance at meetings.
- (i) Officers will attend appropriate meetings but will not have voting rights.
- (j) In the absence of terms of reference or regulations setting out how committee meetings should be conducted, such meetings shall be conducted in accordance with the Articles setting out how Board meetings should be conducted as if adapted for the appropriate committee.

2. Annual consultative meetings.

- (a) When committees hold an annual consultative meeting of participants (as defined by the relevant committee) the provisions set out in this Part A 2 shall apply.
- (b) The chairman of each committee shall call its consultative meeting in each calendar year between November and February prior to the Union's Annual General Meeting in March.
- (c) At least 21 days' notice of the date, time and place shall be given by the best practical means to as many as possible of the Full Individual Members or clubs, as appropriate, concerned or interested in the specific discipline or committee concerned, as the case may be, with particulars about the expected agenda.
- (d) The purpose of the meeting shall be:-
 - (i) to receive from the chairman, or the appropriate committee officer, a brief annual report of the activities of the committee since the last annual consultative meeting, together with a summary statement of accounts;
 - (ii) to elect where required by the committee's terms of reference at each annual consultative meeting (in addition to the one representative of the regional development committees) such persons to serve as members of the committee as the outgoing committee considers necessary up to a maximum of twelve.
- (e) Elections of committee members at meetings shall be effective immediately.
- (f) Any conclusions on other matters reached at meetings shall stand as referred as recommendations for further consideration by the committees concerned.

- (g) The notice of the meeting shall indicate which elections are due to take place and the important principal matters to be discussed.
- (h) Only the business notified in the agenda accompanying the notice referred to in provision (g) above shall be transacted. Amendments must be kept within the terms of any proposed motion, and the chairman of the meeting shall have power to refuse any amendment that substantially alters the intention of the motion.
- (i) Committee specific arrangements made under Regulation 4 of this Part A will define those having voting rights at annual consultative meetings; 'Voting Members'. Two Voting Members may together propose to the chairman, at least 14 days before the notice of the meeting under provision (g), topics for discussion.
- (j) The quorum for an annual consultative meeting shall be eight voting members. Any informal views expressed on urgent matters in the absence of a quorum shall be transmitted to the chairman who may refer them to the committee/Board for consideration.
- (k) At the meeting the chairman of the committee shall preside. In the event that the chairman is known to be unable to attend (or in the event of their unannounced absence the meeting shall not start for half an hour) then if the voting members present agree that the meeting shall proceed they shall choose a voting member present to preside.
- (l) Voting shall be by a show of hands unless two voting members present request a poll.

3. Sub-committees

A committee may, subject to the prior approval of the Board or the EC (as appropriate), appoint a sub-committee for a specific period (which may be standing) and with a specific brief. The committee shall appoint the chairman (who shall be a member of the committee) and the members who shall all be Full Individual Members. The committee shall fund, supervise, and be responsible to the Board for the work of the sub-committee.

4. Committee Specific Arrangements

Each committee shall draft, and submit to the Board or the EC or SMC (as appropriate) for approval, proposals for regulations, to be made by the Board, containing any additional provisions (including competition rules where relevant) relating to the conduct of the committee's own tasks, which shall not derogate from the provisions above, as the case may be, based on a proforma produced by the Board, and showing any modifications to the proforma that the committee considers necessary to suit its circumstances. Future proposals for modifications in the approved regulations shall have no effect until approved by the Board. The Discipline Specific Committees shall report in the first instance to the SMC which shall in turn report to the Board.

Part B: UK Committees

1 The following committees will handle UK level business in accordance with the provisions of the Single Agreement for their spheres of canoeing discipline.

- i. Canoe Polo
- ii. Freestyle
- iii. Marathon Racing
- iv. Racing
- v. Sailing
- vi. Slalom
- vii. Surf
- viii. Wildwater Racing
- ix. Sports Management Committee
- x. Coaching Management Committee
- xi. World Class Management Group

2 Coaching Management Committee

(a) The CMC shall manage the BCU's coaching affairs in the United Kingdom and shall report to the Board in relation to those activities. The committee shall comprise:

- (i) five representatives appointed by the English Coaching Committee;
- (ii) two representatives appointed by the SCA Coaching Committee;
- (iii) two representatives appointed by the WCA Coaching Committee;
- (iv) one representative appointed by the CANI Coaching Committee.

