

# BRADFORD AND BINGLEY CANOE CLUB

## CONSTITUTION

### 1. Name

- a) The club shall be known as the Bradford & Bingley Canoe Club, hereinafter known as The Club

### 2. Object

- a) The object of The Club is to promote the sport of canoeing in all its forms

### 3. Membership

- a) Qualification: any person who undertakes to behave in the best interest of the sport shall be eligible for membership
- b) Class of membership  
Adult, Joint Adults, Student, U/18, Family  
Any person applying for membership must either be a current member of the British Canoe Union (BCU) or a registered club member (RCM)
- c) All canoe club members must be current social club members of Bradford & Bingley Social Club, whose fees will be paid in block by The Club after membership renewal
- d) Each member enrolled must be registered with the Secretary
- e) Election: candidates for election shall make written application to the Secretary of The Club, on the form provided (membership)
- f) The power of election shall rest with the Committee, who may refuse to elect any applicant without assigning a reason for doing so

### 4. Subscriptions

- a) The rates of subscription shall be determined by the members at the AGM, and shall become due before 1st November in each year
- b) The rate of RCMs shall be the same as the BM capitation fee

### 5. Cessation of Membership

- a) Any member may resign giving one-month's clear notice in writing to the Secretary
- b) Any member violating the rules or regulations of The Club, or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled
- c) Any member so suspended or expelled may appeal to a Special General Meeting if an appeal is sponsored by not less than 25% of the membership
- d) Any member so suspended or expelled may appeal to the British Canoe Union Limited (known as the BCU), if his first appeal (as Rule 5c) is rejected
- e) A member shall be deemed to have resigned from The Club if annual subscription has not been paid within one month of the AGM

### 6. The Committee

- a) The Committee shall conduct the affairs of The Club as a whole and shall consist of a Chair, Secretary, Treasurer, Coaching Organiser, Slalom Representative, WWR Representative, Equipment Officer, Information Organiser, Youth Officer. Additionally, the Committee may co-opt no more than two club members to its numbers
- b) Nominations for the positions on the Committee shall be put forward in the form of a motion under the terms of Rule 9e
- c) The Committee shall elect a Vice-Chair from amongst its numbers

#### 7. Duties of the Committee

- a) The Chair will preside at all general meetings of The Club and at all general committees, he 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. He or his nominee(s) shall represent The Club at meetings of other organisations
- b) The Secretary will be responsible for the organisation of meetings of The Club, the recording of the Minutes relating to such meetings and all the correspondence relating to the general business of The Club
- c) The Treasurer will be responsible for the collection of all money and shall keep such books of accounts as required by the AGM and shall produce at the AGM balance sheets showing the financial state of The Club funds
- d) The Coaching Organiser will be responsible for the safety, organisation and running of all forms of canoe coaching at all levels within The Club
- e) The Equipment Officer shall be responsible for the maintenance and safe keeping of all The Club equipment. All the allocation of equipment shall be made through the Equipment Officer.
- f) The Information Organiser shall be responsible for contacting the membership to inform them of all activities within the club. He/she will help maintain the notice board with up to date information. He/she will liaise with the membership and the Secretary to gather and produce information.

#### 8. General Committee

- a) The Committee is responsible for the general conduct of The Club's business and activities
- b) The Committee shall meet not less than four times a year, and at regular intervals
- c) Meetings of the committee shall be called by the Secretary on the instructions of the Chair or by not less than three members of the Committee
- d) A quorum shall consist of not less than five members
- e) In the case of a casual vacancy amongst the Committee the said Committee shall have the authority to appoint another eligible person to act until the next AGM.
- f) All officers shall be elected or re-elected annually at the AGM.

#### 9. Annual General Meeting

- a) The AGM shall be held in the month of October of each year

- b) There shall be laid before the meeting a statement of accounts made up to the month preceding the AGM
- c) An extra ordinary general meeting shall be called on the instruction of the majority of the Committee or on a requisition signed by not less than 25% of members of The Club
- d) Not less than 28 days clear notice shall be given, specifying the time and the business of the meeting.
- e) Motions for discussion at the AGM not of origin from the Committee, shall be lodged the Secretary on or before 7 days preceding the AGM and shall be signed by 2 members
- f) At any AGM a resolution put to a vote of the meeting shall be decided by a show of hands, except where more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot
- g) At all AGMs the Chair will preside or, in his absence, the Vice Chair will preside
- h) At all AGMs not less than 10% of the membership of The Club shall constitute a quorum
- i) 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 membership, shall be dissolved. In any other case the meeting shall be adjourned to a time and place to be arranged by the Committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall be the quorum
- j) Accidental omission to give notice of a meeting to, or the non-receipt of the notice of a meeting, by any member shall not invalidate the proceedings of the meeting

#### 10. Liability

- a) 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
- b) All members or other persons who attend club tours or meets, do so at their own risk, and  
neither The Club or its officers can accept any liability for any loss or injury, of any kind, sustained at headquarters, or whilst on a club tour or meet
- c) Any person participating in the activities of The Club shall either be: -
  - A current member of the BCU
  - A RCM
  - A member of a BCU affiliated club
  - An individual having sufficient personal third party liability insurance

#### 11. Alteration of Rules

- a) This Constitution shall not be altered, amended or rescinded except by an AGM of The Club
- b) A resolution to give affect to a change must be passed by a majority of the members present at the meeting, and voting on their behalf

12. Auditor

- a) At the AGM an auditor shall be appointed 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 sheets

13. Distribution of Profits

- a) In no circumstances can any profit be distributed to any member but any profits earned shall be contributed to a general fund for furthering the objectives of The Club

14. Termination

- a) The Club shall not be terminated except by a resolution of a Special General Meeting convened for that purpose, and in such an event, any surplus assets shall be handed over to a body or bodies with similar objectives

15. Power of Decision

- a) Any matter not provided for in this Constitution, or the Committee, whose decision shall be final, shall deal with any question over the interpretation of it.