

NORTHAMPTON CANOE AND KAYAK CLUB CONSTITUTION 2024.

(Incorporating amendments made up to and including the 2023 AGM.)

1 NAME

The club shall be known as the Northampton Canoe and Kayak Club, hereinafter as the Club.

2 OBJECT

The object of the club is to promote the sport of canoeing.

3 MEMBERSHIP

3.1 QUALIFICATION.

Any person or group (as defined in 3.2D) who undertakes to act in the best interest of the club and who takes part in club activities.

3.2 CLASSES OF MEMBERSHIP.

3.2.A Full member - 18 years of age or more.

3.2.B Junior member - between the ages of 10 and 17 years inclusive.

3.2.C Family membership - a group consisting of a full member, a second member who is the spouse or partner of the full member and young persons under the age of 18 years of age, all of the same household as the full member or at the discretion of the committee.

3.2.D Affiliated groups - any bonafide group whose principle purpose is not canoeing e.g. youth clubs, company sports clubs, scouts, guides, ATC etc. They may use the club facilities at the discretion of the general committee, and under the supervision of a fully paid up member. An additional fee may be charged for such use.

3.2.D.1 A Junior affiliated group is a group as defined in 3.2.D with seventy five per cent or more of its members under the age of 16.

3.2.D.2 a senior affiliated group is a group as defined in 3.2.D with twenty five per cent or more of its members over the age of 16.

3.2.E Honorary life member - awarded by unanimous vote of the committee, usually to individuals to honour outstanding service to the club. An honorary life member is deemed to be a fully paid up member at all times.

3.2.F Student member. Equivalent to a full member. Only available to a person in full-time education.

3.2.G Temporary member. A guest of the club who shall apply to the Duty Officer for membership of the club for the duration of a single meeting of the club. This will be granted at the discretion of the Duty Officer. The applicant must sign a disclaimer form and pay the fee before being allowed to use the club's facilities. A temporary member does not have the right to vote at meetings.

3.2.H Senior member - having reached or exceeded the state pension age in force at the time of initial membership.

3.2.I Senior Couple membership - A Senior member together with their spouse or partner, also having reached or exceeded the state pension age at the time of initial membership and of the same household or at the discretion of the committee.

3.3 At any official meeting of the club any officer of the club may request to see the membership card of any member. If the card cannot be produced, the member may be requested to leave the meeting.

3.4 Election

Candidates for membership shall make written application to the secretary or any nominated officer of the club on the form provided.

The power of election shall rest with the general committee, who may refuse to elect any applicant without assigning a reason for doing so.

### 3.5 Duty Officer Duties

Every adult member, student member, senior member and representative of a family membership or senior couple membership shall act as Duty Officer for at least two sessions during their period of membership (one session for 6-month memberships).

Sessions will be assigned by the Committee (or its representative) after a period when members can volunteer for specific sessions.

Members unable to attend the designated session must arrange a substitute and notify the Duty Officer Officer in advance.

### 4 ENTRANCE FEE

Each applicant for membership shall, if the application be accepted, pay an entrance fee, the amount of which shall be determined by the general committee.

### 5 SUBSCRIPTIONS

5.1 The rates of subscription shall be determined by the general committee and shall be due on application and therefore on the same date every year.

5.2 The general committee will review the rate of subscription annually. This will be done at either the first or second committee meeting after the AGM.

5.3.1 The general committee may determine a discount, or range of discounts, to be applied to the subscription rates for Family, Senior Couple, Senior and Adult members based on the number of completed years of prior membership.

5.3.2 The general committee may determine a discount to be applied to the annual subscription rates for Family, Senior Couple, Senior and Adult members who are also members of the B.C.U. - the amount of discount not to exceed the subscription due after the application of any other discount.

### 6 BREAKOUT

6.1 The club will produce an occasional magazine called "Breakout". "Breakout" will carry news of the club's events and will be used by the general committee to notify the members of forthcoming meetings etc. "Breakout" will also, at the editor's discretion, publish any articles written by the members.

6.2 "Breakout" will be available to any other canoeing organisation for an annual fee as determined by the general committee.

### 7 CESSATION OF MEMBERSHIP

7.1 Any member violating rules or regulations of the club or being adjudged guilty of unsatisfactory conduct may, by resolution of the general committee be suspended or expelled. Any member so suspended or expelled may appeal to a special general meeting if such an appeal is sponsored by not less than 10 members.

7.2 Any member suspended or expelled may also appeal to the British Canoe Union to state their case.

7.3 A member shall be deemed to have withdrawn from the club if the subscription has not been paid within two months after the date of renewal of the annual subscription.

