

BUDE CANOE CLUB CONSTITUTION



1. NAME

The club shall be known as the **Bude Canoe Club** hereinafter known as **the Club**.

For the purposes of definition, the word Members referred to herein, means Members of the Bude Canoe Club.

2. OBJECTIVES

The objectives of the Club are to help and Inspire people to go canoeing.

3. MEMBERSHIP

3.1 Qualification

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership.

3.2 Classes of Membership

- | | | |
|-------|-----------------|--|
| (i) | Full Members: | Over the age of 18 |
| (ii) | Family Members: | The spouse and/or children under 18 of a full member |
| (iii) | Junior Members: | Under the age of 18. |

3.3 Election

Candidates for election to membership shall make a written application to the Secretary of the Club on the form provided (*BCC Membership Form*). The power of election shall rest with the General Committee, who may refuse to elect to membership any applicant without assigning a reason for doing so.

3.4 Restriction

At the discretion of the Club Committee, any person who has been expelled from, or refused membership of, the British Canoe Union, shall not be eligible for membership.

3.5 Acceptance

The General Committee may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

4. ENTRANCE FEE

Each applicant for membership shall, if their application is accepted, pay an entrance fee, the amount of which shall be determined by the members in a General Meeting.

5. SUBSCRIPTION

The rates of subscription shall be determined by the members in General Meeting and shall be due on election and, thereafter, on or before the 1st January in each year.

6. CESSATION OF MEMBERSHIP

6.1 Any member may resign giving one month's clear notice in writing to the Club Secretary.

6.2 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. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 10% of members who are entitled to vote.

6.3 A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid the annual subscription which became due on the 1st January. They may, however, rejoin at any time during that year without payment of any entrance fee, subject to the provision of 3.3 or 5 above.

7. SECTIONS

7.1 The Club may organise various *sections* to cover the various activities of canoeing.



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7.2 The affairs of each section shall be conducted by a sub-Committee of members and who's Chairperson or their deputy shall serve on the General Committee.

8. DISQUALIFICATION FROM HOLDING OFFICE

8.1 Only members entitled to vote are eligible to hold office.

8.2 Any member, who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club.

8.3 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

9.1 The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer, and other officers as deemed necessary. Additionally, the General Committee may co-opt no more than 5 members of the Club to the Committee.

9.2 Nominations for the position of Chairperson, Secretary, Treasurer and other officers shall be out forward in the form of a motion under the Rule 13.4.

9.3 Where appropriate, the General Committee shall elect a Vice-Chairperson from among its number.

9.4 The term of office shall be for one year, and members shall be eligible for re-election.

10. DUTIES OF COMMITTEE

10.1 Chairperson: The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. They 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. They shall ex officio be a member of any other committee of the Club.

10.2 Secretary: The 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. They shall also, where applicable, be responsible for transmitting to the section secretaries, all correspondence relating to the particular activities of the section concerned at the earliest opportunity. The Secretary will, where applicable, receive copies of the minutes relating to the meetings of section committees.

10.3 Treasurer: The Treasurer will be responsible for the collection of all monies including subscriptions and shall keep accounting records as required by the General Committee. They shall, where applicable, have the power to examine, giving one weeks notice, the records of any section and shall report any discrepancies to the General Committee. The Treasurer shall audit the records of each section annually and shall produce at the Annual General Meeting, Balance Sheets showing the financial status of each section and of the General funds, accompanied by the Auditor's report. Cheques will have two signatures. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

10.4 Welfare Officer: The Welfare Officers roles and responsibilities are detailed below:

- 10.4.1 Be the first point of contact for any issues relating to the welfare of junior and vulnerable adults.
- 10.4.2 To report to the Committee and investigate all reported allegations of misconduct within the Club.
- 10.4.3 Ensure the highest possible standard of safety and welfare for all Members.



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- 10.4.4 Ensure the Club adopts and adheres to the BCU Policies including the Child Protection and Vulnerable Adults.
- 10.4.5 Promote the Club's Codes of Conduct
- 10.4.6 To be CRB (Criminal Records Bureau) checked and complete for all Coaches, Club Competent Paddlers, Helpers and Volunteers.

11. GENERAL COMMITTEES

- 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 at regular intervals during the year, as required by the business to be transacted.
- 11.3 Special Meetings of the General Committee shall be called by the Secretary on instructions from the Chairperson, or not less than *three* committee members.
- 11.4 Where applicable, meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the corresponding Section Chairperson, or on instructions of twenty percent of the members of the Section Committees.
- 11.5 A quorum shall consist of not less than 10% of members in the case of the General Committee plus 3 Committee Members, including any 2 from the Chairperson, Treasurer and Secretary.
- 11.6 In the case of a casual vacancy among the General Committee, the said committee shall appoint another eligible person to act until the next AGM

12. SECTION COMMITTEES

At the present time the Club does not have any Sections within the Club. Should a Section be formed at a later stage, the Club Constitution will be amended accordingly.

