



## **PENINSULA CANOE CLUB CONSTITUTION**

### **FEBRUARY 2007 – Version 10 (mini-edition)**

This tenth version of the constitution supersedes all earlier versions.

#### **1. TITLE:**

The name of the association is “Peninsula Canoe Club.”

#### **2. INTERPRETATION:**

In this constitution, except where the context otherwise requires, “the Club” means a person or persons qualified under article 5 of this constitution. “Committee” means that body of members elected, appointed, or co-opted under article 8 of this constitution.

#### **3. OBJECTS:**

The objects of the Club are to promote and encourage all aspects of canoeing.

#### **4. AFFILIATION:**

The Club shall be affiliated to the British Canoe Union.

#### **5. MEMBERSHIP:**

Membership shall be open to any person of any age. Categories shall be:

- a) Individual Adult
- b) Individual Youth
- c) Family
- d) Honorary

“Youth” to be defined as anyone who is under 18 years at the time of joining, or, under 25 years if in full time education. For “Family” membership, all members must be from the same household. Where all members of a Family membership fall into the Youth category, then the membership becomes a Family (Youth) membership.

The Committee may refuse membership only for good cause, such as conduct or character likely to bring the club or the sport into disrepute. Appeal against refusal may be made to the members. Similarly the committee may decline to renew the membership of any person whose conduct or character is likely to bring the club or the sport into disrepute.

**6. RESIGNATION:**

Any member may resign at any time, but shall not be entitled to a refund of any subscription paid.

**7. EXPULSION:**

The Committee of the Club, by a three-quarter majority of those voting, may terminate the membership of any member, providing that the reasons have previously been conveyed, in writing, by the Honorary Secretary, to the member concerned, and an opportunity given to the member to appear before the Committee and offer an explanation.

**8. THE COMMITTEE:**

The 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 liability of the committee, but shall be the responsibility of the club as a whole. All members or other persons who attend club activities (events, 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 during club activities.

**i) MEMBERS**

- a) The management of the Club shall be controlled by the Committee, which shall consist of:
- b) Chairman
- c) Secretary
- d) Treasurer
- e) Other Executive members as considered necessary,
- f) No more than four elected members as hereinafter provided.
- g) All Executive members of the Committee to be a minimum of 18 years of age.

**ii) DURATION OF SERVICE OF OFFICERS:**

Elected members shall serve for one year from the Annual General Meeting.

**iii) RETIREMENT OF THE COMMITTEE MEMBERS:**

All members of the Committee shall retire at the Annual General Meeting.

**iv) NOMINATION OF THE COMMITTEE:**

The name of any member accepting nomination for election or re-election to the Committee should be submitted, in writing to the Honorary Secretary, fourteen clear days before the date of the Annual General Meeting, by two members of the Club. Any member accepting nomination for election or re-election to the Committee must give his / her written consent to serve, prior to the Annual General Meeting.

**v) ELECTION TO THE COMMITTEE:**

Election to the committee shall be by a majority vote of *those attending the Annual General Meeting*.

**vi) RESIGNATION:**

In the event of any elected member of the Committee resigning, the Committee shall have the power to add to their number up to the maximum provided under article 8(i). Members appointed to fill a vacancy shall retire at the next Annual General Meeting following the appointment.

**vii) CO-OPTION TO THE COMMITTEE:**

The Committee may co-opt to their number any number of members, up to a maximum of four serving at any one time. The duration of such co-option shall be at the discretion of the Committee, but may not extend beyond the Annual General Meeting following their co-option.

**viii) SUB-COMMITTEES:**

The Committee shall have the power to form Sub-committees.

**ix) COMMITTEE MEETINGS:**

It shall be normal practice that the Committee shall meet at least once a month. At any Committee meeting each member *of the Committee* shall be entitled to one vote. In the event of equality of votes, the Chairman of the meeting shall be entitled to a vote. All members of the Club who are not Committee members shall be entitled to attend the meetings of the Committee, by prior arrangement with the Honorary Secretary, and to speak on any matters on the Agendum, but shall not in any circumstances be entitled to vote.

**x) NON-ATTENDANCE:**

Should any member of the Committee fail to attend three consecutive meetings of the Committee without reasons satisfactory to the Committee, then that member shall be deemed to have resigned.