#### 8 RESTRICTIONS FROM HOLDING OFFICE

Nominees shall not be accepted from other than paid up full, senior or junior members, the spouse of a paid up family member or senior couple member, or a life member.

#### 9 GENERAL COMMITTEE MEMBERS

9.1 The general committee shall consist of:- 9.1.A Executive officers - Chairperson, Vice-Chairperson, Secretary and Treasurer.

9.1.B Other elected officers so that the general committee shall not be greater than nine elected officers.

9.1.C Any other members such as the committee shall deem fit to co-opt.

9.2 The terms of office shall be one year and members shall be eligible for re-election.

9.3 Members nominated as executive officers who are not elected to the nominated position shall automatically be nominated as another candidate for the general committee.

#### 10 DUTIES OF OFFICERS

10.1 Chairperson. The chairperson will preside at all general meetings of the club and at all meetings of the general committee. The chairperson 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 or a delegate shall represent the club at meetings of other organisations. The delegate shall be an ex-officio member of any committee of the club.

10.2 Vice-Chairperson. The Vice-Chairperson will assist the chairperson in all functions, and deputise in his absence.

10.3 Hon. Secretary. The Hon. Secretary will be responsible for the organisation of meetings of the general committee and of the club. The hon. secretary shall record the minutes of all meetings and also be responsible for transmitting all relevant correspondence to the appropriate official.

10.4 Hon. Treasurer. The Hon. Treasurer shall be responsible for the collecting of all monies and shall keep such books of accounts as required by the general committee. The treasurer shall have the power to examine after giving one week's notice the account books of any member or officer who handles club monies and report any discrepancies to the general committee. The treasurer shall produce at the A.G.M. Balance sheets, income and expenditure accounts made up to the 30th April, showing the financial state of the club, accompanied by the Hon. Auditors report. The treasurer shall also provide for every meeting of the committee a resume showing the financial state at the end of the previous month.

10.5 Other Officers. The duties of the other officers are:- 10.5.A To act in the best interest of the club and cooperate with other members and coordinate their actions.

10.5.B To bring to the attention of the committee the feeling and requirements of the members.

#### 11 GENERAL COMMITTEE

- 11.1 The general committee is responsible for the general conduct of the club's business and activities.
- 11.2 The general committee shall meet on a monthly basis, notwithstanding the occasional omission, but at intervals of not more than 10 weeks.
- 11.3 Meetings of the general committee shall be called by the Secretary on instruction of the Chairperson, President or not less than four committee members.
- 11.4 A quorum shall consist of not less than five of the members of the general committee.
- 11.5 In the case of a casual vacancy among the committee, the said committee may appoint another eligible person to act until the next A.G.M.
- 11.6 Members and officers of the general committee shall be expected to attend not less than 75% of the meetings. Any member or officer failing to do so without reasonable excuse shall be asked to step down from his post.
- 11.7 The general committee may nominate up to four trustees.
- 11.8 The minutes of the general committee shall be made available to the membership on "Facebook" and other social media sites adopted by the club and restricted to its membership with an exception being made of any specific minute to be withheld at the discretion of the Chairperson.

## 12 PRESIDENT AND TRUSTEES

- 12.1 President. A President shall be elected by the general committee to serve for a term of five years.
- 12.2 President's duties.
- 12.2.A To ensure the club is run in accordance with the constitution.
- 12.2.B To carry out negotiations on behalf of the club when instructed to do so by the general committee.
- 12.2.C To call and chair any meeting of the Trustees as and when requested by the trustees or the general committee.
- 12.2.D To chair all Annual and Extraordinary General Meetings.
- 12.2.E To officiate at all official club functions.
- 12.2.F To arbitrate on any problem when requested by the general committee.
- 12.3 The president shall have the right to:-
- 12.3.A Sit on any club committee
- 12.3.B Inspect all minutes and books at two weeks notice.
- 12.4 The president may be called to any general committee meeting.
- 12.5 Vice President May be appointed to assist the President with duties and to deputise during absence.
- 12.6 TRUSTEES
- Four Trustees shall be appointed by the club committee. The duties of the Trustees shall be:-
- 12.6.A To sign leases, deeds contracts etc on behalf of the club.
- 12.6.B To run the club with the President as chairperson in the event of the majority of the committee resigning during their term of office and to call an extraordinary general meeting to re-elect a general committee.
- 12.6.C To ensure the club does not commit itself beyond its assets.
- 12.6.D Trustees shall have the power to inspect all minutes and books at two weeks notice.
- 12.6.E Trustees shall have the power to sit on any club meeting.

