



# CHELTENHAM CANOE CLUB CONSTITUTION



## **1. NAME**

The club shall be known as the CHELTENHAM CANOE CLUB hereinafter known the Club.

## **2. OBJECTS**

The objects of the Club are to promote and provide facilities for the sport and recreation 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 member – individual member over the age of 18.
- 3.2.2 Family member – subsequent member of the same household (max of two adult members per family membership, children must be 18 or under, or in full time education).
- 3.2.3 Student member – currently in full time education, qualifies for junior subscription rates or as a junior on a family subscription.
- 3.2.4 Junior member – under 18 years of age (eligible only if they have a parent or guardian who takes full responsibility for the junior whilst he or she is partaking in any club activity.)

### **3.3. 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.

### **3.4. Restriction.**

A person who has been expelled from any club affiliated to the British Canoeing shall not be eligible for membership.

### **3.5. 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.



# CHELTENHAM CANOE CLUB CONSTITUTION



## **4. SUBSCRIPTIONS.**

The rate of subscription shall be determined by the members in General Meeting. All subscription rates shall be due on the 1<sup>st</sup> May following the General Meeting. Full subscription rates will apply throughout the membership year.

## **5. CESSATION OF MEMBERSHIP.**

Any members violating rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled.

## **6. GENERAL COMMITTEE.**

- 6.1. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Captain, Secretary, Treasurer and other officers as necessary. Additionally the General Committee may co-opt no more than three members of the Club to its number.
- 6.2. Nominations for the position of Captain, Hon. Secretary, Hon. Treasurer and other officers shall be put forward in the form of a motion under the terms of rule 9.4.
- 6.3. The terms of office shall be for one year, and members shall be eligible for re-election.
- 6.4. Disqualification from Holding Office.
  - 6.4.1. Only members entitled to vote are eligible to hold office, and be entitled to vote at General Committee meetings.
  - 6.4.2. 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.

## **7. DUTIES OF COMMITTEE.**

### 7.1. Captain.

The Captain shall preside at all General Meetings of the Club and at all the meetings of the General Committee. He/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. He/she shall represent the Club at meetings of other organisations.

### 7.2. Hon. Secretary.

The Hon. Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. 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.

### 7.3. Hon. Treasurer.

The Hon. Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by the General Meeting. He/she shall produce an audited statement of accounts at the AGM.



# CHELTENHAM CANOE CLUB CONSTITUTION



## **8. GENERAL COMMITTEE**

- 8.1. The General Committee is responsible for the general conduct of the Club's business and activities.
- 8.2. The General Committee shall meet not less than 5 times, at regular intervals, during the year.
- 8.3. Meetings of the General Committee shall be called by the Hon. Secretary on instructions from the Captain or not less than three committee members.
- 8.4. A quorum shall consist of not less than three members.
- 8.5. In the case of a casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

## **9. GENERAL MEETING.**

- 9.1. The Annual General Meeting shall be held in the month of January of each year. There shall be laid before the meeting a statement of accounts made up to the 31st day of the month of December immediately preceding.
- 9.2. An Extraordinary General Meeting shall be called upon the instructions of the majority of the General Committee, or on a requisition signed by not less than 10% of the members of the Club.
- 9.3. Not less than 28 days clear notice shall be given, specifying the time and business of the General Meeting.
- 9.4. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon Secretary 3 days before the meeting.
- 9.5. At any General Meeting, a resolution put to the vote of the meeting shall be decided by a show of hands by club members.
- 9.6. At all General Meetings the Captain will preside or, in his/her absence, a Vice - Captain will be elected by the Committee.
- 9.7. At all General Meetings not less than 15% of the members of the Club shall constitute a quorum.
- 9.8. Absence 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. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall be a quorum.
- 9.9. Accidental Omission.  
Accidental omission to give notice of a meeting to, or the non receipt of a meeting by, any member shall not invalidate the proceedings of a meeting.

## **10. LIABILITY.**

- 10.1. 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 responsibility of the Committee, but shall be the responsibility of the Club as a whole.
- 10.2. 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 accept any liability for any loss or injury of any kind sustained at headquarters or whilst on a Club tour or meet.



# CHELTENHAM CANOE CLUB CONSTITUTION



## **11. ALTERATION OF CONSTITUTION**

- 11.1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
- 11.2. A resolution to give effect to any change must be passed by at least 55% of the members present at the General Meeting
- 11.3. Changes to the constitution must be lodged in writing to the Secretary at least 14 days before General Meeting.

## **12. ALTERATION OF RULES.**

The Club rules may be altered by the General Committee.

## **13. 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.

## **14. TERMINATION.**

The Club shall not terminate except by 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, or to a charity or charities.

## **15. POWER OF DECISION.**

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. CONFLICT OF INTEREST.**

A conflict of interest is defined as an actual or perceived interest by a committee member or a general Club member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

Officers of the Club and general members are obligated to always act in the best interest of the Club. This obligation requires that any officer or general member, in the performance of Club duties, seek only the furtherance of the Club's activities. At all times, Club officers and general members are prohibited from using their Club officer title or property, for private profit or benefit.

- 16.1. The officers and general members of the Club should neither solicit nor accept gratuities, favours, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide Club fund raising-activities or purchase of second hand paddling equipment by the Committee from a general member where the Committee has voted and agreed that purchase of the equipment would benefit the Club.



## CHELTENHAM CANOE CLUB CONSTITUTION



16.2. The officer and general member of the Club shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract:

1. The officer or general member of the Club;
2. Any member of their immediate family;
3. Their partner;
4. Any business in which any of the above is an officer or director;

This is not intended to preclude the bona-fide purchase of second hand paddling equipment by the Committee from a general member where the Committee has by majority vote agreed that purchase of the equipment would benefit the Club.

16.3. Disclosure-Any possible conflict of interest shall be disclosed to the Committee by the person or persons concerned or by any other Committee or general member.

### 16.4. Committee Action.

When a conflict of interest is relevant to a matter requiring action by the Committee, the interested person(s) shall call it to the attention of the Committee and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by a vote of the Committee members, excluding the person(s) concerning whose situation the doubt has arisen, and any other Committee member who is the spouse of, the co-habiting partner of or who is otherwise related to the person concerned.

### 16.5. Record of Conflict.

The official minutes of the Committee shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.