



TYNE VALLEY CANOE CLUB

CONSTITUTION AND RULES

1) **NAME OF CLUB:** The club shall be known as Tyne Valley Canoe Club hereinafter known as THE CLUB.

2) **OBJECTS OF THE CLUB**

- 1) To promote and provide facilities for the sport and recreation of canoeing in the Tyne Valley area.
- 2) To provide coaching of members under the guidance of experienced and qualified coaches.
- 3) To offer the following to members:
 - Technical information,
 - Equipment pool,
 - Canoe use and loan facility,
 - Regular newsletter,
- 4) The promotion of regular events by river, sea or lake.
- 5) To educate members to understand and appreciate the rights of other water users.

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:** Membership shall consist of three categories:
 - i) Full Members - over the age of 18.
 - ii) Family Members - to include spouse and/or children.
 - iii) Junior Members - under the age of 18.
- 3) **Election:** Candidates for election to the club shall make written application to the Membership Secretary of the Club 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 of the General Committee.
- 4) **Restriction:** A person who has been expelled from, or refused membership the British Canoe Union, or who has been expelled from any club affiliated to 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 of the General Committee.

4 ENTRANCE FEE

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which shall be determined by the members in the Club Annual General meeting

5) SUBSCRIPTION

- 1) The rates of subscription shall be determined by the members in the Annual General Meeting and shall be due on election to the club and, thereafter, within every twelve month period from the date of their election.
- 2) Membership of the club shall be continuous and all membership cards will be back dated to the expiry date shown on the previous membership card.
- 3) The annual membership subscription shall be payable on or before the expiry date shown on the membership card.

6) CESSATION OF MEMBERSHIP

- 1) Any member may resign giving one month's notice in writing to the Membership Secretary.
- 2) Any member violating rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct by a Disciplinary Committee section 17, by resolution of the General Committee, may be suspended or expelled. Any member so suspended or expelled may appeal against the judgement to the members as determined in clause 17.8.
- 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 following a period of grace, as mentioned in section 5.3. He/she may, however, rejoin the Club at any time during the year without payment of any entrance fee, subject to the provision of clause 3.3 and 5 above.

7) SECTIONS

- 1) The Club shall organise various sections to cover the various activities of canoeing pursued by the membership.
- 2) The affairs of each section shall be conducted by a specialist sub-Committee which may be set up as determined by the General Committee of whom the Chairperson or his/her deputy may be co-opted to serve on the General Committee.

8) DISQUALIFICATION FORM HOLDING OFFICE

- 1) Only members entitled to vote are eligible to hold office, except that a Junior Chairperson may be elected by the Juniors members of the Club, 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.

9) GENERAL COMMITTEE

- 1) The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Vice-Chairperson, Hon Secretary, Hon Treasurer, and other officers as deemed necessary who shall be appointed annually by election at the Club Annual General meeting.
- 2) The General Committee shall consist of the elected officers of the Club with additional elected members responsible for each of the following:
 - i) Membership Secretary.
 - ii) Meets Organiser.
 - iii) Competition Organiser.
 - iv) Social Secretary.

- v) Junior Coaching Organiser.
- vi) Women's Representative.
- vii) Newsletter Editor.
- 3) The General Committee shall have the power to co-opt other members of the Club if it is in the best interest of the Club to do so.
- 4) In the event of a casual vacancy occurring on the General Committee, the said Committee may co-opt another eligible person to the vacant position to so act until the next Annual General meeting.
- 5) The term of office shall be for one year, and members shall be eligible for re-election.

