



Wokingham Canoe Club

CONSTITUTION

Revision	5
Dated	11/06
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Authorised (Chair on behalf of WCC Committee)	G Rippington

Document Control

ISSUE	DESCRIPTION	Sections Affected	DATE	BY
0	Initial Issue	All		Chair
1	Revision Unknown	U/K	Nov 2002	AGM
2	Revision of Paragraphs	Addition point 3.2.7 Acceptance	Nov 2003	AGM
		Deletion Para: 7.00 Boat Storage		
		Revision Para: 8 Duties of Committee		
		Revision Para: 9 General Committee		
		Revision Para: 10.2 Section Sub Committee		
	Revision point 17.1 Power of Decision			
2a	Reformat of Constitution	All (numbering, order and format only)	Nov 2003	Secretary
2b	Addition of Health & Safety Officer to Core portion of Committee	Revision Para: 7 General Committee 7.2 / 7.3 Revision Para: 8 Duties of Committee 8.11 / 8.12 (renumbered from 8.11)	Feb 2003	Committee (on authorisation from 2003 AGM)
3	Revision	Revision of Paragraph 10.9: Voting (addition of Paragraph 10.9.1)	Nov 2004	AGM
4	Revision in line with BCU Recommendation	Revision Para 2: Objectives	Nov 2005	AGM
		Revision Para 3.1: Qualification		
		Revision Point 3.2.1: Renaming of Senior membership to Full		
		Revision and renumbering 3.3 (renumbered from 3.2.7): Election		
		Revision and renumbering 3.4 (renumbered from 3.2.8): Acceptance		
		Addition 3.5: Restriction of membership		
		Addition 3.6: Declaration		
		Deletion Para 6.3: Appeal to BCU		
		Renumbering Para 6.3 (from 6.4): Non-payment		
		Addition point 7.5.2.3: Special Committee meetings		
		Addition Para 7.9: Disqualification from Office		
		Renumbering Para 7.10 (from 7.9): Club Rules		
		Revision Para 8.3: Treasurer duties		
		Revision Para 9.1: Sections		
		Renumbering Para 9.5.1 (from 9.5): Section Meetings. Addition of 9.5.2: Quorum		
		Revision Para 10.3: Notice of AGM		
Revision Para 10.7: Notice of AGM Motions				
Revision Para 10.11: Absence of GM Quorum and procedure				
	Revision Para 12.1: Alteration to Constitution acceptance level			
5	Revision	Revision of Paragraph 7.7: General Committee – Term of Office	Nov 2006	AGM

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1.0 NAME

1.1 The Club shall be known as Wokingham Canoe Club herein after referred to as “The Club”.

2.0 OBJECTIVES

2.1 The object of The Club is to promote, and provide facilities for, the sport & recreation of canoeing.

3.0 MEMBERSHIP

- 3.1 Qualification: Any person who supports the objectives of The Club and who undertakes to behave in the best interests of canoeing shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion and 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 date of joining or renewal.
- 3.2.2 Junior Members: Under the age of 18 on the date of joining or renewal.
- 3.2.3 Family Members: Parents / Guardians and / or children under the age of 18.
- 3.2.4 Student Members: Over the age of 18 and in full time education at the date of joining or renewal.
- 3.2.5 Associate Members: Non-paddling members of The Club.
- 3.2.6 Other: Categories as defined by the General Committee.
- 3.3 Election: Candidates for election or renewal shall make written application to the Membership Secretary of The Club on the form provided. The power of election shall rest with the General Committee who may refuse to elect any applicant only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of election may be made to the members.
- 3.4 Acceptance: The General Committee may at its sole discretion, 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 acceptance [renewal] may be made to the members.
- 3.5 Restriction: A person who has been expelled from, or refused membership of the BCU shall not be eligible for membership [of the Club].
- 3.6 Declaration: Each member, on joining, shall sign the following declaration:
“Canoeing is an assumed risk sport; it is the responsibility of the participant and where appropriate, parent of guardian to make him or herself aware of the risks involved and to take appropriate precautions.”

4.0 ENTRANCE FEE

4.1 Generally: Each applicant for membership shall subject to their application being accepted pay an entrance fee of an amount to be determined by the members in General Meeting.