(b) The arrangements set out in Regulation A.1 shall apply except that sub-clause (h) of Regulation A.1 shall not apply.

(c) Each Member of the CMC shall have the vote.

3. Sports Management Committee

(a) The SMC shall manage the BCU's competitive affairs in the United Kingdom and shall report to the Board in relation to those activities. The SMC shall comprise one voting representative appointed by each of the following committees:

- i. Canoe Polo Committee
- ii. Freestyle Committee
- iii. Marathon Racing Committee
- iv. Racing Committee
- v. Sailing Committee
- vi. Slalom Committee
- vii. Surf Committee
- viii. Wildwater Racing Committee
- ix. Coaching Committee

- (b) The SMC may co-opt up to two Full Individual Members as voting members of the committee. They will serve for two years, or a lesser period if appropriate, and may be co-opted again. For the purposes of Regulation A.1(a) the membership of the management committees from whom Chairmen and other officers and representatives to other committees may be chosen by the SMC includes any such co-opted voting members. The two year period of service in Regulation A.1(b) does not apply to members co-opted by the SMC.
- (c) The chairman of the SMC shall be appointed by the Board.

4. Discipline Specific Committees

- (a) Eight discipline specific committees:
 - i. Canoe Polo Committee
 - ii. Freestyle Committee
 - iii. Marathon Racing Committee
 - iv. Racing Committee
 - v. Sailing Committee
 - vi. Slalom Committee
 - vii. Surf Committee
 - viii. Wildwater Racing Committee
- (b) These committees shall each include one representative of the English Regions appointed in accordance with Regulation C.5(b)(iv).
- (c) These committees shall hold an annual consultative meeting at which they will each elect such additional members as the committees consider necessary up to a maximum of twelve.

5. World Class Management Group

Note: The provisions set out in this Regulation 5 apply only to the WCMG.

- (a) The WCMG shall report to the Board and shall administer and manage the world class programmes.
- (b) The WCMG shall comprise a chairman appointed by the Board, the Chief Executive, the Performance Director of the BCU and the chairmen of each of the Racing, Marathon Racing and Slalom Committees.
- (c) The Chief Executive and Performance Director shall be members of the WCMG by virtue of their office. The other representatives shall serve for two years and are eligible for re-appointment by the committees.
- (d) In the event of a vacancy or any of the representatives being unable to attend a meeting the appointing committee concerned may appoint a deputy to attend the meeting.

- (e) Decisions shall be by simple majority. The quorum shall be five of their voting membership.
- (f) The WCMG shall meet at least twice per annum.
- (g) No co-options, proxies or postal voting are permitted.
- (h) Each member of the WCMG shall have one vote.

6. Committees handling UK level business.

- (a) Each National Council shall nominate one national delegate (being a current National Association and member of the Union) to attend the meetings of the committees conducting UK level business (excluding the CMC and the WCMG).
- (b) The delegates shall serve for alternating two-year periods based on the annual period that is prescribed in the specialist committee's regulations as the period of office applicable in relation to its own territory, and shall be eligible for re-nomination, provided that their National Association and memberships of the Union continue.
- (c) If a nominated delegate is unable to attend a particular meeting of the committee when UK level business is to be discussed the appropriate National Council may appoint a suitable deputy (being a current Association and member of the Union who is not a full time Union or National Association employee) for that meeting (excluding the CMC and the WCMG).
- (d) The method of voting when a formal vote is being taken will be by the national delegate of each National Council casting a single weighted proportional vote carrying the following voting value (excluding the CMC and the WCMG):