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) **Vice-Chairperson:** Will act in support of the Chairman and in the best interests of the Club. He or she shall assist in carrying out the policy and in guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of its members. The Vice-Chairperson will chair General Meetings and General Committee meetings of the Club in the absence of the Chairperson. He or she may act as the Clubs representative at BCU regional meetings and at other organisations in the absence of the Club Chairperson.
- 3) **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 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 minutes relating to the minutes 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 records of account as required by the General Meeting. He/she shall have the power to examine, after giving one week's notice, the money records 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 summary of expenditure sheets showing the financial state of each section and of the General funds, accompanied by the Hon Auditor's report. Cheques written against the Club funds will include the Hon Treasurer's signature and one other Committee Member who is mandated. The Treasurer must make the committee aware of any existing potential financial or cash flow problems.
- 4) **Other Officers:** Officers may be elected to be responsible for the following duties:
 - 4.1 **Membership Secretary:** The Membership Secretary will be responsible for keeping co-ordinating all business concerning membership applications and the issue of membership cards. He/she will keep an up to date record of memberships and types of membership, including temporary memberships. He /she will collect subscription fees appropriate to each membership class and ensure that all monies are forwarded to the Hon Treasurer. He/she will monitor membership numbers and inform the General Committee if limitations should be applied to any membership classes according to clause 3.1.
 - 4.2 **Meets Organiser:** The Meets Organiser shall arrange a programme of canoeing events.
 - 4.3 **Competition Organiser:** The Competition Organiser shall arrange and co-ordinate any canoeing competition which the Club is involved with. He/she will ensure participating members are informed of date and venue and will keep the General Committee up to date with any planned events to be arranged.
 - 4.4 **Social Secretary:** The Social Secretary shall organise a programme of social events.

4.5 Junior Coaching Organiser: The Junior Coaching Organiser shall arrange a programme of canoeing coaching and events for junior members of the Club. He/she will ensure when leading any organised event that the policy and guidelines of the Club for working with young persons and children are observed.

4.6 Women's Representative: The Women's Representative will ensure that any issues concerning women and their participation in the sport of canoeing are highlighted in club events and review BCU National and Regional initiatives for women in sport.

4.7 Newsletter Editor: A Newsletter Editor shall be elected who is responsible for producing a regular bulletin.

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) A quorum shall consist of not less than three members of the General Committee.
- 5) In the event of a casual vacancy among the General Committee, the said Committee shall have the power to appoint another eligible person to act until the next AGM as stated in clauses 9.3 and 9.4.

12 SECTION COMMITTEES

- 1) The Section Committee shall consist of a maximum of five members elected by the section concerned, one of whom shall be the section Chairperson and/or Secretary.
- 2) A section committee may nominate other members of the club to serve the Section Committee.
- 3) Meetings of the section committees shall be called by the secretaries of the sections concerned, on the instruction from the Section Chairperson.
- 4) The Secretary of each Section Committee shall keep minutes of meetings and be prepared to produce these if required at General Committee meetings. He or she shall also be responsible for the collection of monies relating to the section and shall be prepared to submit a summary of expenditure sheet showing the financial state of the section at General Committee meetings and the Club AGM.
- 5) The Section Committee 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.
- 6) Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the section.

13 GENERAL MEETINGS

- 1) The Club Annual General Meeting shall be held in the month of April each year.
- 2) There shall be presented before the meeting a statement of accounts made up to the 31st day of the Month of March immediately preceding.
- 3) 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.
- 4) Not less than 21 days clear notice shall be given, specifying to all members the time, place and business of the General Meeting.
- 5) The AGM shall include the following business:
 - i) The receipt of General Committee member reports.
 - ii) The receipt of Club Committees reports.
 - iii) The election of General Committee members and Officers of the Club.
 - iv) To approve the level of subscriptions for the following year.

- v) The discussion of objectives for the following year.
- vi) The motions presented by Club members for discussion.
- vii) AOB.

5) Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon Secretary at least 30 days preceding the AGM, and be signed by three members entitled to vote.

6) 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.

7) At all General Meetings the Chairperson will preside or, in his/her absence the Vice-Chairperson will preside.

8) At all General Meetings not less than twenty-percent of the members of the club shall constitute a quorum.

9) **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 members, shall be dissolved. In any other case the meeting will be adjourned.

10) **Accidental Omission:** Accidental Omission to give notice of a meeting or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of a meeting.

14 AFFILIATION

The Club shall join the British Canoe Union and any other bodies as the General Committee consider being in the best interests of the Club.

