



NEWARK CANOE CLUB CLUB CONSTITUTION AND RULES

NAME

1. The name of the Club is **Newark Canoe Club** hereinafter known as **the Club**.

CLUB PURPOSE

2. The purposes of the Club are to promote the amateur sport of canoeing in the Newark/Lincoln area and community participation in the same.
3. The Club shall function as an Unincorporated Association for accounting purposes. 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, but shall be the responsibility of the Club as a whole.

PERMITTED MEANS OF ADVANCING THE PURPOSE

4. The Committee has the power to:
 - a. Acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport and related facilities.
 - b. Provide coaching, training and related social and other facilities.
 - c. Take out any insurance for club members and third parties.
 - d. Raise funds by appeals, subscriptions and charges.
 - e. Buy or lease property or land in the furtherance of the club's purposes and sell, or otherwise dispose of the same.
 - f. Set aside funds for special purposes or as reserves.
 - g. Invest funds in any lawful manner.
 - h. Employ and engage staff and others and provide services.
 - i. Co-operate with or affiliate to:
 - i. Bodies regulating or organising the Sport.
 - ii. Club or body involved with it.
 - iii. Government and related agencies.
 - j. Do all other things reasonably necessary to advance the purposes.
5. NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

MEMBERSHIP

6. Membership of the Club shall be open to anyone interested in the sport on application 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.



7. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis¹. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

8. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or behaviour likely to bring the Club or sport into disrepute. A person who has been expelled from, or refused membership of the British Canoeing, shall not be eligible for membership. Appeal against refusal or removal may be made to the members.

DISCIPLINE AND APPEALS

9. All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 10 days of a complaint being received by the Secretary. The Committee has the power to take appropriate disciplinary action including the termination of membership.

10. The Outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.

11. Any member against whom disciplinary action is taken, including termination of membership, shall have the right of appeal within 5 days of being informed of such action. The Appeals Committee will consider the Appeal within 10 days of an appeal being lodged with the Secretary.

GENERAL MEETINGS

12. All members may attend all general meetings of the Club in person although only full and family members over the age of 18 may vote.

13. Such meetings need 21 clear days' notice to members in writing or to a registered email address.

14. The quorum for all general meetings is 15% of the total voting membership.

15. The Chair or, in his or her absence, another member chosen at the meeting shall preside.

16. Except as otherwise provided in these Rules every resolution shall be decided by a simple majority of the votes cast on a show of hands except when more than one nomination has been received for a position on the General Committee, in which case voting will be done by secret ballot.

17. Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.

¹ Membership categories: 1. **Full member** (over 18), subcategories: BC member and non-BC member. 2. **Junior member** (under 18). For Juniors under 14 yrs. a parent must be present during general club sessions. 3. **Family member**. The spouse/partner and/or children under 18 of a full member. 4. **Student member**-in full time education (24 hrs or more per week). 5. **Social member** (non-paddlers).



18. **Annual General Meeting (AGM).** The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. This will normally take place in the autumn. At every AGM:

- a. The Members will elect a Committee including a Chair, Treasurer and Secretary to serve until the next AGM;
- b. The Treasurer will produce accounts of the Club for the latest financial year (to 31 August).
- c. The Chairman, Membership Secretary/Secretary and Treasurer will present reports on the Club's activities since the previous AGM;
- d. The Members will appoint a suitable and independent person to audit the accounts;
- e. The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting. Resolutions not of origin from the General Committee, shall be logged with the Secretary at least 7 days preceding the AGM and must be signed by 5 voting members.

19. **Extraordinary General Meetings (EGM).** An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 15% of voting members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

THE COMMITTEE

20. **Role.** Subject to these Rules, the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

21. **Composition.** The Committee shall consist of at least five and not more than fourteen members (including Officers) subject to the following:

- a. The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.
- b. Any Committee member may be re-elected or re-co-opted without limit.
- c. A Committee member ceases to be such if they cease to be a Club member, resigns by written notice, or removed by the Committee for good cause after the Member concerned has been given the chance of putting their case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

22. The principle committee positions are:

- a. Chairman.
- b. Vice Chairman.
- c. Secretary.



- d. Treasurer.
- e. Child Protection Officer (appointed position not elected).
- f. Membership Secretary
- g. Club events coordinator.
- h. Coaching co-ordinator.
- i. Equipment member.
- j. Junior Member
- h. Social secretary.

23. **Committee Meetings.** Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

24. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

- a. at least 5 members must be present for the meeting to be valid.
- b. Committee meetings shall be held face to face.
- c. The Chair or whoever else those present choose shall chair meetings.
- d. Decisions shall be by simple majority of those voting.
- e. A resolution in writing signed by every Committee member shall be valid without a meeting.
- f. the Chair of the meeting shall not have a casting vote.

25. **Delegation.** The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers, the extent to which it can commit the funds of the Club, its membership and its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

26. **Disclosure.** Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

THE YOUTH SECTION

27. The aim of the Youth Section is to ensure that the needs of the younger club paddlers are represented to the General Committee and that regular and quality paddling activities for the Youth Membership are promoted. It will have its own Committee responsible to the Management Committee. One member will represent the Youth Section on the General Committee who will advise and support the Youth Section as required.

28. The Youth Section is open to all Youth Members. The Youth Committee Section will consist of its own elected officers as indicated in its constitution.

29. The A.G.M. will be held in the month of May each year.



30. General Meetings of the Youth Section will be subject to the same conditions as the General Meetings of the Club

PROPERTY AND ACTIVITIES

31. 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 and all surplus income or profits are reinvested in the club.

32. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses and insurance cover.

33. The Club may also in connection with the sports purposes of the Club:

- a. Sell and supply food, drink and related sports clothing and equipment.
- b. Employ members (though not for participating) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
- c. 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).

34. The Committee will have due regard to the law on disability discrimination and child protection.

RULES FOR THURLBY LAKE

35. The General Committee shall be empowered to draw up rules and appropriate risk assessments for the safe conduct of canoeing activities at Thurlby Lake and other locations used for organised Club activities.

AMENDMENTS TO RULES

36. These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as an Unincorporated Association and not in any event to alter its purposes or winding up provisions.

37. The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agree the change by a two-thirds majority of votes cast.

WINDING UP THE CLUB

38. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- a. To another Club with similar sports purposes which is a registered charity and/or
- b. To another Club with similar sports purposes which is a registered CASC and/or,



c. To the Club's governing body for use by them for related community sports.

PRIORITY

39. Where there is any conflict between any of the above rules ('Key Rules') and any other rule or rules, the Key Rule(s) will take priority.

Adopted at the AGM held following the approval of a majority vote in accordance with the constitution

At: Newark Canoe Club

On: 1st Nov 2016

Signed

Name Gordon Smith

Signature

Witnessed

Name

Address

Occupation

Signature