



## Constitution

### **1. NAME:**

The club shall be known as Roker Canoe Club; hereinafter known as “the Club”

### **2. OBJECTIVES:**

1. To offer recreational opportunities in canoeing, kayaking and other associated paddle sports.
2. To promote the club within the local community.
3. To actively encourage the relationship between the Club and other canoeing and kayaking organisations.
4. To ensure a duty of care to all members of the club.
5. To provide all services in a way that is fair to everyone.
6. To ensure that all members receive fair and equal treatment.



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### **3. MEMBERSHIP:**

#### **1. Qualification:**

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

#### **2. Classes of Membership:**

- a. Full Members - over the age of 18
- b. Family Members – is the means by which juniors (i.e. under 18s) may join the club with an adult. A family membership is defined as 1 adult and 1 child. All additional children will be charged at an additional cost per child. All children must be accompanied by a responsible adult at all club events.

#### **3. Election:**

Candidates for election to membership shall make written application to the Club Secretary on the form provided. The power of election shall rest with the General Committee who may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made to the members.

#### **4. Restriction:**

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

#### **5. Acceptance:**

The General Committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of renewal may be made to the members.

### **4. MEMBERSHIP FEE:**

Each applicant for membership shall, if his/her application be accepted, pay a membership fee, the amount of which shall be determined by the members in General Meeting.



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### **5. SUBSCRIPTIONS:**

The rates of subscription shall be determined by the members in the General Meeting.

### **6. CESSATION OF MEMBERSHIP:**

1. Any member may resign giving one month's clear notice in writing to the Secretary.
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. Appeal against suspension or expulsion may be made to the members.
3. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid the annual subscription which became due on 31<sup>st</sup> March. He/she may, however, re-join 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:**

1. The Club may organise various sections to cover the various activities of canoeing.
2. The affairs of each section shall be conducted by a sub-Committee of up to 9 members of whom the Chairperson or his/her deputy shall serve on the General Committee

### **8. DISQUALIFICATION FROM HOLDING OFFICE:**

1. Only members entitled to vote are eligible to hold office, and be entitled to vote at General Committee meetings.
2. Any member who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club.
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.



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### **9. GENERAL COMMITTEE:**

1. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer, Welfare officer, Equipment officer, Safety officer. Additionally, the General Committee may co-opt no more than 3 members of the Club to its number.
2. Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and other officers shall be put forward in the form of a motion under the terms of Rule 13. 4.
3. The term of office shall be for one year, and members shall be eligible for re-election at the clubs AGM.

### **10. DUTIES OF COMMITTEE:**

#### **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.

#### **2. Hon Secretary:**

The Hon Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He/she or she shall also be responsible for transmitting to the section secretaries all correspondence relating to the particular activities of the section concerned at the earliest opportunity. The Hon Secretary will receive copies of the minutes relating to the meetings of section committees.

#### **3. 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. He/she she shall have the power to examine, after giving one week's notice, the books of any section, and shall report any discrepancies to the General Committee. The Hon Treasurer shall audit the books of each section annually and shall produce at the AGM balance sheets showing the financial state of each section and of the General funds, accompanied by the Hon Auditor's report. *Cheques should have two*



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*signatures.* The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

#### **4. Club Welfare Officer:**

The Club Welfare Officer is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and co-ordinating action within the club on receipt of any concerns or referrals.

#### **5. Club Safety Officer:**

Assist the club to put in place policies and implementation plans for health and safety issues. Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety. Ensure all accidents are correctly reported in accordance with the BC guidelines. Ensure that safe systems of work are employed by maintaining up-to-date risk assessments. Ensure confidentiality is maintained and information is only shared on a 'need to know' basis. Keep up to date with the latest training requirements from British canoeing

#### **6. Duties of other Officers:**

Officers may be elected to be responsible for the following duties:

##### **1. Equipment Officer:**

The equipment officer will be responsible for ensuring that all equipment used by the canoe club is safe. The equipment officer will oversee the maintenance of equipment and will assist the Coaching Officer in identifying suitable equipment for club purchase.



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### **11. GENERAL COMMITTEES:**

1. The General Committee is responsible for the general conduct of the Club's business and activities.
2. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
3. Special meetings of the General Committee shall be called by the Hon Secretary on instructions from the Chairperson, or not less than three committee members.
4. Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on the instructions of twenty percent of the members of the Section Committee.
5. A quorum shall consist of not less than 3 members in the case of the General Committee, and not less than 3 members in the case of the Section Committees.
6. 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. SECTION COMMITTEES:**

1. The Section Committees shall each consist of a maximum of 8 members elected by the section concerned, one of whom shall be the section Captain and/or section secretary.
2. A Section Committee may nominate other members of the section to serve the Section Committee.
3. The Secretary of each section shall keep minutes of all section meetings and be prepared to produce these if required at General Committee meetings. He/ she or she shall also be responsible for the collection of all monies relating to the section and shall submit a balance sheet showing the financial state of the section at the AGM. He/she shall also be prepared at all General Committee meetings to give a statement of the section's finances.
4. Section Committees may draw up rules and regulations necessary for the efficient management of the section, but such rules and regulations shall not become operative until approved by the General Committee.
5. Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section, or upon a demand signed by not less than twenty percent of the members of the section committee.



