



BLACKWATER VALLEY CANOE CLUB CONSTITUTION

1 NAME

The Club shall be known as the Blackwater Valley Canoe Club and hereinafter known as THE CLUB.

2 OBJECTS

The objects of the Club are to promote and provide facilities for the sport and recreation of Paddlesport.

3 COLOURS

The colours of the Club will be black and gold.

4 MEMBERSHIP

4.1 Qualification

4.1.1 Any person who undertakes to behave in the best interest of Paddlesport 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 and fair basis.

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

4.1.3 Membership of the Club is dependent on the member abiding by the Club operating procedures and codes of conduct.

4.1.4 The Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

4.1.5 All members are eligible to become part of the Management Committee and have voting rights on Club Business raised at General Meetings, except Social, Temporary, Affiliated Members.

4.1.6 Membership will cease if payment of annual membership has not been received within 30 days of renewal date.

4.2 Classes of Membership

4.2.1 Full Adult Members - Members over the age of 18 at the beginning of the membership year.

4.2.2 Family Members - Parents/adults and all their children/wards under the age of 18 at the beginning of the membership year or in full time education.

4.2.3 Youth Members - Members who are under the age of 18 years on the 1st July. Parents retain full responsibility for their children.

4.2.4 Student Members - Members in full-time education, proved by production of a valid NUS card.

4.2.5 Temporary Members - Short-term membership extended to individuals or groups who are attending formal instruction courses. Temporary Membership continues for the duration of the course only, plus one day for assessment.

4.2.6 Affiliated Outside Organisations

4.2.7 Social Members - Open to anyone who does not want to actively participate in the sport of Paddlesport.

4.2.8 Concessionary Members – As decided by Management Committee.

4.3 Membership Term

Membership term is annually and runs from first date of membership is annual.

4.4 Data Protection

The Club shall comply with relevant data protection legislation.



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5 FEES

5.1 Paddling Fees

The paddling fees will be determined by the Management Committee as follows

- Paddling fees whilst on the Lido will be applicable to all paddlers.
- An additional fee per session will be charged for any item/items of Club equipment borrowed.
- Coaches/volunteers shall be exempt from all paddling fees when participating in the running of Club sessions/courses.
- A Coach is a person who holds the appropriate qualification or a person who coaches for the Club.

5.2 Course Fees

- As determined by the Management Committee.
- Course fees will be based upon the hours and level of instruction required.
- Include temporary membership where required.
- Discounted for Club members.
- Where necessary can be paid in instalments at the discretion of the Management Committee.

6 SECTIONS

The Club may organise various sections to cover the various activities of Paddlesport. The affairs of each section shall be conducted by a sub-Committee of a number of members as deemed necessary for that section, the Chairperson (or his/her deputy) of the sub-committee shall be eligible to attend Club Management Committee Meetings.

7 MANAGEMENT COMMITTEE

7.1.1 The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Secretary and other officers as deemed necessary who shall be elected at the Annual General Meeting.

7.1.2 Roles and Responsibility of each position will be detailed separately to the Constitution and subject to change as deemed necessary by the Committee.

7.1.3 All Committee members must be members of the Club.

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

7.1.5 If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

7.1.6 The Committee will be responsible for day to day running and maintenance of the Club, adopting new policy, codes of practice and rules that affect the organisation of the Club.

7.1.7 The Committee will have powers to appoint and advisers to the Committee as necessary to fulfil its business.

7.1.8 The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

7.1.9 The Committee meetings will be convened by the Secretary of the Club and be held no less than 3 times per year.

7.1.10 The quorum required for business to be agreed at Management Committee meetings will be 51%.



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8 ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

8.1.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

8.1.2 The Club shall hold the Annual General Meeting (AGM) within 3 months of the Financial Year End to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's accounts.
- Elect the officers on the committee.
- Inform any changes for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

8.1.3 Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all members.

8.1.4 Nominations for officers of the committee will be sent to the Secretary prior to the AGM.

8.1.5 Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate at least 7 days before an AGM.

8.1.6 All members have the right to vote at the AGM.

8.1.7 Motions will carry if 51% of members present agree.

8.1.8 The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

8.1.9 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

8.1.10 All procedures shall follow those outlined above for AGMs.

9 LIABILITY

9.1 Liability of Committee Members

The Management 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.

