

# Constitution

## 1 Name

The club shall be known as the 'Loughborough Kayak Club' hereinafter known as 'the club'.

## 2 Objectives

The objectives of the Club are to promote the sport and recreation of canoeing.

## 3 Membership

3.1 Qualification: Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership

3.2 Classes of Membership:

- a. Full Members – joining for pool sessions, trips, and competition.
- b. Training Members – joining purely for the use of pool sessions, and not for competition.
- c. Associate Members – Partner, or associated other of a member – joining for social reasons.

3.3 Election: Candidates for election to membership shall make written application to the Chairperson on the form provided. The power of election shall rest with the General Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.

3.4 Restriction: A person who has been expelled from, or refused membership of, the British Canoe Union, shall not be eligible for membership.

3.5 Acceptance: The General Committee may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

## 4 Entrance Fee

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which is stated on the application for membership form.

## 5 Subscription

The rates of subscription shall be determined by the members in a general meeting and shall be due on a monthly basis by standing order. The fixed term of membership is 12 months from August to July inclusively.

## 6 Cessation of Membership

6.1 Any member may resign giving one month's clear notice in writing to the Secretary, fees however will still need to be paid for the term that has been agreed, even after leaving the club.

6.2 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 a Special General Meeting if such an appeal is sponsored by not less than 40 per cent of members who are entitled to vote.

6.3 A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid on the first due day of payment in August. He/she may, however, rejoin at any time during that year without payment of any entrance fee, subject to the provision of 3.3 or 3.5 above.

## 7 Sections

7.1 The Club may organise various sections to cover the various activities of canoeing.

7.2 The affairs of each section shall be conducted by a voted committee member, who shall stand on the clubs committee.

## 8 Disqualification From Holding Office

8.1 Only members entitled to vote are eligible to hold office.

8.2 Any member who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club.

8.3 Any member whose main income is derived from the sale or manufacture of canoes and/or accessories, or who is disqualified as an amateur under the rules of the British Canoe Union, will not be eligible for election to the General Committee of the Club, but such a person may be co-opted without voting rights.



Loughborough  
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## 9 General Committee

9.1 The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson and Treasurer, plus other officers as deemed necessary. Additionally, the General Committee may co-opt no more than three members of the Club to its number.

9.2 Nominations for the position of Chairperson, Hon Treasurer and other officers shall be put forward to the Chairperson not less than seven days prior to the election.

9.3 The term of office shall be for one year, and members shall be eligible for re-election.

## 10 Duties of the Committee

10.1 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 BCU regional level and at meetings of other organisations. He/she shall ex officio be a member of any other committee of the Club.

10.2 Hon Treasurer: The Hon Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The Hon Treasurer shall audit the books and shall produce at the AGM balance sheets showing the financial state of the General funds, accompanied by the Hon Auditor's report. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

10.3 Duties of other Officers: Officers may be elected to be responsible for the following duties

10.3.1 Meet Secretary: The Meet Sec shall arrange canoeing events & activities.

10.3.1 Polo Secretary: The Polo Sec shall be responsible for organising teams and entrance to competitions, and friendly matches.

## 11 General Committee

11.1 The General Committee is responsible for the general conduct of the Club's business and activities.

11.2 The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.

11.3 Special meetings of the General Committee shall be called by the Chairperson, or not less than three committee members.

11.4 A quorum shall consist of not less than 40 per cent of members in the case of the General Committee,

11.5 In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

## 12 General Meetings

12.1 An Annual General Meeting shall be held in the Autumn of each year. There shall be laid before the meeting a statement of accounts made up to the first 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 40 per cent of the members of the Club entitled to vote.

12.3 Not less than 14 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 Chairperson at least 30 days preceding the AGM, and be signed by two 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 when 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, another member of the committee will preside. Otherwise 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 of the Club 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 anyone 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 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.

13.2 All members or other persons who attend club tours, gatherings, training sessions, pool sessions 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 whilst on a Club tour, meet or other activity.

### 14 Voting

Only full members, and training members over the age of 18 years 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 60 percent of the members present at the General Meeting, and voting on this behalf.

### 16 Auditor

Every Annual General Meeting shall appoint an Hon 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

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

### 18 Termination

The Club shall not terminate except by a resolution of a Special 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 agreed by the meeting which formally terminates the Club. 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.

### 19 Rules

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities.

### 20 Declaration

Each member upon joining shall sign the following declaration:

Name.....

Upon acceptance into membership of the Loughborough Kayak Club I understand that canoeing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.\*

Signed.....

Parent/Guardian (if under 18).....

\*Should a medical condition exist, this will not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.