**GENERAL RESPONSIBILITIES OF ALL COMMITTEE MEMBERS:**

- To ensure that the Club complies with its constitution and any other relevant legislation or regulations
- To ensure that the club pursues its objects as defined in its constitution
- To ensure that the Club applies its resources exclusively in pursuance of its objects
- To contribute actively in giving firm strategic direction to the Club, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Club
- To ensure effective and efficient administration of the Club
- To ensure financial stability of the Club
- To protect and manage the property of the Club and to ensure the proper investment of the Club's funds

### **SPECIFIC RESPONSIBILITIES OF THE CHAIRMAN:**

- Scrutinising committee papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Planning the annual cycle of Committee meetings
- Setting the agenda for Committee meetings
- Giving direction to Committee policy making
- Monitoring that decisions taken at meetings are implemented
- Representing the Club at functions and meetings
- Acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision making
- Using, to the value of the Club, any special expertise that the Chairperson possesses

### **SPECIFIC RESPONSIBILITIES OF THE SECRETARY:**

- Receive agenda items from other Club members or committee members
- Prepare agenda items in consultation with the Chairperson
- Circulate agendas and supporting papers in good time
- Make arrangements for meetings: booking the room, arranging for necessary equipment to be in place, arranging refreshments and ensuring adequate facilities for those with special needs
- Check that a quorum is present
- Minute the meetings and circulate the draft minutes to the committee
- Ensure that the minutes are signed by the Chairperson once they have been approved
- Check that the committee members have carried out action agreed at a previous meeting
- Circulate agendas and minutes of the annual general meeting and any special or extraordinary general meetings
- Sit on discipline panels as required
- Using, to the value of the club, any special expertise that the Secretary possesses
- Deal with correspondence related to the club

### **SPECIFIC RESPONSIBILITIES OF THE TREASURER:**

- Scrutinising committee papers
- Leading discussions
- Focusing on key issues.
- Providing guidance on new initiatives
- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the club meet its present and future needs

- Ensuring that the Club has an appropriate reserves policy
- The preparation and presentation of financial reports to the Committee
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with volunteers about financial matters
- Advising on the financial implications of the Club's strategic plans
- Ensuring that there is no conflict between any investment held and the aims and objects of the Club
- Monitoring the Club's investment activity and ensuring its consistency with the club's policies and legal responsibilities
- Ensuring the club's compliance with legislation
- Ensuring that equipment and assets are adequately maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required
- Ensuring that the accounts are scrutinised in the manner required and any recommendations are implemented
- Keeping the committee informed about its finances and responsibilities
- Contributing to the fundraising strategy of the Club
- Making a formal presentation of the accounts, audited up to the last day of December in each year, at the Annual General Meeting next following the end of the financial year, and drawing attention to important points in a coherent and easily understandable way
- Using, to the value of the club, any special expertise that the Treasurer possesses

## **9. FINANCE:**

### **i) FINANCIAL YEAR:**

The financial year of the Club shall commence on the first of January in each year.

### **ii) ACCOUNT NAME AND PAYMENTS:**

The funds of the Club shall be kept in a bank or deposit account approved by the Committee, under the name "PENINSULA CANOE CLUB". All cheques shall be signed by the Honorary Treasurer, together with the Chairman or Honorary Secretary or with another Executive Committee member as approved by the Committee.

### **iii) CONTROL OF FUNDS:**

The funds shall at all times be under the control of the Committee.

### **iv) ANNUAL SUBSCRIPTION:**

The annual subscription of all members shall be such amount as the Annual General Meeting shall decide, and shall be payable in advance on admission, and thereafter, on the first of February of each year.

New members who join during the year shall pay a reduced pro-rata subscription for the remainder of that year and thereafter pay the normal annual subscription.

No member whose subscription shall be more than two month in arrears shall be entitled to exercise the rights of membership and unless the Committee otherwise decides, any member whose subscription shall be more than two month in arrears shall, ipso facto, cease to be a member, and his or her name shall be struck off the register of members.

**v) AUDITORS:**

The Auditors, not being members of the Committee, shall be appointed annually to audit the accounts.

**10. CLUB COACHES:**

All official club coaches shall hold an enhanced CRB clearance. This shall be renewed every three years, in accordance with BCU policy.

