

Telford Canoe Club

CONSTITUTION & RULES. Nov 2023

1. NAME

The club shall be known as the Telford Canoe Club hereinafter known as THE CLUB.

2. OBJECTS

The objects of the Club are:

- 2.1 To promote and practice paddlesports
- 2.2 To provide stewardship of the Jackfield site.

3. MEMBERSHIP

- 3.1 Qualification: Any person who undertakes to behave in the best interest of paddlesports shall be eligible for membership,
- 3.2 Classes of Membership
 - 3.2.1 Full Members: Over the age of 18
 - 3.2.2 Family Members: the partner and/or children under 18 of a full member
 - 3.2.3 Junior Members under the age of 18. Junior members may join with the permission of a parent or guardian.
- 3.3 Membership: To apply, go to <https://telfordcanoecub.co.uk/>
- 3.4 Restriction: A person who has been expelled from, or refused membership of, British Canoeing (BC) shall not be eligible for membership.
- 3.5 Acceptance: The General Committee may at its sole discretion, refuse membership or decline to accept renewal of membership from any person, without assigning a reason for so doing.

4 SUBSCRIPTION / CHARGES

- 4.1 The rates of subscription shall be determined by the members in General meeting and shall be due on election and, thereafter on or before 1* January in each year.
- 4.2 The rates of hire for club equipment shall be determined by the General Committee. All monies raised from the Hire of club equipment will be used to buy new club equipment or refurbish existing equipment, or for the benefit of the club in general.

5 CESSATION OF MEMBERSHIP

- 5.1 Any member may resign giving one month's clear notice in writing to the Secretary.
- 5.2 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. Any member so suspended or expelled may appeal to an

Extraordinary General Meeting if such an appeal is sponsored by not less than 20% of members, or 5 members, whichever is the greater.

- 5.3 A member shall be deemed to have resigned from the Club, if after due notice in writing, he/she has not paid by 1 March the annual subscription that became due on 1st. January.

6 SECTIONS

- 6.1 The Club may organise various sections to cover the various activities of paddlesports.
- 6.2 The affairs of each section shall be conducted by a sub-committee of up to 5 members of whom the Chairperson or his/her deputy shall serve on the General Committee.

7 DISQUALIFICATION FROM HOLDING OFFICE

- 7.1 Only members entitled to vote are eligible to hold office
- 7.2 Any member who is under the age of 18 years shall not be eligible for election to the General Committee of the Club, except for a Youth Rep., if applicable.
- 7.3 Any member whose main income is derived from the sale or manufacture of paddlesport equipment and/or accessories, or who is disqualified as an amateur under the rules of BC will not be eligible for election to the General Committee of the Club, but such a person 'may be co-opted without voting rights.

8 GENERAL COMMITTEE

- 8.1 The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer and any other officers as deemed necessary. Additionally, the General Committee may co-opt no more than 5 members of the Club to its number.
- 8.2 Nominations for the position of Chairperson, Secretary, Treasurer and other officers shall be put forward in the form of a motion under the terms of article 12.4
- 8.3 The term of office shall be for two years and members shall be eligible for reelection.
- 8.4 Committee and Sub-committee members shall give one month clear notice in writing to the Secretary of resignation.

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 rules and general policy as expressed by the majority of its members. The Chairperson shall represent or arrange for the representation of the Club at BC regional level and at meetings of other organisation. He/She shall ex officio be a member of any other committee of the Club.
- 9.2 Secretary: The Secretary will be responsible for the organisation of meetings of the General Committee and of the club, and recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He or 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 Secretary will receive copies of the minutes relating to the meetings of section committees.

- 9.3 Treasurer: Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such accounts as required by the General Meeting. The Treasurer shall produce at the AGM balance sheets showing the financial state of the General funds, accompanied by the Auditor's report. Electronic payments will be used in order to provide an accounting trail. The Treasurer must make the Committee aware of any existing or potential financial or cash flow problems.
- 9.4 Membership Secretary: The Membership Secretary will be responsible for the collection of club 'membership fees and issuing membership cards.
- 9.5 Any other Posts as deemed necessary by the General Committee.

10 GENERAL COMMITTEE

- 10.1 The General Committee is responsible for the general conduct of the Club's business and activities.
- 10.2 The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- 10.3 Special meetings of the General Committee shall be called by the Secretary on instructions from the Chairperson, or not less than three Committee members.
- 10.4 Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on the instructions of twenty percent of the members of the Section Committee.
- 10.5 A quorum shall consist of not less than 3 members in the case of the General Committee, and not less than 3 members in the case of the Section Committee.
- 10.6 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 5 members elected by the section concerned, one of whom shall be the section Chairperson and/or 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. Where collection of monies relating to the section is required, the Hon. Treasurer will be coopted onto the section committee.
- 11.4 Section Committees may draw up rules and regulations necessary for the efficient management of the section, but such rules and regulations shall not become operative until approval by the General Committee.

- 11.5 Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section, or upon a demand signed by not less than twenty percent of the members of the section committee.

12 GENERAL MEETINGS

- 12.1 An Annual General Meeting shall be held in the November of each year. There shall be laid before the meeting a statement of accounts made up to the 30th. 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 20% of the members of the club entitled to vote.
- 12.3 Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
- 12.4 Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Secretary at least 14 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 where 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 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.
- 12.7 At all General Meetings not less than twenty percent of the members entitled to vote, shall constitute a quorum.
- 12.8 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. 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.
- 12.9 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.

13 LIABILITY

- 13.1 The General Committee shall manage the affairs of the Club. Financial or Legal liability incurred on 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 accept any liability for any loss or injury of any kind sustained at Club Site or whilst on a Club tour, meet or other activity.
- 13.3 On club tours and meets, children must be supervised as per current BC policies

14 VOTING

14.1 Only fully paid up members over the age of 18 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 entitled to vote that are present at the General Meeting.

16 AUDITOR

16.1 The Club 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 of the balance sheet.

17 DISTRIBUTION OF PROFITS

17.1 In no circumstances may any profit be distributed to members. All profits shall be placed in a general fund for the use of the Club.

18 TERMINATION

18.1 The Club shall not terminate except by a resolution of an AGM or an extraordinary general meeting called for the purpose, and in such event any surplus assets shall be handed over to local paddlesports clubs.

19 INTERPRETATION.

19.1 Any matter not provided for in this constitution or any question over interpretation of it shall be dealt with by the Committee whose decision shall be binding until reversed by a general Meeting.