

1 NAME

The club shall be known as **[NAME OF CLUB]**.

2 AIMS AND OBJECTIVES

2.1. The aims and objectives of the Club are to:

[INSERT CLUB AIMS AND OBJECTIVES]

Optional:

- Promote and provide facilities for the sport and recreation of canoeing; and
- Provide coaching and competitive or recreational opportunities; and
- Promote and provide facilities for canoeing; and
- Ensure a duty of care to all members of the club.

2.2. In furtherance of the above objectives the Club is committed to treating everyone equally regardless of sex, ethnic origin, religion, disability, or beliefs.

3. AFFILIATION

3.1. The Club shall be affiliated to Canoe England and shall incorporate its rules and regulations:

3.2. In the event that there shall 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

4.1.1 The total membership of the Club shall be limited to [150].

OR

4.1.1 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 proposal to a General Meeting of the Members.

4.2 Eligibility

- 4.2.1. 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. Classes of Membership

- a. Adult members – over the age of **[AGE]**
- b. Junior members – under the age of **[AGE]**. Those under **[AGE]** years old will only be admitted when one or both parents / guardians are members.
- c. Family members – the spouse and or/or children under **[AGE]** of a full member.

4.4. Election of members

- 4.4.1. Candidates for election to membership shall make a written application to the Secretary of the Club on the form 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 for the refusal for an application for membership in writing.
- 4.4.4. Any person refused membership may seek an appeal before an appeal panel comprising of 3 members.

5. MEMBERSHIP FEES

- 5.1. The membership fees (including different classes and joining fees) shall be determined by the members in General Meeting and shall be due on election and, thereafter, on or before **[DATE]** in each year.
- 5.2. Any member that has not paid his/her membership fee for a period in excess of 30 days from the due date shall be immediately suspended from the Club until such payment is received or that Member is deemed to have resigned in accordance with this constitution.

6. RESIGNATION

- 6.1. Any member may resign by giving one month's notice in writing to the Secretary.
- 6.2. A member shall be deemed to have resigned from the Club if, after a period of 60 days he/she has not paid the annual subscription which became due on **[DATE]**.

7. EXPULSION AND DISCIPLINARY ACTION

- 7.1. All complaints regarding the behaviour of members should be submitted in writing to the Welfare Officer. **[ADD WORDING ON POLICY FOLLOWED AFTER COMPLAINT RECEIVED]**.
- 7.2. 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.

- 7.3. The General Committee may temporarily suspend or exclude a member from particular activities where it is deemed in the best interests of the Club.
- 7.4. Any member who is temporarily excluded or suspended or has had his/her membership terminated shall have the right to appeal against such decision to an appeal panel which shall comprise of no less than 3 members.

8 GENERAL COMMITTEE

- 8.1 The General Committee shall conduct the affairs of the Club 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 instructions from the Chairperson, or not less than three committee members.
- 8.3. The General Committee shall consist of Chairperson, Honorary Secretary, Treasurer and other officers as deemed necessary.

Optional offices: Vice Chair, Publicity Officer, Volunteer Coordinator, Welfare Officer, Junior Coordinator, Coaching Coordinator, Meets organizer, Social Secretary, Newsletter Editor, Section Officers.

- 8.4. Additionally, the General Committee may co-opt no more than **[NUMBER]** members of the Club to its number. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.
- 8.5. Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and other officers shall be proposed seconded and elected by ballot at the General Meeting of the Members. The term of office shall be for one year, and members shall be eligible for re-election.
- 8.6. All decisions of the General Committee shall be taken by a simple majority (with the Chair having a casting vote) save that expulsion of a member shall require a two thirds majority of the General Committee.
- 8.7. A quorum for a meeting of the General Committee shall be three and where a quorum is not present the meeting shall be adjourned to a time and date not less than 7 days from the date of the meeting.
- 8.8. The General Committee may from time to time appoint from their number such sub-committees as they shall see fit and delegate to them such powers and duties as they may determine.
- 8.9. The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in performing their duties.
- 8.10. Any member who is under the age of **[AGE]** years shall not be eligible for election to the General Committee.
- 8.11. Any member whose 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 but such a person may be co-opted without voting rights.

9. FINANCES

- 9.1. The Club Treasurer will be responsible for the finances of the club.
- 9.2. The financial year of the club will end on **[DATE]**. Any change to the financial year shall require the approval of the Members in General Meeting.
- 9.3. 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.
- 9.4. 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.
- 9.5. Every Annual General Meeting shall appoint an Honorary 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.
- 9.6. The Committee shall retain for a period of six years all financial records relating to the Club.

10. BORROWING

- 10.1. The General Committee may borrow money on behalf of the Club from time to time [up to such limits on borrowing as may be determined by the Members in General Meeting] or [only with the prior approval of the Members in General Meeting].
- 10.2. The General Committee shall have no power to commit the personal liability of any Member when seeking borrowing.

11. PROPERTY

- 11.1. All property of the Club, excluding cash at bank, shall be vested in [no less than two Members] acting as custodians. Such custodians shall act in accordance with the instructions of the General Committee when dealing with the property of the Club.
- 11.2. The custodians shall be elected at General Meeting by the Members and shall hold such position until removed at General Meeting or death.
- 11.3. The custodians shall be indemnified and kept indemnified by the Members against all losses costs and liabilities they may suffer as a result of the position as a custodian.

12. ANNUAL GENERAL MEETING & EXTRAORDINARY GENERAL MEETING

- 12.1. The Annual General Meeting shall be held in the Autumn of each year.

- 12.2. There shall be laid before the meeting a statement of accounts made up to the **[DATE]** day of the month of **[MONTH]** immediately preceding.
- 12.3. Not less than 21 days notice shall be given specifying to all Members the time and business of the General Meeting.
- 12.4. A resolution put to 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.
- 12.5. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Honorary Secretary at least 30 days preceding the AGM and signed by **[NUMBER]** members entitled to vote.
- 12.6. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on requisition signed by not less than **[PERCENTAGE]**% of the members of the Club entitled to vote.

13. SECTION COMMITTEES (optional)

- 13.1. The Club may organize various sections to cover the various activities of canoeing.
- 13.2. The Section Committees shall each consist of a maximum of **[NUMBER]** members elected by the section concerned, one of whom shall be the section Captain and/or section secretary. A Section Committee may nominate other members of the section to serve the Section Committee.
- 13.2. 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.
- 13.3. 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.
- 13.4. 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.

14. SAFETY RULES

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

15. DISSOLUTION AND TERMINATION

- 15.1. The Club shall not dissolve except by a resolution of a Extraordinary General Meeting passed by a [three quarters majority] of the Members present and entitled to

vote. A date for dissolution must be set and dissolution will take place immediately on that date.

- 15.2. Following dissolution of the Club any surplus assets (after the discharge of all liabilities) shall be handed over to Canoe England 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.

16. AMENDMENTS TO THE CONSTITUTION

The Constitution will only be changed through agreement by majority vote at an Annual General Meeting or Extraordinary General Meeting.

17. DECLARATION

[NAME OF CLUB] hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:
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Name:

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..
Club Chair

SIGNED: DATE:
.....

Name:

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..
Club Secretary

DECLARATION BY EACH MEMBER

I acknowledge that I have read the rules of the Club and can confirm that I understand and accept these rules which shall govern my Membership of [Name] Club.

[Form must be countersigned by a parent or parent having parental responsibility on behalf of any Member less than 18 years of age].

Member