



Norwich Canoe Club

Constitution November 2012

Sections updated
November 2018

1. **NAME**

1.1 The club shall be known as the Norwich Canoe Club, hereinafter known as the CLUB.

2. **OBJECTS**

2.1 The object of the Club is to provide facilities for and promote participation of the whole community in the sport of canoeing.

3. **MEMBERSHIP**

3.1 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.

3.2 Classes of Membership:

3.2.1 Full Members over the age of 18 on the 1st January each year.

3.2.2 Junior Members under the age of 18 on the 1st January each year.

3.2.3 Family Membership. - up to 2 adults and their children under 18 yrs. or in their last year at school

3.2.4 Full Members over the age of 18 on the 1st January each year in full time education.

3.2.5 Social Membership.

3.2.6 Bursary Membership

Acceptance:

3.2.7 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.

3.3 Election:

3.3.1 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.

3.4 Restriction:

3.4.1 A person who has been expelled from, or refused membership of, the British Canoeing shall not be eligible for membership.

4. **ENTRANCE FEE**

4.1 Each applicant for membership shall, if his/her application be accepted, pay a membership fee, the amount of which shall be determined by the members in a General meeting. The Club will endeavor to avoid anybody being excluded from canoeing and will have available a number (decided by the Club Committee) of Bursary Memberships available detailed in the Club Bursary Scheme. Applications for the Club Bursary Scheme can be made to the Bursary Panel appointed by the Club Committee.

5. **MEMBERSHIP FEES**

5.1 The cost of Membership fees shall be determined by the members in a General Meeting and shall be due on election and, thereafter, on or before the 1st January in each year. If an existing member has not paid their membership fee by the 1st March, then that person will be deemed to have resigned from the Club.

6. **CESSATION OF MEMBERSHIP**

6.1 Any member may resign giving one month's clear notice in writing to the Membership Secretary. No refund of membership will be available

6.2 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.

6.3 When a member is deemed to have resigned from the Club, then any boat or boats belonging to that member must be removed from the Club premises. If the boat or boats remain on the Club premises after the 1st May of the year of cessation of membership, then four times the annual racking fee applicable at that time, per boat remaining, will become chargeable.

6.4 If the boat or boats remain on the Club premises after the 1st September of the year following cessation of membership, written notice will be given to that member requesting payment of all outstanding fees, or removal of the boat or boats from the Club premises. If after three months following issue of written notice the appropriate racking fee, including any outstanding fees, has not been paid, the Club will be entitled to dispose of the boat or boats and set any proceeds off against any amount due from the member.

7. SECTIONS & BURSARY PANEL

7.1 The Club may organise various sections to cover the various activities of canoeing.

7.2 The affairs of each section shall be conducted by a sub-committee of up to 3 members of whom the Chairperson or his/her deputy shall serve on the General Committee. The General Committee shall appoint a Panel to administer the Club Bursary Scheme.

8. DISQUALIFICATION FROM HOLDING OFFICE

8.1 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.

8.2 Any member, who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club, except as discussed in Rule 8:1

8.3 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 Canoeing, will not be eligible for election to the General Committee of the Club, but such a person may be co-opted without voting rights.

GENERAL COMMITTEE

8.4 The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer and other officers deemed necessary.

8.5 Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and other officers shall be put forward in the form of a motion at the AGM under the terms of Rule 14.0

8.6 The term of office shall be for one year, and members shall be eligible for re-election.

9. DUTIES OF COMMITTEE

9.1 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 roles and general policy as expressed by the majority of its members. The Chairperson shall represent or arrange for the representation of the Club at British Canoeing regional level and at meetings of other organisations. He/she shall ex officio be a member of any other committee of the Club.

9.2 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 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.

9.3 Hon Treasurer: The Hon Treasurer will be responsible for the collection of all monies and shall keep such books of accounts as required by the General Meeting. He/she shall have the power to examine, after giving one week 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.

10. **GENERAL COMMITTEES**

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

10.2 Special meetings of the General Committee shall be called by the Hon Secretary on instructions from the Chairperson, or not less than 3 committee members.

10.3 Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on instructions of twenty per cent of the members of the Section Committee.

10.4 A quorum shall consist of not less than five members in the case of the General Committee, and not less than three members in the case of the Section Committees.

In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

11. **SECTION COMMITTEES**

11.1 The Section Committees shall each consist of a maximum of 3 members elected by the section concerned, one of whom shall be the section Captain and/or the section secretary.

11.2 A Section Committee may nominate other members of the section to serve the Section Committee.

11.3 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 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.

11.4 Section Committees may draw up rules and regulations necessary for the efficient management of the section, but such rules and regulations shall become operative until approved by the General Committee.

12. GENERAL MEETINGS

12.1 An Annual General Meeting (AGM) shall be held in the month of October Or November each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month of September immediately preceding.

12.2 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 25% of the members of the Club entitled to vote.

12.3 Not less than 14 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

12.4 Motions for discussion at the 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 2 members entitled to vote.

12.5 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.

12.6 No member shall be entitled to speak or vote unless all monies owed to the Club by him/her are paid.

12.7 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.

12.8 At all General Meetings, 20 members and that the age for voting should be 16 years and if this total is not met then the AGM needs to be rearranged

12.9 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 until a time and place to be fixed by the General Committee, on not less than 5 days notice. If a quorum is not present within half an hour of the Adjourned Meeting, the members present shall be a quorum.

12.10 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.

13. LIABILITY

13.1 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.

13.2 All members or other persons who attend club tours or meets do so at their own risk, and neither the Club nor its officers can except any liability for any loss or injury of any kind sustained at headquarters or whilst on a Club tour, meet or other activity.

14. VOTING

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

15. ALTERATION OF CONSTITUTION

15.1 This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.

15.2 A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and entitled to vote

15.3 The Chairperson shall have a casting vote in the event of deadlock

16. 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.

17. **DISTRIBUTION OF PROFITS**

17.1 In no circumstance 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.

18. **TERMINATION**

18.1 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 body or bodies with similar objects which is a registered Community Amateur Sports Club or to a charity or charities agreed by the Meeting which formally terminates the Club.

19. **POWER OF DECISION**

19.1 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.

20. **SPONSORSHIP**

Any person going for forms of sponsorship should approach the General Committee for clarification so as to avoid that person falling foul of the BCU rules on amateur status.

21. **RULES**

21.1 The rules of the Club are defined within the Norwich Canoe Club Coaching Policy and Norwich Canoe Club Safety Policy.

22. **WHITLINGHAM BOATHOUSES TRUST**

22.1 The Club is committed to The Whitlingham Boathouses Trust and its objectives.