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### **13. GENERAL MEETINGS:**

1. An Annual General Meeting shall be held in April of each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month of March immediately preceding.
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 20% of the members of the Club entitled to vote.
3. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
4. 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 cast voting will be by secret ballot.
5. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
6. At all General Meetings not less than twenty per cent of the members of the Club or 3 full members (whichever is the smaller) shall constitute a quorum.

#### **7. 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.

#### **8. 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.



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### **14. LIABILITY:**

The club has an affiliation with British Canoeing. The affiliation gives the club insurance cover for club sessions only. It does not cover people outside of club events. 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.

### **15. VOTING:**

Only full adult members are entitled to vote at all meetings.

### **16. ALTERATION OF CONSTITUTION:**

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
2. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

### **17. CORRECTNESS OF ACCOUNTS:**

Every Annual General Meeting shall appoint an appropriate person 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.

### **18. DISTRIBUTION OF PROFITS:**

The club may not make payment to members for participation in the sport that would contravene amateur status, nor 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.

### **19. DISSOLUTION:**

If the committee, by simple majority, decides at any time to dissolve the Association (Roker Canoe Club), it shall give at least a 21 day notice of a meeting to all members of the Association who have the power to vote. If such a decision is confirmed by a majority of those present and voting at the meeting, the management shall have the power to dispose of any assets held by the Association. Any assets remaining after the satisfaction of any proper debts or liabilities shall be given or transferred to such charitable groups or groups having similar objects to the Association as the committee may decide.



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### **20. RULES:**

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities, to include the following:

1. No Member may canoe alone from the Clubhouse.
2. All Paddlers must wear buoyancy aids.
3. All Paddlers must wear helmets.
4. No Junior Member may take a boat from the Clubhouse unless a responsible adult is present.

### **21. GDPR:**

The club is committed to respecting members privacy. The club is to explain how it use's personal information collect before, during and after membership with us, in line with GDPR. Each member is to be asked to sign a notice. This notice explains how the club complies with the law on data protection, what members rights are and for the purposes of data protection the club will be the controller of any members personal information. Any data provided will not be shared with 3<sup>rd</sup> parties and used only for club insurance and records.

Members may request to view data held, by email to the club secretary.

The committee of Roker Canoe Club hold overall responsibility for data protection compliance in our organisation.

#### **1. Personal information the club may collect from members:**

- Personal contact details that allow us to contact members directly (pending, during and up to 12 months following your membership period) such as; name, title, address, email address and telephone numbers.
- Date of birth
- Gender
- Membership start date (all membership end dates are April 1<sup>st</sup>)
- Records of members interactions with the club, such as telephone conversations, emails and other correspondence and your instructions to us.
- Records of members attendance at any events hosted by the club.
- Images in photographic and /or video form.
- Details of next of kin, family members and emergency contacts.
- Paddling qualifications.

#### **2. Special categories of personal information:**



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The club may also collect and store the following '**special categories**' of more sensitive personal information regarding members. This will be used to ensure your safety within the club.

- Information about your health, including any medical condition.

The club will typically collect personal information about our members when you apply to become a member or trial member of the club or when members register with the club at or when members make an enquiry and/or complaint or when members correspond with the club by phone, email or other way. All electronic data will be stored in a secure cloud, while any hard copies will be stored securely by the club secretary, in a locked cabinet.

### **22. DECLARATION:**

Each member upon joining shall sign the following declaration:

Name.....

Upon acceptance into membership of the Roker Canoe 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.\* I hereby consent to the use of all or any part of my photograph/video or film likeness, regardless of the medium by which it is recorded. The undersigned also hereby transfers and grants Roker Canoe Club the exclusive right to use and authorise others to use all or any part of my photograph/video in related media such as books, magazines, journals, pamphlets, electronic (Internet) and other written and video formats. The undersigned also hereby releases Roker Canoe Club and its members, trustees, officers, employees and agents, from any and all claims, demands, causes of action and suits, including but not limited to, claims for invasion of privacy, defamation, breach of contract or other breach of duty arising out of or in connection with the use of this photograph or video.

Signed.....

Parent/Guardian (if under18).....

\* 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.