EC 5 votes, SCA 2 votes, WCA 2 votes, CANI 1 vote: i.e. a total of 10 votes.
- (e) Each committee handling UK level business shall be set a specific annual budget by the Board of the Union for the travel expenses of those attending meetings. The expenses of the national delegates and of deputies attending the meetings will only be paid from the Union's funds provided that annual budget has not been exceeded.
- (f) Provided that the committee meeting has been duly called according to the regulations and the UK level items for discussion have been notified, with the appropriate documentation, to all national delegates, the meeting may proceed to business whether national delegates or eligible deputies are present or not provided that the quorum is present. The meeting shall elect one of its number to take the chair if the chairman appointed under Regulation A.1(a) above is not present.
- (g) If there is agreement by consensus a formal vote need not be taken; the chairman of the meeting may declare the motion to be passed by consensus.

- (h) Notwithstanding Regulation (g) above, where a UK level item of business involves matters of particular concern to one or more of the National Councils, any of their delegates shall be entitled to require the decision to be taken by formal vote.
- (i) Unless a formal vote is to be taken, the chairman of a meeting at which a consensus of views on any item of UK business is not achieved may declare their decision on the item concerned and order it to be implemented, and shall report the decision forthwith to any national delegate or deputy who was not present. Such national delegate or deputy who disagrees with the decision of the chairman of the meeting may within seven days request the Chairman of the Board to refer it to the Board for reconsideration.
- (j) To carry a motion when a formal vote is being taken at least six votes, by value, must be cast in favour of the proposition. The chairman of the meeting shall not have a casting vote in the case of a tie, but shall declare the motion "not carried", and invite the meeting to discuss the matter further with a view to producing a decision by consensus or compromise.
- (k) Abstention from voting shall not affect the number of votes, by value, required to be cast in favour under provision (j) above, nor justify a National Council whose delegate or deputy abstained in claiming not to be bound by the proposition that has been carried.
- (l) When the committee is discussing business other than UK level business at a meeting the ordinary voting practice of the National Council concerned shall apply to that other business, and any delegates from other National Councils present shall not have a vote (excluding the CMC or the WCMG).

Part C : English Committees

1. English Council

- (a) The EC shall have the powers set out in Article 35 and shall report directly to the Board.
- (b) The EC shall comprise the following :
 - (i) one person appointed by the English Access Committee;
 - (ii) two persons appointed by the Sports Management Committee;
 - (iii) one person appointed by the English Coaching Committee;
 - (iv) three persons appointed by the English Development Team;
 - (v) four persons who must be English Members, elected by postal ballot of the English Members of the Union.
- (c) The EC may co-opt an English Full Individual Member to be a non-voting chairman of the EC.
- (d) The appointment of members of the EC shall be effective from the date of the annual general meeting each year.

- (d) An elected member shall, upon being appointed to the EC by some other means, cease to be an elected member and the person receiving the next highest number of votes in the previous election for elected members shall serve until the next annual general meeting.
- (e) Only English members may serve on the EC or committees established by the EC.
- (f) Full time employees of the Union shall not be eligible to serve on the EC.
- (g) The EC shall appoint up to five of its members to be members of the BCU Board. If the representative of the CMC or the SMC or the Treasurer are English Members then the number of appointees shall be reduced to achieve a maximum of five English Members on the Board in accordance with the Union's Articles.
- (h) The EC delegates the management of the competitive disciplines in England to the SMC.
- (i) Each Member of the EC (other than any chairman appointed in accordance with Regulation (c) above) shall have one vote.

2 English Access Committee

- (a) The EAC shall be responsible for matters relating to access to water, to the provision of durable or temporary facilities usable by canoes and to the promotion of canoeing in ways compatible with the preservation and protection of the environment.
- (b) The EAC shall comprise one representative elected at the annual regional consultative meeting in each Region and any member appointed as a member of an Environment Agency Regional Fisheries, Ecology and Recreation Committee or similar body.
- (c) If at any time the committee is unable to appoint, from within its own membership, members as officers suitable for performing particular specialist roles it may appoint Full Individual Members able to perform such roles as additional members, provided that the committee's total membership excluding the non-voting members does not exceed 15.
- (d) Each member of the EAC shall have one vote.

