



# Basingstoke Canal Canoe Club

## **CONSTITUTION** (as adopted 14 October 2005)

### **1. Name**

- 1.1 The club shall be known as the Basingstoke Canal Canoe Club, hereinafter called "the Club".

### **2. Objects**

2.1 The objects of the Club shall be:

- a) to promote the amateur sport of canoeing and to encourage community participation in the same;
- b) to adhere to the British Canoe Union's policies regarding good practice, child protection and equity.

### **3. Membership and Eligibility**

3.1 Membership of the Club shall be open on application, on a fair and non-discriminatory basis, to any person or organisation wishing to practice or support the sport of canoeing.

3.2 The Club shall maintain the following categories of membership:

- a) Adult - persons aged 18 years and over;
- b) Family – where two or more members of the same family are members, and in which parents are expected to take full responsibility for the participation of their children within the Club;
- c) Junior - where the only active canoeist in a family is a junior aged under 18 years, and in which parents are expected to take full responsibility for the participation of that child within the Club;
- d) Affiliated – schools and voluntary organisations;
- e) Associate – former members of the Club aged 18 years and over who wish to continue to support the Club and its activities.

3.3 Application shall be made to the Secretary by completing the Club's application form.

3.4 All members on joining and renewing membership shall sign a declaration on terms determined by the Committee which shall include confirmation that they will adhere to the Club's Rules.

- 3.5 The power of election shall rest with the Committee, who may refuse, suspend or remove membership, only for good cause such as action likely to bring the Club or sport into disrepute. The member may appeal against refusal, suspension or removal from membership in accordance with the Club's Conduct Procedure.

#### **4 Subscriptions and Boat Storage fees**

- 4.1 The Committee shall propose membership subscription rates and boat storage fees for approval at each Annual General Meeting to apply for the following calendar year.
- 4.2 A joining fee may be levied by the Club, the level of which shall be proposed from time to time by the Committee for approval at a General Meeting, normally the Annual General Meeting.
- 4.3 Subscriptions are renewable on 1<sup>st</sup> January in each year for all memberships first taken out on or before 31 December 2001. Subscriptions are renewable on a rolling annual basis for memberships first taken out on and after 1 January 2002. For example, memberships taken out in January 2002 and February 2002 would be renewable on 1 February 2003 and 1 March 2003 respectively and annually thereafter.
- 4.4 Subscriptions are due upon being accepted as a member of the Club and on the first day of the month in which membership is renewable. A member shall be deemed to have resigned from the Club if, after due notice in writing, he or she has not paid the required subscription within three months of the due date. Any membership renewed within 12 months of the due renewal date shall be back-dated to that renewal date. Any membership renewed more than 12 months after the due renewal date, shall be treated as a new application for membership.

#### **5 Financial Matters, Property and Funds**

- 5.1 Subscription income is intended to cover the general running of the Club. Specific Club events, such as hiring of swimming baths and "away" meets, should in principle be self-financing.
- 5.2 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- 5.3 The Club may provide sporting and related social facilities, sporting equipment, coaching and courses for its members and other ordinary benefits of a Community Amateur Sports Club as provided for in the Finance Act 2002.
- 5.4 The Club may also in connection with its sporting purposes sell and supply food, drink and related sports clothing and equipment.
- 5.5 The Club may employ members (though not for participating in the sport) and remunerate them for providing goods and services on fair terms set by the Committee without the person concerned being present.

#### **6 Youth Group**

- 6.1 The Committee may establish a Youth Group within the Club and determine from time to time the rules and regulations under which it shall operate.

## **7 Trustees**

7.1 The Committee shall appoint four trustees where legal or other requirements make the appointment of trustees necessary for the Club to pursue its activities. The trustees may purchase, hold or lease land and property or other assets on behalf of the Club or act as guarantors. The Committee shall appoint replacement trustees where a casual vacancy occurs amongst their number. Trustees must be eighteen years of age or older. Trustees' names will be published annually.

## **8 The Committee**

8.1 The Club shall be run by a Committee comprising a Chairman, Secretary, Treasurer and five other elected members, which shall conduct the affairs of the Club as a whole.

8.2 Adult and Associate Members and adult members within a Family and Junior Membership are eligible to stand for election to the Committee. A junior member of the Youth Group may be invited to the attend committee meetings to advise on matters relevant to the Youth Group.

8.3 Any member with a financial interest in the sport wishing to stand for office must declare that interest.

8.4 The Committee shall be elected for one year at the Annual General Meeting and will serve until the following Annual General Meeting. The elected members of the Committee shall be eligible for re-election at the following Annual General Meeting. No officer of the Club (i.e. the Chairman, the Secretary and the Treasurer) shall serve for more than three consecutive years in the same post but shall be eligible for re-election to the Committee or to another post as an Officer.

