



# Bradford & Bingley

## canoe club



## CONSTITUTION

### 1. Name

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

### 2. Object

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, providing:
  - They undertake to complete an appropriate Bradford & Bingley Canoe Club induction course, designed and authorised by the club's Level 3 coaches.
- 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 on registering as a club member (RCM) pay the correct insurance surcharge.
  - Social membership is available for non-paddlers
- c) All Club members automatically become social members of Bradford & Bingley Sports 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, in which case a reason shall be supplied and the applicant may then appeal and arbitration sought from the British Canoe Union if either party so wishes
- g) "Guest" paddlers may join in club activities providing the appropriate insurance fee is paid, and providing that if they are less than 2\* ability, then supervision has been pre-arranged either with an adult member or coach.
- h) Club and individuals' property stored at the Club Building has a high value and the Club takes security seriously. Only registered Club Members have authority to use a key to access the Club House and non-members accessing the building thus, may be committing a criminal offence.

#### **4. Codes of Conduct**

All Members, Parents, Coaches & Officials, agree to abide by The Club's Codes of Conduct. A copy of the current Codes of Conduct can be obtained from the Club Secretary. It is intended that these Codes will be reviewed from time to time by the Committee and be amended as a process of continuous improvement.

#### **5. Equity and Child Protection Policies**

The Club will abide by appropriate Equity and Child Protection Policies. A copy of the current Policies can be obtained from the Club Secretary. It is intended that these Policies will be reviewed from time to time by the Committee and be amended as a process of continuous improvement.

#### **6. Health and Safety**

The Club believes in safeguarding the health and safety of its members. It has a Health & Safety policy, available from the Secretary, which has been produced by The Club with reference to BCU guidelines. All members are expected to treat the health and safety of members, their guests and visitors to the Wagon Lane site as a priority and to follow the aforementioned policy. This policy will be reviewed and continuously amended by the committee as appropriate.

#### **7. Subscriptions**

The rates of subscription shall be determined by the members at the AGM, and shall become due before 1<sup>st</sup> November in each year.

#### **8. 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 an EGM.
- 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 8c) 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

#### **9. The Committee**

- a) The Club is diverse and the maintenance and development of activities, facilities and people to enjoy them with, are reflected in the make-up of the Committee.
- b) The Committee will comprise a Chair, Secretary, Treasurer, Programme Co-ordinator and Facilities Coordinator.
- c) Committee members are empowered by to make decisions within their area of responsibility against an annual budget – approved each season in line with proposals.
- d) Nominations for the positions on the Committee shall be put forward in the form of a motion at each AGM.
- e) The Committee shall elect a Vice-Chair from amongst its numbers.

## **10. Duties of the Committee**

- a) The Committee is responsible for the general conduct of The Club's business and activities
- b) The Chair will preside at all general meetings of The Club and at all general committee meetings. The Chair shall be responsible for guiding the activities of The Club in accordance with its rules and general policy's, as expressed by the majority of its members. The Chair, or his/her nominee(s) shall represent The Club at meetings of other organisations
- c) 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
- d) 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
- e) The Programme Co-ordinator shall prepare and co-ordinate the club's programme to ensure development opportunities for all paddlers, coaches and volunteers and will have a particular responsibility for safety of paddlers on the water. Additionally, he/she will co-ordinate inter-club liaison.
- f) The Facilities Co-ordinator shall be responsible for co-ordinating the purchasing, maintenance and safe keeping of the following: Club equipment; slalom course; Club site and Safety/First-aid equipment. He/she will ensure that an inventory is available for review at Club meetings when required. All the allocation of equipment shall be co-ordinated by the Facilities Co-ordinator.
- g) The committee will ensure that members are regularly provided with up-to-date information concerning the Club's activities. This will include maintenance of the Club's notice board and the Club's website ([www.bradbingcc.org.uk](http://www.bradbingcc.org.uk)). E-mail will be used for routine contact, but conventional mail will be provided where requested.
- h) The Committee shall meet at least quarterly and in open forum. Any Club member can attend. Meetings shall be called by the Secretary on the instructions of the Chair or by not less than three members of the Committee.
- i) Committee members will hold informal meetings with helpers for specific activities as required.
- j) A Committee quorum shall consist of not less than four members
- k) 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.
- l) All officers shall be elected or re-elected annually at the AGM.

## **12. Annual General Meeting**

- a) The AGM shall be held in October 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 (EGM) 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

### **13. 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. All members have equal liability.
- 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

### **14. Alteration of Rules**

- a) This Constitution shall not be altered, amended or rescinded except by an AGM or EGM 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

### **15. Auditor**

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

## **16. Distribution of Profits**

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

## **17. Termination**

The Club believes that termination is not in the best interest of the local community, nor is it in the best interest of the sport of canoeing in the Yorkshire region or the UK. In the event that the club should for any reason approach a point where it would cease to operate, the management of the club will immediately be passed to the British Canoe Union (BCU) Yorkshire Regional Development Team (RDT). This transition will be arranged by an extra ordinary general meeting, attended by the RDT. The RDT will provide management of the Club and its constitution, until it is able once more to operate without assistance. If the RDT or any successor body is not in existence, then the management will be passed to the national governing body for the sport of canoeing (currently the BCU).

*[Note: This clause was approved and accepted by the BCU and Yorkshire Regional development Team at it's meeting on 27<sup>th</sup> February 2006]*

## **18. Conflict of Interests**

No member shall use The Club's resources in relation to their own business, employer or other organisation unless written permission is given by The Club Committee. Members when representing their own business, employer or other organisation, must make this clear in all communications which concern The Club.

## **19. Power of Decision**

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.

This Constitution was amended on 12<sup>th</sup> November 2009 by the AGM of Bradford and Bingley Canoe Club.

Wendy Robinson,  
Chair, Bradford and Bingley Canoe Club