12.6.F Trustees will attend where necessary any meeting called by the President.

### 13 GENERAL MEETINGS

13.1 The Annual General Meeting (AGM) shall be held during the three months after 1st August of each year. There shall be laid before the meeting a statement of accounts made up to the last day of April immediately preceding.

13.2 An Extraordinary General Meeting (EGM) shall be called on the instructions of the majority of the general committee or president giving a minimum of fourteen days notice, or on a requisition signed by not less than 10% of the members of the club. This meeting will be called after six weeks and before ten weeks after the requisition is received.

13.3 A trustee may at their discretion call an EGM specifying the business of that meeting giving fourteen days notice.

13.4 Members shall be advised by a notice published in "Breakout" and a notice displayed on the club notice board of the date and time of a General Meeting or an Extraordinary General Meeting requisitioned by the membership at least six weeks prior to that meeting.

13.5 Motions for discussion at Annual General Meetings and nominations for officers of the general committee shall be lodged with the Hon. Secretary four weeks before the meeting and must be signed by two members.

13.6 The agenda, Committee nominations and proposals for a general meeting will be published on the Club Web Site and displayed on the club notice board at least fourteen days before the meeting.

13.7 All current full members, senior members, student members, life members, family members aged 14 or more, senior couple members and junior members aged 14 or more are eligible to vote at a general meeting. An affiliated group shall count as one member.

13.8 Any member eligible to vote at an General Meeting but unable to attend the meeting may cast a vote for any member or officer nominated for the Committee, when more than one nomination has been received for a position on the committee, by downloading from the club website or collecting from the club premises a voting slip, available at least three weeks prior to the general meeting, which should be completed and returned in a sealed envelope marked postal vote to the club secretary (postal vote).

13.8.1 Only fully completed postal votes received by the club secretary before the meeting will be counted and non-receipt of a postal vote by the secretary will not invalidate the proceedings of the meeting

13.9 At any general meeting a motion put to the vote of the meeting will be decided by a show of hands except when more than one nomination has been received for a position on the committee, in which case voting will be by secret ballot of members present and added to valid postal votes received by the secretary.

13.10 At all general meetings not less than 10% of the number of members eligible to vote shall constitute a quorum.

13.11 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 until a time and place to be fixed by the general committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall be a quorum.

13.12 Accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, a member shall not invalidate the proceeding of a meeting.

#### 14 LIABILITY

14.1 Financial or legal liability incurred in the rightful exercise of their office shall not however be the personal liability of the president and trustees and the general committee but shall be the responsibility of the club as a whole.

14.2 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 any liability for loss or injury of any kind sustained on club premises or whilst on a club tour or meet.

#### 15 ALTERATIONS OF RULES

15.1 This constitution shall not be altered, amended or rescinded, except by a general meeting of the club.

15.2 A resolution to give effect to a change must be passed by a simple majority of the members present at the general meeting, and voting on this behalf.

#### 16 AUDITOR

An Honorary Auditor shall be appointed each year at the A.G.M. The Hon. Auditor shall make a report to the members on every balance sheet and income and expenditure account laid before the club in general meetings during the tenure of office.

#### 17 DISTRIBUTION OF PROFITS

In no circumstance can any profit be distributed to members, but any profits earned shall be contributed to a general fund for furthering the object of the club.

#### 18 TERMINATION

The club shall not terminate or be dissolved 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 a body or bodies with similar aims or objectives based in Northamptonshire, or a charity or charities based in Northamptonshire.

#### 19 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 is final.

#### 20 THE CLUBROOMS

20.1 The changing rooms, boatstore and equipment may be used during club meetings by any member of the club. Such use may be subject to an additional fee.

20.2 The boatstore, changing rooms and equipment may be used by any person who signs on or pays for any canoeing course run by the club for the duration of the course and under the supervision of a club member.

20.3 Any member or guest found defacing or damaging the clubrooms or equipment will be expelled and may face legal proceedings.

20.4 A maintenance officer/subcommittee will be appointed by the general committee to see after the running and general maintenance of the clubrooms and equipment.

20.5 A club member may apply to the committee for permission to hold keys to the clubrooms. If permission is granted, a deposit will be charged, which will be repaid when the keys are returned.

20.6 The general committee must ensure that a competent duty officer is responsible for the clubrooms and equipment during all club meetings, whose duties will be to unlock, check equipment out and in, and check the premises before securing after the meeting has finished.