13. GENERAL MEETINGS

- 13.1 An Annual General Meeting (AGM) shall be held in January each year. There shall be laid before the meeting a statement of accounts made up to the 31st day of the month of December immediately proceeding.
- 13.2 An Extraordinary General Meeting shall be called on the instructions on a simple majority of the General Committee, or on a requisition signed by not less than 10% of the members of the Club entitled to vote.
- 13.3 Members must be given 21 days clear notice, specifying the time and business of the AGM.
- 13.4 Motions for discussion at AGMs, not of origin from within the General Committee, shall be lodged with the Secretary at least 14 days preceding the AGM, and be signed by 2 voting members.
- 13.5 At any AGM, 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 held by secret ballot.
- 13.6 At all General Meetings, the Chairperson will preside or, in their absence, a Chairperson will be elected by the voting members present.
- 13.7 At all General Meetings not less than 20% of the members of the Club will constitute a quorum.
- 13.8 **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



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Meeting shall be adjourned. If a quorum is not present within half an hour from the time appointed for and Adjourned Meeting, the members present shall be deemed to be a quorum.

13.9 Accidental Omission: Accidental Omission to give notice of a meeting to, or the non-recipient of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

14. LIABILITY

14.1 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 the personal liability of the 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 any loss or injury of any kind, howsoever caused, sustained at (*Club Headquarters or*), whilst on a Club tour, meet or other activity.

15. VOTING

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

16. ALTERATION OF CONSTITUTION

16.1 This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.

16.2 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. AUDITOR

Every AGM shall appoint an Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure entries and of the balance sheet.

18. DISTRIBUTION OF PROFITS

In no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objectives of the Club.

19. 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 a body or bodies with similar objectives or to a charity or charities agreed by the Meeting which formally terminates the Club

20. INTERPRETATION

Any matter not provided for in this Constitution, or any questions over the interpretation of it, should be dealt with by the General Committee, whose decision shall be final.

21. RULES

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

Paddling

21.1 Members should never paddle in a group less than 3.

21.2 No Junior members may canoe alone.

21.3 Groups should always contain at least one Club competent paddler for the environment not exceeding the ratio for that environment (see Club Risk Assessment Register).



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21.4 Junior members of a group must always be accompanied by an adult competent paddler or in some cases may paddle unaccompanied by an adult as long as each junior member of the group is themselves a club competent paddler.

21.5 When large groups are paddling in the same location (more than 9 members), a Club competent paddler will have overall responsibility for the safety of all members on the water.

21.6A *Club Competent Paddler* is any full member who holds a relevant canoeing coaching award (BCU Level 2 Coach) or through their experience alone is approved as a *Club Competent Paddler* by the General Committee. The General Committee will maintain a list of members who are considered *Club Competent Paddlers*.

21.7 All members must comply with the Rules of third party organisations including event holders and other facilities in/at which the club participates.

21.8 Members who act outside these rules do so as individuals and not as members of the Club.

Equipment

21.9 No Junior member may take a boat from its storage area unless a responsible adult is present.

21.10 Buoyancy jackets must be worn for all kayaking and canoeing activities.

21.11 When using a spraydeck, a release system that ensures immediate disengagement from the cockpit rim must be in place.

21.12 Persons taking part in any canoeing with a spray deck fitted must be able to demonstrate their ability to remove the deck in an emergency. Junior Members must be able to perform a satisfactory capsized drill with the spraydeck before one is used on open water (canal, river, sea pool, etc.)

21.13 When the activity requires, a helmet must be worn. They must be correctly fitted and adjusted.

Courses

21.14 Club courses will be run by BCU qualified Coaches.

21.15 All Coaches will be cleared in line with the Club's adopted Child Protection Policy.

21.16 All Coaches will hold a current First Aid Certificate.

Medical Conditions

21.17 Members must inform the officer of the day, or Coaches of any medical condition that could affect their ability to paddle.

Behaviour Policy

21.18 All Members of the Club will be expected to behave in an acceptable manner and follow the Club's adopted Policies.

21.19 No action should be taken that could cause concern or offence to other Club Members or the general public.

21.20 Members should avoid changing in public view.

21.21 Inappropriate behaviour should be reported to the Committee and could result in exclusion from the Club.



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22. DECLARATION

Each member shall, upon joining, sign the following declaration:

Name.....

Upon acceptance into membership of the **Bude 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 to 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.



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(please sign, detach and return this page only to the Club Secretary)

