



# CHELTENHAM CANOE CLUB CONSTITUTION



## 1. NAME

- 1.1. The club shall be known as CHELTENHAM CANOE CLUB, hereinafter referred to as the Club.

## 2. OBJECTIVES

- 2.1. The objectives of the Club are to promote, and provide facilities for, the sport and recreation of canoeing and kayaking.

## 3. MEMBERSHIP

### 3.1. Qualification

Any person who undertakes to behave in the best interest of canoeing and kayaking 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. Membership Categories

The Club shall offer the following categories of membership:

1. Full member – an individual member, aged 18 years or over.
2. Family member – a subsequent member of the same household. There can be up to a maximum of two 'adult' members (aged 18 years or over) per family membership, plus a child or children, who must be under the age of 18 years.
3. Student member – an individual, aged 18 years or over, who is currently in full-time education.
4. Junior member – an individual, under the age of 18 years. Persons are eligible for junior membership only if they have a parent or guardian who takes full responsibility for the junior whilst he or she is participating in any club activity.
5. Affiliate member – a non-paddling parent, guardian or sibling of a Junior member.

The membership year runs from 1<sup>st</sup> May of a given year, until 30<sup>th</sup> April of the following year. Membership category is determined based on the criteria outlined, as they apply on the first day of the membership year.

All categories of member, with the exception of junior members and children within a family membership, shall be considered 'voting members' and be entitled to vote at General Meetings of the Club.

### 3.3. Election

Candidates for election to membership shall make written application to the Honorary Secretary of the Club, or nominated Committee member, on the membership 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. The decision of the General Committee shall be final.



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## 3.4. Restriction

A person who has been expelled from any club affiliated to 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. The decision of the General Committee shall be final.

## **4. MEMBERSHIP SUBSCRIPTION**

- 4.1. The membership subscription fee shall be determined by the members at a General Meeting. All membership subscription fees shall be due on the 1<sup>st</sup> May following the General Meeting. Full subscription rates will apply throughout the membership year, which runs from 1<sup>st</sup> May of that year, until 30<sup>th</sup> April of the following year, unless decided otherwise by the General Committee.

## **5. CESSATION OF MEMBERSHIP**

- 5.1. 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, Honorary Secretary, Honorary Treasurer and other officers elected as necessary. Additionally, the General Committee may co-opt no more than five members of the Club to its number.
- 6.2. Nominations for the position of Captain, Honorary Secretary, Honorary Treasurer and other officers shall be put forward in the form of a motion under the terms of rule 9.4.
- 6.3. The term 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 voting members of the Club are eligible to hold office and to be entitled subsequently to vote at General Committee meetings. However, non-voting members of the Club may be co-opted onto the General Committee without voting rights.
  - 6.4.2 Any Club 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 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.



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## **7. DUTIES OF THE GENERAL COMMITTEE**

### 7.1. Captain

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

### 7.2. Honorary Secretary

The Honorary 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. The Honorary Secretary will also be responsible for conveying any issues identified by club members to the General Committee at the earliest opportunity. The Honorary Secretary will receive copies of the minutes relating to the meetings of any relevant external organisations, or of any sub-committees that the General Committee may form.

### 7.3. Honorary Treasurer

The Honorary Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by a General Meeting. The Honorary Treasurer shall produce an audited statement of accounts at the Annual General Meeting.

## **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 a minimum of five times, at regular intervals, during the year.
- 8.3. Meetings of the General Committee shall be called by the Honorary Secretary on instructions from the Captain or a minimum of three members of the General Committee.
- 8.4. A quorum shall consist of a minimum of three members of the General Committee.
- 8.5. In the case of a casual vacancy among the General Committee, the said General Committee shall appoint another eligible person to act until the next Annual General Meeting.
- 8.6. The membership of the General Committee shall include a minimum of three non-cohabiting, unrelated General Committee members.

## **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 31<sup>st</sup> 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 a minimum of 10% of the members of the Club.



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- 9.3. A minimum of 28 days' clear notice shall be given, specifying the time and business of the General Meeting.
- 9.4. Motions for discussion at the Annual General Meeting that do not originate from within the General Committee shall be lodged with the Honorary Secretary a minimum of 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 voting members of the Club.
- 9.6. At all General Meetings the Captain will preside or, in the absence of the Captain, a Vice-Captain will be elected by the General Committee.
- 9.7. At all General Meetings a minimum of 15% of the voting members of the Club shall constitute a quorum.
- 9.8. Absence of Quorum

If a quorum is not present after half an hour from the time appointed for the meeting, 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 notice 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 General Committee's office shall not, however, be the personal responsibility of the General Committee, but shall be the responsibility of the Club as a whole.
- 10.2. All members or other persons who attend club activities 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.

## **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 a majority of the voting 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 the General Meeting.

## **12. ALTERATION OF RULES**

- 12.1. The Club rules may be altered by the General Committee.



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## **13. DISTRIBUTION OF PROFITS**

13.1. 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 objectives of the Club.

## **14. TERMINATION**

14.1. 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**

15.1. Any matter not provided for in this constitution, or any question over the interpretation thereof, shall be dealt with by the General Committee, the decision of which shall be final.

## **16. CONFLICT OF INTEREST**

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

16.2. Officers of the Club and general members are obligated to act always 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.

16.3. 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 fundraising activities or purchase of second-hand paddling equipment by the General Committee from a general member where the General Committee has agreed by majority vote that purchase of the equipment would benefit the Club.

16.4. No officer or 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 the immediate family of the officer or general member;
3. The partner of the officer or general member;
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 General Committee from a general member where the General Committee has agreed by majority vote that purchase of the equipment would benefit the Club.



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## 16.5. Disclosure

Any possible conflict of interest shall be disclosed to the General Committee by the person or persons concerned or by any other member of the General Committee, or member of the Club.

## 16.6. General Committee Action

When a conflict of interest is relevant to a matter requiring action by the General Committee, the interested person(s) shall call it to the attention of the General 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 General Committee members, excluding the person(s) concerning whose situation the doubt has arisen, and any other General Committee member who is the spouse or co-habiting partner of, or who is otherwise related to, the person concerned.

## 16.7. Record of Conflict

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