8.5 The Committee shall have power to co-opt up to four other additional members to serve until the following Annual General Meeting. Co-opted members shall rank equally with Committee members but shall not be included in the quorum for a Committee meeting.

8.6 The Committee shall meet as required, but at least once a quarter.

8.7 A quorum for a meeting of the Committee shall be four elected members present in person, of whom one shall be either the Chairman, or the Secretary or the Treasurer.

8.8 The Committee may appoint a member to serve on the Committee where a casual vacancy occurs amongst elected members of the Committee. Such member shall serve until the next Annual General Meeting and shall be eligible to stand for re-election.

8.9 The Committee may appoint a sub-committee to conduct any business of the Committee with full power and authority to take decisions on behalf of the Committee, within limits laid down by the Committee. Decisions of the sub-committees shall be recorded and reported to the Committee at its next meeting. The Committee may terminate the appointment of any sub-committee at any time.

## **9 Committee Responsibilities**

## 9.1 The Chairman

- (a) The Chairman shall preside at all meetings of the Club and Committee.
- (b) In the Chairman's absence the Secretary shall take the chair, and if both are absent the Treasurer will chair the meeting.
- (c) The Chairman shall be responsible for guiding the activities of the Club in accordance with the Constitution and policies agreed by the Committee and by the Club.
- (d) The Chairman shall represent the Club at meetings with other organisations, but may delegate this responsibility.

## 9.2 The Secretary

- (a) The Secretary shall be responsible for the general running of the Club.
- (b) He shall act as the focal point for disseminating information on Club activities.
- (c) He shall be responsible for the organisation of all meetings of the Club and the Committee and will keep such notes as are considered necessary by the Committee.

## 9.3 The Treasurer

The Treasurer shall be responsible for the collection of all monies and keep such books of account as required by the Committee. He shall have access to any financial records kept by any other member in the course of his/her duties or work within the Club. He will have the accounts audited annually and produce, in time for circulation with the Notice of Annual General Meeting, an audited statement of income and expenditure and balance sheet for the financial year ending on 30 June.

## 10 General Meetings

10.1 An Annual General Meeting shall be held between 1<sup>st</sup> October and 31<sup>st</sup> December each year.

10.2 Members shall be informed of the date of the Annual General Meeting at least 90 days in advance of the meeting.

10.3 Not less than fourteen days Notice shall be given of the date and venue of any General Meeting. "Notice" shall include the agenda, audited accounts (where applicable) and other material on which a resolution is to be proposed at the meeting.

10.4 Any member wishing to submit a motion to the Annual General Meeting must lodge the motion in writing with the Secretary at least 42 days prior to the Annual General Meeting. Any such motion shall be supported by at least two other members of the Club.

10.5 A Special General Meeting shall be called if requisitioned by a majority of the Committee or on a requisition signed by not less than 25% of the members eligible to vote. The Committee shall proceed to convene a Special General

Meeting for a date not later than eight weeks after receipt of a requisition.

## 10.6 Voting at General Meetings

(a) Adult memberships. Each Adult member present at a meeting shall have one vote.

(b) Family memberships. Each adult representing a Family membership present at a meeting shall be entitled to one vote, provided that no Family Membership may cast more than two votes on any resolution.

(c) Junior memberships. One adult only representing a Junior Family membership present at a meeting shall be entitled to vote.

(d) Affiliated memberships. Each Affiliated membership shall have one vote provided that the designated adult person is present at the meeting.

(e) Each Associate Member present at a meeting shall have one vote.

PROVIDED THAT no person present at a meeting representing more than one membership shall cast more than one vote on each motion.

## 10.7 Quorum at General Meetings

At all General Meetings a quorum will be made up of not less than 10% of the voting members. If a quorum is not present, a second meeting will be convened approximately four weeks later. This meeting will proceed even if a quorum is not present fifteen minutes after the arranged time.

## 11 Liability

11.1 The Club shall indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## 12 Alteration to Constitution

12.1 This Constitution shall not be altered, amended or rescinded except by a General Meeting of members.

12.2 A resolution to give effect to a change in the Constitution must be passed by at least 60% of the members present and entitled to vote.

## 13 Distribution of Profits

13.1 In no circumstances shall any profit be distributed to members, but any profits shall be retained within the Club to further the aims of the Club.

## 14 Termination

14.1 The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and approved by not less than three-quarters of those

present and eligible to vote. In the event of termination, any assets shall be given to a recognised Community Amateur Sports Club (CASC), a registered charity or to the British Canoe Union.

**15 Power of Decision**

15.1 Any matter not provided for in this constitution, or any question over its interpretation, shall be dealt with by the Committee, whose decision shall be final.

Signed as a correct copy of the Constitution as adopted 14 October 2005.

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Lee Matthews  
Chairman

Date .....