



FOREST CANOE CLUB

CONSTITUTION

December 2010

NAME

The Club shall be known as the Forest Canoe Club, hereinafter known as the Club.

OBJECTS

The object of the Club is to promote all aspects of the sport of canoeing.

MEMBERSHIP

Qualification

Any person interested in the sport of canoeing.

No individual shall be excluded from membership of the Club or debarred from being an Officer on the General Committee (GC) on the grounds of age, gender, race, colour, religion, sexual orientation or political affiliation.

Application by any person with a disability will be reviewed on an individual basis paying respect to the nature of the individual's disability, the potential welfare of the individual in question and that of the overall group as a whole.

Classes of membership

- 1. Adult members – age 18 and over, not in full-time education.*
- 2. Junior members – age 16 or 17.*
- 3. Student members – 18 and over and in full-time education.*
- 4. Family membership – one or two adults and any number of children.*

Election

Candidates for election shall make written application to the Club on the Application Form provided. The power of election shall rest with the Club's General Committee, which may refuse to elect any applicant without assigning a reason for so doing.

JOINING FEE

Each applicant for membership shall, if the application be accepted, pay a joining fee, the amount of which shall be determined by the Club's General Committee.

SUBSCRIPTIONS

The rates of membership shall be determined annually by the Club's General Committee and shall be due on election and, thereafter, on or before 1st January each year.

CESSATION OF MEMBERSHIP

- 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 a Specialist General Meeting.
- A member shall be deemed to have resigned from the Club if, after due notice in writing, he has not paid by 1st June the annual subscription which became due on 1st January. He may, however, rejoin at any time during that year without payment of any joining fee and beyond that date at the discretion of the General Committee.



RESPONSIBILITIES OF PARENTS / GUARDIANS

- The age of a child/children canoeing with, or under the supervision of, a parent or guardian should be at the parent / guardian's discretion.
- Under 16s must be accompanied by an approved adult both on and off the water.
- The parents or guardians of a junior member must make the junior aware of the Club's Junior Code of Conduct (see Appendix B) and get the junior to sign a copy of the Code as a condition of membership.

ACTIVITY MANAGEMENT

- The leader of any activity has the right to refuse any member's participation in that activity in the interest of safety.
- Club nights at Southwater Country Park lake are governed by the rules defined in Appendix E.

GENERAL COMMITTEE

- The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer, official coaches and other officers as necessary. Additionally, the General Committee may co-opt no more than three members of the Club to its number.
- Nominations for the position of Chairman, Secretary, Treasurer and other officers shall be put forward in the form of a motion under the terms of the rules on CLUB MEETINGS, point 4.
- All persons nominated for the General Committee must hold current membership of the Club.
- Official coaches of the Club shall be invited to be full members of the Club General Committee at the invitation of the General Committee.
- The invitation to be for one year, renewable every November. The General Committee shall elect a Vice-Chairman from among its number. The terms of office shall be for one year and members shall be eligible for re-election.

DUTIES OF OFFICIALS

See Appendix A : General Committee's Officials' duties.

RESPONSIBILITY OF MEMBERS

All members are expected to behave responsibly when involved in any club activity both on and off the water. As a condition of membership all adult members are required to sign a copy of the Club's Code of conduct (see Appendix C).

CHILD PROTECTION POLICY

The Club's Child Protection and Vulnerable Adults Policy is as stated in Appendix D.

GENERAL COMMITTEE MEETINGS

1. The General Committee shall meet not less than four times, at regular intervals, during the year.
2. Meetings of the General Committee shall be called by the Secretary on instruction from the Chairman or not less than three committee members.
3. A quorum shall consist of not less than four members.
4. In the case of a casual vacancy among the General Committee the said Committee shall appoint another person to act until the next Annual General Meeting (AGM).

CLUB MEETINGS

1. The AGM shall be held at the end of the Club's financial year. There shall be laid before the meeting a statement of account made up to the end of the month preceding the AGM.
2. An Extraordinary Club Meeting (EGM) shall be called on the instructions of the majority of the General Committee, or on a requisition signed by not less than 50% of the members of the Club.



3. Not less than fourteen days' clear notice shall be given, specifying time and business of the Club Meeting.
4. Notices for discussion at AGMs, not of origin from within the General Committee, shall be lodged with the Secretary 10 days prior to the Meeting and be signed by one member.
5. At any Club 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.
6. At all Club Meetings the Chairman will preside or, in his absence, a Vice-Chairman will be elected by the Committee.
7. All paid up members age 18 years or over shall have the right to vote at the AGM or any EGM.
8. At all Club Meetings not less than six members of the Club constitute a quorum.
9. **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 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, members present shall be a quorum.
10. **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.

ALTERATION OF RULES

1. This Constitution shall not be altered, amended, or rescinded except by a Club Meeting.
2. A resolution to give effect to a change must be passed by at least two-thirds of the members present at the Club Meeting, and voting on this behalf.

POWER OF DECISION

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.

LIABILITY

1. The General 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.
2. All members or other persons who attend Club tours or trips 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 headquarters or whilst on a Club tour or trip.

AUDITOR

Every AGM shall appoint an Honorary Auditor who shall at least once every year examine the accounts of the Club and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

DISTRIBUTION OF PROFITS

In no circumstances can any profit be distributed to members but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

TERMINATION

The Club shall not terminate except by resolution of a Special Club meeting convened for the purpose. In this event any and all debts will be settled with any remaining balance to be donated to another local, water-based sports club for developmental purposes.