15 VOTING

1) Only full members, and family members over the age of 16 years, are entitled to vote at all meetings.

2) At General Committee meetings each Committee member shall have one vote, and in the event of a tie, the Chairperson shall have the casting vote.

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 change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

17 DISCIPLINARY PROCEDURE

1) Following complaint, any member violating the rules and regulations of the Club or who has behaved in such a manner which is prejudicial to the interests of the sport and Club may be invited to appear before a Disciplinary Panel where the member will be given the opportunity to rebut or submit to the complaint made against him/her.

2) Any complaint made against a member of the Club shall be made in writing. It will be signed, dated and state the complainants address, and shall be received by or given to the Club Chairperson. A complainant may not be a member of the club but may be a member of the police or general public who has witnessed conduct, which is likely to bring the Club into disrepute.

3) The Disciplinary Panel will ensure that a copy of the complaint has been handed personally to the individual member to whom it relates, together with the date the Committee shall meet and an invitation to furnish in writing within 14 days an explanation of the facts applicable to the complaint and witnesses present. The member shall be invited to be present at the meeting and invited to answer questions put by the committee.

- 4) Should a member decline to be present at the Disciplinary Hearing, the Panel shall consider the complaint in his/her absence on the basis of the facts and statements available.
- 5) Should a member be present at the Disciplinary Hearing, he/she will be invited to comment on the material statements, their written reply to the complaint and to answer questions put by the Committee. Witness statements will be taken either verbal or in writing.
- 6) The Disciplinary Panel having considered the facts concerning the complaint from both parties will decide:
 - i) To reject the complaint.
 - ii) To warn or reprimand the member concerned.
 - iii) To uphold the complaint and suspend the member from the club for a period of time with a maximum period for suspension being 3 months.
 - iv) To uphold the complaint and to expel the member from the club.
- 7) The Disciplinary Panel will inform a member in writing of its findings and decision and give notice of a right to appeal.
- 8) In the case the case of a decision falling into clauses (17.6.iii) and (17.6.iv) a member must appeal in writing within 14 days of receipt of the Disciplinary Hearings judgement.
- 9) Appeal hearings will be conducted by the Disciplinary Panel and will convene within 28 days and the decision reached at this hearing will be final.
- 10) In the event of either suspension or expulsion no refund of membership subscription will be made to a member.

18 DISCIPLINARY PANEL

- 1) The Disciplinary Panel shall consist of the Chairperson or Vice-Chairperson and two other members of the General Committee.
- 2) No person may be a member of the Disciplinary Panel if he or she is a signatory or a witness to the complaint. In the event of this the General Committee shall appoint one other committee member or suitable person to serve on the panel with full voting rights.
- 3) The Appeal Panel will comprise the Club Chairperson or Vice-Chairperson and two other members of General Committee or suitable persons appointed by the General Committee to do so. No members of the Appeal Panel will have served on the previous Disciplinary Panel.

19 LIABILITY

- 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 personal liability of the Committee, but shall be the responsibility of the Club as a whole.
- 2) All members or other persons who attend club tours or meets do so at their own risk and neither the Club nor its officers can accept liability for any loss or injury of any kind sustained at headquarters or whilst on a Club tour, meet or other activity.

20 AUDITOR

Every Annual General Meeting shall appoint a 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.

21 DISTRIBUTION OF PROFITS

The Club may not make payment to members for participation in the sport, which 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.

22 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 the British Canoe Union for use in related amateur Sport.

23 POWER OF DECISION

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.

24 RULES

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

25 DECLARATION

Each member upon joining the Club shall sign the following:

Name.....

Upon acceptance into membership of TYNE VALLEY CANOE CLUB I hereby accept the rules and conditions of the Club and 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..... Date.....

#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.

#for membership under 18, signing this section gives consent for day trips and excursions.

Tyne Valley Canoe Club

Constitution and Rules accepted and adopted by resolution of the Members of Tyne Valley Canoe Club at the Annual General Meeting of 2nd May 2006.

Signed..... (Chairperson).

Name.....

Signed..... (Secretary).

Name.....

Date.....