5.0 SUBSCRIPTION

5.1 Generally: The members in General Meeting (AGM) shall determine the rates of subscription

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and payment shall be due on the anniversary of the date set for renewal of membership and every year thereafter.

- 5.2 Applicants joining after the date set for renewal shall pay a sum pro rata to the number of complete quarter years (3 months) remaining to the next date set for renewal.

6.0 CESSATION OF MEMBERSHIP

- 6.1 Resignation: Any member may resign giving one-month's clear notice in writing to the Secretary.
- 6.2 Suspension: Any member 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. Any member so suspended or expelled may appeal to the members.
- 6.3 Non-Payment: Any member shall be deemed to have resigned from the club if, after due notice in writing, they have not paid within three months, the annual subscription which became due on the appropriate anniversary. They may however rejoin at any time that year without payment of any joining fee.

7.0 GENERAL COMMITTEE

- 7.1 General Conduct: The General Committee is responsible for the general conduct of The Club's business and activities.
- 7.2 Generally: The General Committee shall consist of eleven Core Members:
1) Chairperson
2) Secretary
3) Treasurer
4) Membership Secretary
5) Public Relations
6) Social Secretary
7) Racing Officer
8) Recreational Officer
9) Session Officer
10) Youth Member
11) Health and Safety Officer
- 7.3 The General Committee may co-opt no more than four members of The Club to its number; these shall include:
1) Bosun
2) Event and Trip Organiser
3) Youth Development Leader
4) -
- 7.4 All General Committee members have a vote with the Chairperson having a casting vote only. The co-opted members have no vote on the General Committee.
- 7.5 Meetings:
- 7.5.1 The General Committee shall meet at regular intervals during the year and shall be called by the Secretary on instructions from the Chairperson or by any committee member.
- 7.5.2 The Committee Meetings will consist of General Committee Meetings and Open Committee Meetings.
- 7.5.2.1 General Committee Meetings: Will be attended by the Core Members. Co-opted members will attend either by invitation of the General Committee or upon prior agreement with the Chairperson or Vice Chairperson.
- 7.5.2.2 Open Committee Meetings: Will be held twice a year (April and September) and will be open to all members of the club. The format of the Open Committee Meetings will

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reflect the need to involve the exchange of ideas, issues, concerns and future developments of The Club.

7.5.2.3 Special Committee Meetings: Shall be called by the Secretary on instruction of the Chair, or not less than 3 Committee members

7.5.3 Quorum: A quorum shall consist of not less than 3 General Committee members.

7.6 Nominations:

7.6.1 Nominations for the General Committee Core Members shall be put forward in the form of a motion under the conditions of paragraph 10.6.

7.6.2 Co-opted members: Will be appointed by the Core Members of the General Committee.

7.6.3 Youth Member: Will be elected by the Junior members of the Club.

7.6.4 Vice Chairperson: The General Committee may elect a Vice-Chairperson from among its number if one has not been elected.

7.7 Term of Office

The terms of office shall be for not greater than one year. Members shall be eligible for re-election to the same, or any different, position on the committee for a maximum consecutive period of 3 years, excepting in the case of the position of a serving or prospective Chairman, whose maximum term shall be 5 consecutive years. Thereafter, members shall be barred from serving on Committee for a period of 1 year.

7.8 Casual Vacancy

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

7.9 Disqualification from Office

7.9.1 Only members entitled to vote are eligible to hold office, except that of Youth Member.

7.9.2 Any member who is under the age of 18 years shall not be eligible for election to the General Committee

7.10 Club Rules

The General Committee will be responsible for the production and maintenance of Club Rules, which are to be distributed to all members, and where possible displayed prominently.

8.0 **DUTIES OF THE COMMITTEE**

8.1 Chairperson:

The Chairperson will preside at all General Meetings of The Club and at all meetings of the General Committee.

The Chairperson will be responsible for co-ordinating and guiding the activities of The Club and maintaining public relations in accordance with its rules and general policy as expressed by the majority of its members.

The Chairperson shall ex officio be a member of any other committee meetings of The Club. The Chairperson, in association with the General Committee Members, will develop a business plan for The Club, which will be presented to the first Open Committee Meeting for discussion and ratification of the General Committee.

The Chairperson shall represent or arrange for the representation of The Club at BCU regional level and at meetings of other organisations.

The Chairperson will be responsible for health and safety.

