

POLICY DOCUMENT

Constitution

The Club shall be known as Burton Canoe Club, hereinafter 'The Club'. The aim of the Club is to provide facilities for and to promote participation of the whole community in the sport of canoeing. The Club shall be affiliated to the British Canoe Union.

1. MEMBERSHIP

- 1.1. Membership is open to all irrespective of gender, race, religion or other beliefs, nationality, disability, sexual orientation, age or ability.
- 1.2. Five classes of membership shall be available:
 - 1.2.1. FULL (18 and over)
 - 1.2.2. YOUTH (17 and under) / STUDENT (18 and over, in full time education) / CONCESSION (unemployed, retired)
 - 1.2.3. FAMILY (maximum 2 Full, unlimited Youth/Student, one vote)
 - 1.2.4. ASSOCIATE (Lives more than 50 miles from the Club and thus has limited access to its facilities).
 - 1.2.5. AFFILIATE (Formally Constituted Organisations that engage in Canoeing Activity as a Significant Element of their Annual Programmes) (One Full, one vote)
- 1.3. Every application for membership shall be made in writing to the secretary on the form provided, accompanied by the enclosures specified on that form.
- 1.4. The Management Team shall consider applications. Any person, or organisation, refused membership shall have the right of appeal to the Appeals Committee.
- 1.5. Annual Membership Fees shall be due on admission and thereafter on 1 April each year except that a member who joins after the 1 January shall pay no further fee until the following year.
- 1.6. Any member may resign on giving one month's clear notice in writing to the Secretary. There will be no refund of any fees paid.

2. DISCIPLINE AND APPEALS

- 2.1. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 2.2. The Management Team will meet to hear complaints within 10 days of a complaint being received by the Secretary. The Team has the power to take appropriate disciplinary action including the termination of membership.
- 2.3. 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.
- 2.4. 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

3. THE MANAGEMENT TEAM (hereinafter 'the Team')

- 3.1. The Team shall consist of Chairman, Vice-Chairman, Secretary, Treasurer, Coaching Representative, and the Trustees (four).
- 3.2. The Team may co-opt members as and when required.
- 3.3. Nominations for the Team shall be put forward in the form of a motion as described in GENERAL MEETINGS paragraph seven. Term of office: one year.
- 3.4. The Team shall conduct the general affairs of the Club. Any decision of the Team may be challenged by a body of not less than five members who shall require in writing that the Secretary call a General Meeting to resolve the matter.
- 3.5. Meetings of the Team shall be called by the Secretary on instructions from the Chairman, or any three Team members.
- 3.6. A quorum shall consist of at least three Team members.
- 3.7. In case of a casual vacancy in the Team, the Team shall appoint a substitute.

4. THE YOUTH TEAM

- 4.1. The aim of the Youth Team is to promote regular and quality paddling activities for the Youth Membership
- 4.2. The Youth Team will be responsible to the Management Team
- 4.3. The Youth Team is open to all Youth Members

5. TRUSTEES

- 5.1. Four trustees shall be appointed at a General Meeting.

In the event of the demise of the Club the Trustees collective responsibility shall be no more than the total assets of the Club

6. DUTIES OF OFFICERS

- 6.1. The Chairman shall preside at all meetings, or in his absence the Vice-chairman shall preside. The Chairman shall be responsible for guiding the activities of the Club in accordance with the Constitution and the wishes of the members. He shall represent the Club at the meetings of other organisations.
- 6.2. The Vice-chairman shall be responsible for the general management of the Club House. He shall make recommendations to the Team regarding procedures, maintenance, and development.
- 6.3. The Secretary shall be responsible for the general correspondence of the Club, and for the organisation of meetings and the recording of the minutes thereof.
- 6.4. The Treasurer shall be responsible for the collection of all monies and shall keep such books of account as required by the General Meetings. He shall produce at the A.G.M. balance sheets showing the financial state of the Club.
- 6.5. The Coaching Representative shall be responsible for representing the views of the 'Club Coaching Team'
- 6.6. Elected Officers may seek assistance with their duties from members who may be co-opted to the Team. Delegation of duties must be clearly agreed and understood and approved by the Team. Responsibility for duties remains with the Elected Officer

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7.GENERAL MEETINGS

- 7.1. The Annual General Meeting shall be held in the month of March or April each year. There shall be laid before the Meeting a statement of the Accounts as at 28 February.
- 7.2. An Extraordinary General Meeting shall be called on a resolution of the Team or on a requisition signed by not less than five members who are not officers.
- 7.3. Not less than ten days clear notice of any meeting shall be given stating the time, place, and business of the meeting. Such notice shall be communicated to all the members individually but accidental omission to give notice to, or non-receipt of notice by, a member shall not of itself invalidate the proceedings of the meeting. Notice to one Full member of a Family or Affiliate membership shall meet this requirement.
- 7.4. Motions for discussion at Annual General Meetings shall be lodged with the Secretary not later than the first of March, and signed by three members.
- 7.5. At any General Meeting a resolution put to the vote shall be decided by show of membership cards unless the meeting resolves to hold a secret ballot on the issue, except that any election for a position for which more than one nomination has been received shall be by secret ballot.
- 7.6. At any General Meeting not less than ten per cent of the Club membership shall constitute a quorum. If after twenty minutes 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; if in any other case the meeting shall be adjourned to a time and place to be fixed by the Team. If a quorum is not present within twenty minutes of the time appointed for an Adjourned Meeting the members present shall constitute a quorum.

8.LIABILITY

- 8.1. Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Team Members but shall be the responsibility of the Club as a whole.
- 8.2. All members or other persons who attend functions of the club do so at their own risk and neither the Club nor its officers can accept liability for loss or damage incurred on Club premises or at any Club function.

9.ALTERATION OF RULES

- 9.1. This constitution shall not be altered, amended or rescinded in any part except by a General Meeting of the Club.

10.AUDITOR

- 10.1. Every Annual General Meeting shall approve the appointment of an Auditor who shall once a year examine the accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

11.PROFITS

- 11.1. In no circumstances may any profit be distributed to members. All profits shall be placed in a general fund for the use of the Club.

12.TERMINATION

- 12.1. The Club shall not terminate except by a resolution of a Special General Meeting called for the purpose, and in such event any surplus assets shall be handed over to the British Canoe Union.

13.DECISION

- 13.1. An Appeals Committee shall consist of two Trustees and one BCU representative or one ESBC Sports Development Officer.
- 13.2. Any matter not provided for in this constitution or any question over interpretation of it shall be dealt with by the Team whose decision shall be in force until rescinded by a General Meeting

Name(printed) _____ Designation _____ Signed _____ Date _____

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