



Club Constitution

This document details the constitution and rules of the Club as agreed by the general committee in February 2010 **and updated:**

- following an agreed motion to amend clause 8.4 at the 2012 Annual General Meeting
- following an agreed motion to amend clause 11, 12.1 & 12.2 at Feb 2018 AGM. The Club constitution and rules were devised using the BCU 'Model Club Constitution' as its foundation.

1. NAME

1.1. The Club shall be known as Chelsea Kayak Club (“the Club”).

2. AIMS AND OBJECTIVES

2.1. The aims of the Club are to get like-minded paddlers together to enjoy the health and social benefits of paddling, to engage in safe river and sea trips at the same time as encouraging people to learn about and develop within the sport.

2.2. To help achieve our aims we have the following objectives:

- Promote and provide facilities for the sport and recreation of paddlesport with a specific focus on touring and expeditions; and
- Provide and support paddlesport coaching and leading opportunities; and
- Ensure a Duty of Care to all Members of the Club; and
- Promote and practice a positive health and safety culture at all times.

2.3. In furtherance of the above objectives the Club has an Equality Policy Statement and is committed to treating everyone equally regardless of sex, ethnic origin, religion, disability, sexual orientation, 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. Total membership of the Club shall not be limited, however if the Club Committee considers that there is good reason to impose a limit from time to time then the Club Committee shall put forward such proposal to a General Meeting of the Members.

4.2. Eligibility

4.2.1. Any person aged 18 or over who is able to swim at least 50m in light clothing and 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. Election of Members

4.3.1. Candidates for election to membership shall make a written application to the Secretary of the Club on the form provided.

4.3.2. The power of election shall rest with the Club Committee.

4.3.3. The Club Committee shall be required to give reasons for the refusal for an application for membership in writing.

4.3.4. Any person refused membership may seek an appeal before an appeal panel comprising 3 Members.

4.3.5. All elected Members shall at all times abide by the rules of the Club (this Constitution), the Club Code of Conduct, Club Operating and Safety Procedures, and other policies and procedures as advised by the Club Committee from time to time.

5. MEMBERSHIP FEES

5.1. Membership fees (including other associated fees) shall be determined by the Members at the Annual General Meeting and shall be due on election and, thereafter, on or before 1 March 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 the constitution.

6. RESIGNATION

6.1. Any Member may resign by giving one month's notice in writing to the Membership 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 1 March.

7. EXPULSION AND DISCIPLINARY ACTION

7.1. All complaints regarding the behaviour of Members should be submitted in writing to a Member of the Club Committee. All complaints received will be handled in accordance with Club Operating and Safety Procedures.

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 Club Committee,

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be suspended or expelled.

7.3. The Club 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 no less than 3 Members.

8. CLUB COMMITTEE

8.1. The Club Committee shall conduct the affairs of the Club and shall meet at regular intervals during the year, as required.

8.2. Club Members may attend meetings as spectators; they have no right to speak unless specifically invited to do so by the Club Committee.

8.3. Special Meetings of the Club Committee shall be called by the Membership Secretary on instructions from the Chairperson, or not less than three Committee Members.

8.4. The Club Committee shall comprise Chairperson, Membership Secretary, Treasurer **and other posts as deemed necessary from time to time by the Club Committee.**

8.5. Nominations for Committee positions 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 Club Committee shall be taken by a simple majority (with the Chairperson having a casting vote) save that expulsion of a Member shall require a two thirds majority of the Club Committee.

8.7. A quorum for a meeting of the Club 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 Club Committee may from time to time appoint 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 whose main income is derived from the sale or manufacture of kayaks, 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 Club 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 28th February. 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 aims and objectives of the Club.
- 9.5. Expenses for the day-to-day running of the Club (minor equipment purchases, trip costs etc) should be made at the discretion of the appropriate Committee Member or trip/event organiser, who should pass an invoice or receipt to the Club Treasurer before payment is made.
- 9.6. The Club Treasurer shall keep proper accounts of all monies received and paid by him / her on behalf of the Club, recorded in a cash book/bank ledger.
- 9.7. 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.
- 9.8. The Club Committee shall retain for a period of six years all financial records relating to the Club.