8.2 Secretary:

The 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. Other responsibilities include all correspondence relating to the general business of The Club.

The Secretary will receive copies of the minutes relating to the Section Committee meetings.

8.3 Treasurer:

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The Treasurer will be responsible for the collection of all monies and shall keep such records of account as required by the General Meeting.

The Treasurer shall have the power to examine the books of any Section after giving one weeks notice and shall report any discrepancies to the General Committee.

The Treasurer shall audit the records of each section annually and shall produce at the General Meeting balance sheets showing the financial status of each Section and of the general funds accompanied by the Auditor's report.

The Treasurer must make the General Committee aware of any existing or potential financial or cash flow problems.

Cheques must be signed by 2 signatories.

8.4 Membership Secretary:

The Membership Secretary will maintain an up to date list of members and issue membership renewals and collect membership and renewal fees, which in turn are to be transferred without delay to the Treasurer.

The Membership Secretary will pass onto the Bosun all relevant information in relation to boat storage.

The Membership Secretary will be responsible for the issue of keys / Swipecards and the collection and return of any deposits associated with them.

8.5 Public Relations Officer:

The Public Relations Officer will be responsible for liaising with the press and for the maintenance of all forms of external publicity (including The Club's website).

8.6 Social Secretary:

The Social Secretary shall organise a programme of social events.

8.7 Racing Officer:

The Racing Officer will co-ordinate any relevant Section Leaders and Co-opted members and be responsible for the development of all forms of racing within The Club. The Racing Officer responsibilities will include the co-ordination of competition entries with Section Leaders, the development of racing coaching resources, the development and implementation of The Club's Rules of Membership as they apply to racing.

8.8 Recreational Officer:

The Recreational Officer will co-ordinate any relevant Section Leaders and Co-opted members and be responsible for the development of all forms of recreational paddling (Kayak and Open) within The Club. The Recreational Officer responsibilities will include the development of coaching resources and the development and implementation of The Club's Rules of Membership as they apply to recreational paddling.

8.9 Session Officer:

The Session Officer will be responsible for the organisation of the formal Club Wednesday and Sunday sessions and the appointment of the necessary crews to support these formal sessions.

8.10 Youth Member:

To represent the Junior Members of the Club views and interests.

8.11 Health and Safety Officer:

The H&S Officer will keep up to date with all aspects of health and safety as they relate to paddle sport and to provide advice and guidance to the General Committee of the Club on these matters.

8.12 Co-Opted Members:

The following are co-opted roles of the General Committee:

8.12.1 Boson:

The Boson is responsible for the implementation of The Club's Rules of Membership as they apply to facilities hired by The Club and the all items purchased by The Club. The Boson will liaise with the Membership Secretary and will allocate and maintain an up to date list of spaces available for boat storage by the members and allocate the said spaces. The Boson will keep an update list of equipment purchased by The Club and the current condition of

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such equipment and advise the General Committee of its state.

8.12.2 Events and Trip Organiser:
The Events and Trip Organiser shall arrange a programme of canoeing events and activities.

8.12.3 Youth Development Leader:
To design and implement an on going programme of Youth development to include BCU initiatives e.g. PaddlePower. This may include liaison with other Youth development organisations. This Officer will be the lead for all aspects of Youth protection in line with the BCU Child Protection Policy.

9.0 SECTIONS

9.1 The Club may organise sections to cover the various activities of canoeing as may be required to satisfy the requirements of the membership. It is anticipated that sections may be organised to cater for the following:

- 9.1.1 Marathon
- 9.1.2 Slalom
- 9.1.3 Touring Inland (Placid)
- 9.1.4 Touring Inland (White Water)
- 9.1.5 Touring Foreign
- 9.1.6 Surfing
- 9.1.7 General Recreation

9.2 Sub-Committee:
The affairs of each Section may be conducted by a sub-Committee of the appropriate number of members. The Leader of such sub-Committee will report to the relevant Racing or Recreation Officer.

9.3 Leader:
The Leader shall be elected by the appropriate Section before the AGM. The Section can review the leader's position at any time throughout the year.

9.4 Nominations:
Sections may nominate other members of the section to serve on the Section Committee.

9.5 Meetings:

9.5.1 Meetings of the Section Committee shall be called by the Section Leader of the Section concerned or on the instruction of 20% of the members of the Section.