**9. ANNUAL GENERAL MEETING:**

**i) FREQUENCY AND BUSINESS:**

The Annual General Meeting of the Club shall be held each year during the month of January, at the direction of the Committee for transacting the following business:

- a) To receive the Annual Report of the Chairman.
- b) To receive and approve the audited accounts of the Club.
- c) To receive other such annual reports as deemed appropriate by the Committee.
- d) To elect Officers for the ensuing year. The Officers shall be: Chairman, Secretary and Treasurer.
- e) To elect members of the Committee as herein provided.
- f) To consider and, if necessary, take action on any matter relevant to the aims and objects of the Club, provided that not less than twenty one days notice of the business or motion has been given to the Honorary Secretary by the member wishing to propose it. Such items shall be included in the circulation notice of the Annual General Meeting as provided under article 10 (ii).

**ii) NOTICE OF GENERAL MEETINGS:**

- a) Notice of the Annual General Meeting shall be conveyed in writing to every member of the Club. The notice shall give at least twenty-one clear days before the date of the Meeting, and shall indicate the business to be transacted at the Meeting.
- b) The accidental omission to give notice of a Meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof, shall not invalidate any resolution passed by the Meeting.

**iii) CHAIRMAN:**

In the absence of the Chairman, the members shall choose one of their number to act for the Chairman, provided that ten minutes has elapsed from the time the meeting was to be held.

**iv) VOTING:**

At any General Meeting *each* fully paid up member as defined in article 5 shall have one vote. Voting at any meeting shall be determined by a show of cards, unless a poll be demanded by at least one third of the members present. Election of officers and committee members shall be conducted in the manner of article 8(v). In the event of an equality of votes at a General Meeting, the Chairman shall have a vote, except when conducting an election.

**v) QUORUM:**

At any General Meeting ten members, or one quarter of the total membership of the Club, whichever is the lower, shall constitute a quorum.

**vi) ABSENCE OF QUORUM:**

If, within half an hour from the time appointed for the holding of a Special General Meeting, a quorum is not present, then the Meeting, if convened on the requisition of members, shall be dissolved. In any case, other than a Meeting convened by the requisition of members, it shall stand adjourned to the same day and time in the next week, at the same place or such other place as the Chairman shall appoint. If at such an adjourned Meeting, a quorum is not present within half an hour from the appointed time, the members present shall represent a quorum, and the Meeting may proceed.

**vii) SPECIAL GENERAL MEETINGS:**

Special General Meetings of the Club shall be convened by the Honorary Secretary by the direction of the Committee, or on the requisition of ten members of the Club. The objects of the Meeting shall be stated in such requisition and fourteen days notice shall be given to all members, except that in the case of a constitutional change, article 16 shall apply.

**12. CONSTRUCTION:**

In the interpretation of the constitution or any part or parts thereof, the ruling of the Committee of this Club shall be binding on all members affected thereby.

**13. RECORDS:**

A correct record of all proceedings of all Committee and Special General Meetings and Annual General Meetings of the Club shall be kept in suitable books which shall be open to the inspection of members at all reasonable times.

**14. NOTICES:**

A notice may be served upon any member either personally, by pre-paid post, or by electronic mail. The postal and electronic mail addresses to be those as given on the membership form or as subsequently notified to the Membership Secretary. Any notice sent by post shall be deemed to have arrived the third day following the day of posting. A notice sent by electronic mail shall be deemed to have been served unless a contrary message is returned by the Service Provider.

**15. PUBLIC ANNOUNCEMENTS:**

No member shall be allowed to make any public announcements concerning the Club without the consent of the Chairman.

**16. WINDING UP:**

If, upon the winding up, or dissolution of the Club, there remains, after satisfaction of all its debts, any surplus, it shall be vested in the British Canoe Union. Regalia, trophies, stationery and books shall be vested in the British Canoe Union.

**17. ALTERATION OF THE CONSTITUTION:**

This constitution may be altered at any time by a two-thirds majority of the members voting at an Annual General Meeting of the Club, provided that the Honorary Secretary shall give not less than twenty-one days notice in writing, to all members, of the proposed alteration.

**18. COPIES OF THE CONSTITUTION:**

A copy of this constitution shall be provided to all members within one month of admission and to any other member upon written request to the Honorary Secretary.

JUDITH TICKELL  
HONORARY SECRETARY  
PENINSULA CANOE CLUB