10. BORROWING

- 10.1. The Club Committee may borrow money on behalf of the Club from time to time only with the prior approval of the Members in General Meeting.
- 10.2. The Club Committee shall have no power to commit the personal liability of any Member when seeking borrowing.

11. PROPERTY

11.1. Damage to Centre or Club boats and equipment must be reported immediately to the Kit Officer.

11.2. All property of the Club, excluding cash at a bank, shall be vested in no less than two Members acting as custodians. Such custodians shall act in accordance with the instructions of the Club Committee when dealing with the property of the Club.

11.3. The custodians shall be elected at General Meeting by the Members and shall hold such position until removed at General Meeting.

11.4. 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.

11.5. Club Members will be liable for any damage or loss to Centre or Club boats and equipment which the Club Committee considers has been caused by negligence on the part of the user.

12. ANNUAL GENERAL MEETING & EXTRAORDINARY GENERAL MEETING

12.1. The Annual General Meeting (AGM) shall be held in **October or November** of each year.

12.2. There shall be laid before the meeting a statement of accounts made up to the 31st day of the month of 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. The agenda for the AGM shall follow the format below:

- Apologies for Absence
- Chairpersons Report / Summary of the year
- Reports from Committee Members
- Auditors Report and Approval of Accounts
- Matters arising from the previous years minutes
- Review of the Club Membership fee
- Motions for consideration by the Members
- Election of new Committee Members

– Any Other Business

12.4. The Chairperson, if any, of the Club Committee shall preside as Chairperson at every General Meeting of the Club, or if there is no such Chairperson, or if he / she shall not be present within 15 minutes after the time appointed of the holding of the Meeting or is unwilling to act, the Club Committee present shall elect one of their Members to be the Chairperson of the Meeting or if no such Member of the Club Committee is present or willing to act the Members present shall choose one of their number to be Chairperson of the Meeting.

12.5. A resolution put to vote of the Meeting shall be decided by a simple majority through a show of hands of those entitled to vote, except when more than one nomination has been received for a position on the Club Committee, in which case voting will be by secret ballot.

12.6. In the case of equality of votes, the Chairperson of the Meeting shall be entitled to a casting or second vote.

12.7. Motions for discussion at Annual General Meetings, not of origin from within the Club Committee, shall be lodged with the Membership Secretary at least 30 days preceding the AGM.

12.8. The Chairperson shall at his / her discretion, and with the consent of a single majority of Members present and voting, have the power to accept any resolution to be put to the meeting of which insufficient notice has been given, unless the motion shall involve any alteration to this Constitution.

12.9. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Club Committee, or on requisition signed by not less than 25% of the Members of the Club entitled to vote.

12.10. Any Member entitled to attend and vote at a General Meeting is entitled to appoint another Member as his/her proxy to attend and vote instead of him/her. The instrument of proxy must be in writing and must be delivered to the Chairperson of the meeting immediately prior to the commencement of the meeting.

13. SAFETY RULES

13.1. Notwithstanding clause 4.3.5, the Club Committee shall be empowered to draw up rules for the safe conduct of paddlesport activities and should be adhered to by all Members.

14. DISSOLUTION AND TERMINATION

14.1. The Club shall not dissolve except by a resolution of an Extraordinary General Meeting passed by a three quarters majority of the Members

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

14.2. 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 shall be dealt with by the Club Committee whose decision shall be final.

15. AMENDMENTS TO THE CONSTITUTION

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


16. DECLARATION

16.1. Chelsea Kayak Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of Members.

SIGNED:



DATE:



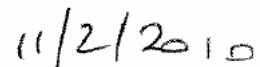
Name: Andrew McMenamin

Club Chairperson

SIGNED:



DATE:



Name: Phil Cumming Club

Membership Secretary