

Constitution of Thamesway Canoe Club

September 1987

(Amended in 09/1992, 09/1993, 09/1999, 09/2001, 09/2005, 09/2007 & 09/2008)

1. Name

The Club shall be known as the Thamesway Canoe Club, hereinafter referred to as the Club.

2. Object

- a) The object of the Club shall be to promote the sport of canoeing.
- b) The Club shall affiliate to the British Canoe Union (BCU).

3. Membership

- a) **Qualification.** Any person over the age of 7 years who undertakes to behave in the best interests of the Club and the sport shall be eligible for membership regardless of sex, age, disability, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b) **Classes of membership:**
 - i) Full member: a member over the age of 18 years
 - ii) Family member: a second or subsequent member of the same household as a full member
 - iii) Junior member: a member under the age of 18 years but over the age of 7 years.
- c) **Admission to membership.** Applicants for membership shall apply in writing to the Membership Secretary of the Club using the form provided. The Committee may refuse to admit to membership any applicant only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Unsuccessful applicants shall be informed of the reason or reasons for refusal to admit them to membership.
- d) **Restriction.** A person who has been expelled from membership of any club affiliated to the BCU shall not be eligible for membership.
- e) **Honorary President.** The Committee may invite a member of the Club to accept the position of Honorary President in recognition of their outstanding contribution to the Club. The Honorary President shall not be liable for membership fees.

4. Subscription

- a) The rates of subscription shall be determined by members at a General Meeting.
- b) Subscriptions for members who are also members of the BCU shall be less than those of non members of the BCU.
- c) The Club shall provide up to 10 places at a reduced rate for unemployed persons, retired persons or others receiving benefits. The interpretation of this rule shall be at the discretion of the Committee.
- d) Subscriptions shall be due on admission to membership and thereafter annually on or before 1st day of the month following admission.

5. Fees for activities

- a) Members shall be charged fees for taking part in Club activities, the fees to be set by the Committee.
- b) Members who lead activities shall not be charged fees for taking part in those activities.
- c) The persons referred to in Rule 4 c) shall be charged reduced fees, the fees to be set by the Committee.

6. Cessation of membership

- a) Any member may resign by giving one month's notice in writing to the Secretary.
- b) Any member violating the rules or regulations of the Club or of the BCU or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled from membership of the Club. Any member so suspended or expelled may appeal to a Special General Meeting of the Club, provided the appeal is sponsored by not less than four members. If such an appeal is unsuccessful, the suspended or expelled member may then appeal to the BCU, whose decision shall be final.
- c) Membership subscriptions shall not be refunded on cessation of membership.

7. Sections

- a) The club may organise sections to cover various forms of canoeing.
- b) The organisation and activities of any such section shall subject to the approval of the Committee.

8. Committee

- a) The Committee shall be responsible for the general conduct of the Club's business and activities as a whole.
- b) The Committee shall consist of a Chairperson, Secretary, Treasurer, other officers as necessary, and ordinary members so as to make up to a maximum of fifteen persons in total on the committee.
- c) Nominations for the positions of Chairperson, Secretary, Treasurer, other officers and ordinary members of the committee shall be put forward in the form of a motion under the terms of rule 12d.
- d) The terms of office shall be from one Annual General Meeting to the next and members shall be eligible for re-election.
- e) In case of vacancies on the Committee, the said Committee may co-opt not more than five eligible persons to act until the next AGM

9. Disqualification from holding office

- a) Any member who is carrying on business in the sale or manufacture of canoes and/or their accessories, or who is disqualified as an amateur under the rules of the BCU, shall not be eligible for election to the Committee of the Club.
- b) Any member who is under the age of 18 years shall not be eligible for election as Chairperson, Secretary or Treasurer of the Club.

10. Duties of Officers

- a) Chairperson. The Chairperson shall preside at General Meetings of the Club and at meetings of the Committee. He or she shall be responsible for guiding the activities of the Club in accordance with the rules and general policies of the Club and of the BCU. He or she shall represent the Club at meetings of other organisations and shall be an ex officio member of any other committee within the Club.
- b) Secretary. The Secretary shall be responsible for the organisation of meetings of the Committee and of General Meetings of the Club, and for the recording of minutes relating to such meetings. He or she shall conduct all correspondence relating to the general business of the Club and bring all relevant correspondence to the attention of the committee or the relevant officer.
- c) Treasurer. The treasurer shall be responsible for the custody of all monies and shall keep such accounts as required by the General Meeting. He or she shall produce at the AGM balance sheets showing the financial state of the Club. The accounts shall be inspected by an examiner independent of the Committee.
- d) Other officers.