9.5.2 Quorum: A quorum shall consist of not less than 3 Section Committee members.

9.6 Minutes and Statement of Finances:

The Secretary or Section Leader of each Section shall keep minutes of all Section meetings with a copy to be forwarded to the Club Secretary and be prepared to produce these if required at General Committee meetings. They 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. They shall also be prepared at all General Committee meetings to give a statement of the Section's finances.

9.7 Rules and Regulations:

Section Committees may draw up rules and regulations as necessary for the effective management of the Section. Any such rules and regulations cannot become operative until approved by the General Committee.

10.0 GENERAL MEETINGS

10.1 Annual General Meeting:

The Annual General Meeting shall be held in the Month of November of each year. There shall be laid out before the meeting a statement of accounts made up to the 30th day of September immediately preceding.

10.2 Extraordinary General Meeting:

An Extraordinary General Meeting shall be called on the instructions of the majority of the

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General Committee or on a requisition signed by not less than 20% or a minimum of 30 members of The Club (whichever is less)

- 10.3 Notice: Not less than 21 days clear notice shall be given. The notice shall specify the time and business of a General Meeting. Notice of the AGM will be given in writing to all members according to the current membership list.
- 10.4 Accidental Omission: Any accidental omission to give notice of a meeting to, or the non-receipt of any notice to a meeting by, any member shall not invalidate the proceedings.
- 10.5 Absence of the Chairperson: The Chairperson will preside at all General Meetings unless he or she is unable to attend and in this case a Vice-Chairperson will be elected by the Committee.
- 10.6 Nominations: Nominations for Committee positions shall be lodged with the Secretary 14 days before the AGM and will be posted in The Club premises. All nominations are to have a proposer and a seconder.
- 10.7 Motions: Motions for discussion at the AGM, which originate outside the General Committee shall be lodged with the Secretary 14 days before the meeting and are to be seconded by 2 members entitled to vote. These motions shall be posted in The Club premises.
- 10.8 Motions from the Floor: Motions may be accepted from the floor at the AGM at the discretion of the Chairperson.
- 10.9 Voting: At any General Meeting a resolution put to the vote of the Meeting shall be decided by a show of hands 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.
- 10.9.1 Entitlement to Vote: Members are entitled to cast votes in the following way:
Full Members: 1 vote per membership number
Junior Members: 1 vote per membership number, subject to being 16 yrs or over on the day of the vote
Family Members: 2 votes per Family membership number (irrespective of the number of persons being 16 yrs or over on the day of the vote included on the membership number) **AND** Subject to both adult members being present at the vote
Student Members: 1 vote per membership number
Associate Members: 1 vote per membership number
- 10.10 Quorum: At all General Meetings not less than 20% of the members or 30 members of The Club shall constitute a quorum (whichever is less).
- 10.11 Absence of a 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 not be dissolved. In any other case the meeting shall be adjourned, until a time and place is fixed by the General Committee. The time appointed for the adjourned meeting shall not be less than 7 days from the original date. If anyone is not present within half-an-hour from the time appointed for an Adjourned meeting, the members present shall be a quorum.

11.0

LIABILITY

11.1

Personal Liability:

The General Committee shall manage the affairs of The Club. Financial or Legal Liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee but shall be the responsibility of The Club as a whole.

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- 11.2 Risk:
All members or other persons who attend club tours or meets do so at their own risk and neither The Club or its officers can accept any liability for any loss or injury of any kind sustained at The Club's premises or whilst on a Club tour or meet.
- 12.0 ALTERATIONS OF THE CONSTITUTION**
12.1 The Constitution shall not be altered amended or rescinded except by a General Meeting of the Club. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting.
- 13.0 AUDITOR**
13.1 Generally: Every AGM shall appoint an 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 balance sheet.
- 14.0 DISTRIBUTION OF PROFITS**
14.1 Generally: In no circumstances can any profit be distributed to members. Any profits earned shall be contributed to a General Fund for furthering the objectives of The Club.
- 15.0 TERMINATION**
15.1 Generally: The Club shall not terminate except by resolution of a General Meeting convened for the purpose and in any such event any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities. The Club shall not incur debt in excess of the value of its assets without an external guarantor.
- 16.0 POWER OF DECISION**
16.1 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.