9.2 Individual Liability

9.2.1 All members or other persons who attend Club tours, meets, or any other Club activity 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 whilst partaking in Club activities or on land owned by the Club, except where that loss is due to negligence.

9.2.2 Where an individual member is undertaking management responsibility on behalf of the Committee, for example Safety Officer, Child Protection Officer or Event Organiser, any financial or legal liability incurred in the rightful exercise of that duty shall not be the personal liability of that individual but shall be the responsibility of the Club as a whole, except where that individual has been negligent.



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10 FINANCIAL MATTERS

10.1 Finance Reporting

The Club Treasurer will be responsible for the finances of the Club reporting regularly to the Committee. An audited statement of annual account will be presented by the Treasurer at the Annual General Meeting.

10.2 Subscription, Paddling & Course Fee Income and Club Events

10.2.1 Subscription Fees, Paddling Fees & Course Fees are intended to cover the general running of the Club.

10.2.2 Specific Club Trips/Events should in principle be self-financing.

10.2.3 If a trip/event makes a loss the Club shall fund the deficit providing a budget has been agreed in advance.

10.2.4 Where events make a surplus that shall be retained by the Club and shall not be refunded to members attending.

10.2.5 Members reserving spaces on Club events shall be responsible for payment in full whether or not they attend.

10.2.6 If a member is unable to attend for medical, compassionate or similar reasons their contribution shall be refunded if either the event made a surplus greater than their contribution or their space is taken by another member or exceptionally at the discretion of the Management Committee.

10.3 Hardship Fund

10.3.1 At its discretion the Management Committee will support members with financial assistance to progress through the BCU coaching scheme and in promoting safety training which will assist in the aims/objectives of Club.

10.3.2 The Club will provide financial support to members in these initiatives in order to provide support to the Club infrastructure and development.

10.3.3 Where necessary at the discretion of the Management Committee financial assistance will be provided to a participant on a Club trip on a non-discriminatory and fair basis so as to not pose a significant obstacle to their participation.

10.3.4 Due to the Club being a Community Club a provision will be made annually to support new participants to Paddlesport providing free/reduced fees on an individual case based on the current criteria agreed by the Committee.

10.4 Distribution of Profits

10.4.1 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.

10.4.2 All surplus income or profits are re-invested in the Club.

10.4.3 No surpluses or assets will be distributed to members or third parties.

10.5 Auditor

The Treasurer will ensure that the Club's annual accounts are audited by an appropriate person independent to the Club



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10.6 Bank Accounts

10.6.1 All Club funds shall be deposited regularly into the Clubs' bank account(s). When the Club is operating with surplus funds or money accumulating to support future developments that is likely to be for greater than one year this money should be invested in a bank account which offers some level of interest. This will typically result in two accounts -- a current and a deposit account.

10.6.2 Any request to change banking services, such as the provider or the type of account, shall be approved by the Committee. Where these changes are made by the bank the Treasurer shall notify the Committee of the change and where possible shall comment on the impact, if any, of this on the Club.

10.6.3 Authorised Committee Members are given authorisation to make physical payments via cheque, cash or electronic means for expenditure previously approved by the committee. Authorised Committee Members will be selected at the initial meeting of the new.

10.6.4 Commitment to any payments must be approved by the Committee before the expenditure is undertaken. Recurring/standard payments which have been previously authorised by the Committee will be specified at the first committee meeting each year giving the Committee Members with payment access standing authority to ensure these commitments are paid when due.

10.7 Financial Year

The financial year of the Club shall run from 1st July to 30th June.

11 TERMINATION

11.1 Termination EGM Required The Club shall not terminate except by a resolution of an Extraordinary General Meeting convened for the purpose.

11.2 Surplus Assets Upon dissolution of the Club shall be given or transferred to a registered Community Amateur Sports Club (CASC), a registered charity or the BCU the sport's governing body.

12 OMISSIONS

Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Management Committee whose decision shall be final.

13 RULES

The Management Committee shall draw up rules for the safe conduct of Club organised Paddlesport activities and ensure these are available to all members.

14 AFFILIATION

The Club shall be affiliated to the following organisations:

- British Canoe Union.
- Other appropriate organisations as determined by the Committee.

15 ALTERATION OF CONSTITUTION

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 at least 75% of the members present at the General Meeting and voting on this behalf.