- i) Training. The Training Officer shall be responsible for the organisation of training of members in canoeing, and for keeping records of training and coaches qualifications. He or she shall also be responsible for poolside and lakeside organisation in keeping with the requirements of the host organisation, including ensuring that persons with suitable qualifications or experience are present whenever canoeing takes place.
- ii) Trips. The Trips Officer shall be responsible for arranging and presenting a varied programme of trips to include placid water, white water, sea and weekend trips, for ensuring that trips are led by persons with suitable qualifications or experience, for ensuring that access to water is available, and for liaison with other clubs.
- iii) Equipment. The Equipment Officer shall keep a log of all Club equipment and report to the Committee on its state of repair and valuation. He or she shall keep a record of the movement and use of Club equipment, and shall maintain equipment to a safe and satisfactory standard.
- iv) Publicity. The Publicity Officer shall promote public awareness of the Club and its activities, produce and provide a newsletter for Club members no less than four times per year, and keep notice boards up to date with current information about the Club and canoeing.
- v) Youth. The Youth Representative shall represent the interests of Junior members of the Club, and shall promote activities of interest to young members.
- vi) Membership. The Membership Secretary shall be responsible for maintaining up-to-date member records and the issuing of membership renewal invitations.
- vii) Welfare. The Welfare Officer will be responsible for all matters relating to the child protection and vulnerable adults policy.

11. Meetings of the Committee

- a) The Committee shall meet not less than five times at regular intervals during the year.
- b) Meetings of the Committee shall be called by the Secretary on the instruction of the Chairperson or not less than three Committee members.
- c) In the absence of the Chairperson, the Committee shall elect an acting chairperson from among its members for the meeting in question.
- d) A quorum shall consist of not less than 50% of the members of the committee. 7 days prior to the

12. General Meetings

- a) The Annual General Meeting shall be held between September 1st and December 31st each year. There shall be laid before the meeting a statement of accounts to the 31st day of July immediately preceding.
- b) An Extraordinary General Meeting shall be called on the instruction of a majority of the Committee or on the request of not less than 15% of the members of the Club in writing to the Secretary.
- c) Not less than 28 days clear notice shall be given, specifying the time, place and business of the General Meeting.
- d) Motions for discussion at the Annual General Meeting not originating from the Committee shall be lodged with the Secretary at least 14 days before the date of the meeting, and shall be signed by at least two members.
- e) At any General Meeting a resolution put to the vote of the meeting shall be by show of hands, except where more than one nomination has been received for a position on the Committee, in which case voting shall be by a secret ballot.

- f) At all General Meetings the Chairperson shall preside or, in his or her absence, an acting chairperson shall be elected by the Committee from among its members for the meeting in question.
- g) At all General Meetings not less than 20% of the adult members of the Club shall constitute a quorum.
- h) In the case of a General Meeting called at the request of members, if after 30 minutes from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved.
- i) In any other case, the meeting shall be adjourned until a time and place to be decided by the Committee. If a quorum is not present within 30 minutes from the time appointed for an adjourned meeting, the members present shall be deemed to constitute a quorum.
- j) Accidental omission to give notice of a meeting to, or non receipt of notice of a meeting by, any member shall not invalidate the proceedings of a meeting.

13. Liability

- a) The Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of these affairs shall not however be the personal liability of committee members, provided that they act with due diligence, but shall be the responsibility of the Club as a whole.
- b) All members of the Club or members of other clubs who attend Club activities, tours or meetings do so at their own risk, and neither the Club nor its officers can accept liability for any loss or injury of any kind sustained at any Club activity, tour, meeting or meeting place.
- c) Participation in Club activities shall be at the discretion of the leader of the activity appointed by the Committee.
- d) All children under twelve years of age taking part in any Club activity, tour, or meeting shall, when off the water at any Club meeting place, be supervised by a parent or guardian who shall take responsibility for their well-being and behaviour.
- e) All children under seven years of age who are present at a place where a Club activity, tour, or meeting is held shall not be deemed to be taking part in the said Club activity, tour or meeting, but shall be accompanied by and supervised by a parent or guardian who shall take complete responsibility for their safety both on and off the water, as well as for their well-being and behaviour. The leader of a Club activity appointed by the Committee may require a child under seven years of age to leave the place where the activity is taking place.

14. Alteration of Rules

- a) The Constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.
- b) A resolution to give effect to a change shall be passed by at least 60% of the members present at a General Meeting and voting on this behalf.

15. Distribution of Profits

In no circumstances can any profit be distributed to the members, but any profit earned shall be contributed to a general fund for furthering the object of the Club.

16. Termination

The Club shall not terminate except by a resolution of an Extraordinary 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.

17. 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 Committee whose decision shall be final.