3. English Coaching Committee

- (a) The English Coaching Committee (ECC) shall manage coaching affairs in England.
- (b) The English Coaching Committee shall comprise 12 representatives as follows to ensure integrated representation across disciplines and competition; eight nominations from the annual Regional Coaching Officer/Local Coaching Officer forum (to include balanced representation from recreational coaching, this would

normally include a representative from heads of centres and regional coaching officers), four competition representatives nominated by the SMC.

- (c) If at any time the committee is unable to appoint, from within its own membership, members as officers suitable for performing particular specialist roles it may appoint Full Individual Members able to perform such roles as additional members, provided that the committee's total membership excluding the non-voting members does not exceed twelve.
- (d) Each member of the ECC shall have one vote.

4. English Development Team

- (a) The English Development Team (EDT) shall manage the development of canoeing and recreation, excepting those areas covered by the English Access and English Coaching committees and competition which has been delegated to the SMC, in the regions.
- (b) The EDT shall comprise voting representatives from:
 - 10 Regional Development Teams.
 - 1 English Canoe Lifeguards Committee.
 - 1 English Disabilities Committee.
 - 1 English Sea Touring Committee.
 - 1 English Touring & Recreation Committee.
 - 1 English Whitewater Rafting Committee.
- (c) Each member of the EDT shall have one vote.

5. English Regional Development Teams (ERDTs)

- (a) The ERDTs shall be responsible for developing the sport and recreation of canoeing, excepting those areas covered by the English Access and English Coaching committees and competition which has been delegated to the SMC, at a local level within their respective regions.
- (b) There shall be ten ERDTs:

North East, North West including the Isle of Man, Cumbria, Yorkshire (and Humber), West Midlands, East Midlands, Eastern, London and South East, Southern and South West including the Channel Islands.

Each of the ten ERDTs shall comprise:

- i. One Full Individual Member appointed by each Local Development Team.
- ii. One Full Individual Member appointed by any affiliated 'open' club in the Region with at least one hundred members registered with the Union.
- iii. Two Full Individual Members elected at an annual regional consultative meeting of the English members in the region.

- iv. (a) One Full Individual Member from each region elected at the annual regional consultative meeting of the English members in the region for the following discipline specific committees:
 - i. Canoe Polo Committee
 - ii. Freestyle Committee
 - iii. Marathon Racing Committee
 - iv. Racing Committee
 - v. Sailing Committee
 - vi. Slalom Committee
 - vii. Surf Committee
 - viii. Wildwater Racing Committee
 - (b) When the representatives elected at all the annual regional consultative meetings for each discipline specific committee are known they will consult one another and will appoint one of their number to be their joint representative and to serve on each of the accountable discipline specific committees concerned. All the representatives shall however be sent the agendas and minutes of the discipline specific committee concerned.
 - v. One Full Individual Member, elected at an annual regional consultative meeting of the English members in the region, to represent the region on the English Access Committee.
 - vi. One Full Individual Member, elected at an annual consultative meeting of the English members in the region, to represent the region on the English Coaching Committee.
 - vii. The representatives elected above shall become the regional officers for their respective disciplines.
- (c) Each ERDT shall hold an annual consultative meeting.
 - (d) Each member of each ERDT shall have one vote.
 - (e) The ERDTs shall establish informal local development teams.

6. English Discipline Specific Committees

- (a) There are five discipline specific committees namely:
 - i. English Canoe Lifeguards Committee
 - ii. English Disabilities Committee
 - iii. English Sea Touring Committee
 - iv. English Touring and Recreation Committee
 - v. English Whitewater Rafting Committee
- (b) These committees shall hold an annual consultative meeting at which they will each elect such voting members as the committees consider necessary up to a maximum of twelve.
- (c) The English Touring & Recreation Committee shall include voting representatives from the Canoe Camping Club and the Open Canoe Association.