

***Leeds Canoe Club Constitution**

1. Name

The club shall be known as Leeds Canoe Club (hereinafter referred to as 'The Club').

2. Objects

The objects of the Club are to promote the sport and recreation of 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:
 - 3.2.a **Full Membership** - This entitles the holder, who must be over the age of 18, to use club facilities. The holder also has full voting rights.
 - 3.2.b **Family Membership** – This entitles the holder, their partner and/or two children to use club facilities. The holder has one full voting right.
 - 3.2.c **Non-Paddling Membership** – This entitles the holders children to use club facilities. The holder also has full voting rights.
- 3.3 **Election:** Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall be at the sole discretion of the General Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.
- 3.4 **Restriction:** A person who has been expelled from, or refused membership of, British Canoeing, shall not be eligible for membership. A person who is suspended by the British Canoeing will only be eligible for membership after giving prior written notice to the secretary of the club, hereinafter referred to as the secretary, of his/her suspension and the reason for this.
- 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. Subscription

- 4.1 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 AGM each year.
- 4.2 Membership is a rolling 12 month membership from the date of joining The Club.

5. Cessation Of Membership

- 5.1 Any member may resign giving one month's clear notice in writing to the Secretary.
- 5.2 Any member violating any of the articles 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 General Meeting if such an appeal is sponsored by not less than 20 per cent of members who are entitled to vote.
- 5.3 A member shall be deemed to have resigned from the Club if after 28 days of the AGM, dues have not been paid.

6. Sections

- 6.1 The Club may organise various sections to cover the various activities of canoeing.
- 6.2 The affairs of each section shall be conducted by a section committee of a minimum of 3 members of whom the Chairperson or his/her deputy shall serve on the General Committee.

7. Disqualification from Holding Office

- 7.1 Only members entitled to vote are eligible to hold office, except that a Junior Section Chairperson may be elected by the Junior members of the Club, and be entitled to vote at General Committee meetings.
- 7.2 Any junior under the age of 18 years, shall not be eligible for election to the General Committee of the Club.

- 7.3 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 articles of the British Canoeing, will not be eligible for election to the General Committee of the Club, but such a person may be co-opted without voting rights.

8. General Committee

- 8.1 The General Committee shall conduct the affairs of the Club as a whole and shall consist of those persons referred to in article 9 and co-opted members as deemed necessary.
- 8.2 Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and officers shall be put forward in the form of a motion under the terms of article 12.4.

- 8.4 The term of office shall run from the date of election until the next AGM, and members shall be eligible for re-election.

9. The Committee will comprise of the following roles

- 9.1 Committee roles
- 9.11 **Chairperson**
- 9.12 **Secretary**
- 9.13 **Membership Secretary**
- 9.14 **Social Secretary.**
- 9.15 **Treasurer**
- 9.16 **Training officer**
- 9.17 **Equipment officer**
- 9.18 **Polo Representative**
- 9.2 Non-committee roles
- 9.21 **Welfare officer:**
- 9.22 **Volunteers co-ordinator**
- 9.23 **Web Site Administrator**
- 9.24 **Safety Officer**
- 9.25 **Paddleability officer**
- 9.26 **Junior Representative**

10. General Committees

- 10.1 The General Committee is responsible for the general conduct of the Club's business and activities.
- 10.2 The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- 10.3 Meetings of the General Committee shall be called by the Secretary on instructions from the Chairperson, or not less than three committee members.
- 10.4 A quorum shall consist of not less than 50% or 4 members; whichever is the greater, in the case of the General Committee, and not less than 50% in the case of the Section Committees.
- 10.5 In the case of a vacancy among the Committee, the said Committee can appoint any full member to act until the next AGM.
- 10.6 Should a committee member cohabit more than one position an additional general committee place will become available.
- 10.7 The maximum of the committee shall be 14 members.

11. Section Committees

- 11.1 The Section Committees shall each consist of a minimum of 3 members elected by the section concerned, one of whom shall be the section Captain and/or section secretary. Section Committees, can be formed on request of the general committee or by request of the section to the general committee
- 11.2 A Section Committee may nominate other members of the section to serve the Section Committee.
- 11.3 The Secretary of each section shall keep minutes of all section meetings and be prepared to produce these if required at General

Committee meetings. He/she shall also be responsible for the collection of all Monies relating to the section and submit a balance sheet showing the financial state of the section at the AGM. He/she shall also be prepared at all General Committee meetings to give a statement of the section's finances.

- 11.4 Section Committees may draw up articles and regulations necessary for the efficient management of the section, but such articles and regulations shall not become operative until approved by the General Committee.
- 11.5 Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section, or upon a demand signed by not less than twenty percent of the members of the section committee.
- 11.6 Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on the instructions of twenty percent of the Section Committee.

12. Trustees

- 12.1 The Trustees of the Club shall be appointed from time to time as necessary by the club committee from among the Members who are willing to be so appointed. A Trustee shall hold office for a [five] year term, or until he or she shall resign by notice in writing given to the Club Committee or until a resolution removing him or her from office shall be passed at a general meeting by a special resolution of the Members present and voting.
- 12.2 All property of the Club including land and investments shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, and for the use and benefit of the Membership of the association for the time being.
- 12.3 On the retirement, resignation or removal from office of a Trustee the Club Committee shall appoint a new Trustee in his or her place; and shall as soon as possible thereafter take lawful and practicable steps to procure the vesting of all Club property into names of the Trustees as constituted after the said appointment.
- 12.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the C Committee; and shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions. But no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
- 12.5 The number of Trustees shall not be more than four or less than two

13. General Meetings

- 13.1 An Annual General Meeting shall be held in the Spring of each year. There shall be laid before the meeting a statement of accounts made up to 10 March (or nearest bank statement date).
- 13.2 An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than 20% of the members of the Club entitled to vote.
- 13.3 Not less than 28 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
- 13.4 Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Secretary at least 14 days preceding the AGM and signed by 3 members entitled to vote.
- 13.5 At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except where more than one nomination has been received for a position on the General Committee, in which case voting will be by secret ballot.
- 13.6 At the General Meetings the Chairperson will preside or, in His/her absence, a Chairperson for the meeting will be elected by the voting members present.
- 13.7 At all General Meetings not less than twenty percent of the members of the Club shall 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 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 appointed for the Adjourned Meeting, the members present shall be a quorum.

- 13.9 **Accidental Omission:** Accidental Omission to give notice of a meeting to, or the non-receipt 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 on behalf of the members in good faith.
- 14.2 All members or other persons who attend Club tours or meets do so at their own risk and neither the officers or members of the Club shall accept any liability for any loss or injury of any kind.
- 14.3 Members shall be responsible for any damage to property of the Club caused by them and any visitor introduced by them and the committee shall determine the amount of such damage.
- 14.4 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

15. Voting

Only full members, non-paddling members and family members or their partners are entitled to vote at meetings

16. Alteration of Constitution

- 16.1 The 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 its behalf.

17. Auditor

Every Annual General Meeting shall appoint an Hon Auditor who shall at least once in every year examine the accounts of the Club, and ascertain the correctness of the income and expenditure accounts 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 solely for this purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities agreed by the meeting which formally terminates the Club.

20. 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.

21. Articles

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

1. No Junior may canoe alone from the Clubhouse.
2. No Junior may take a boat from the Clubhouse unless a responsible adult is present.
3. All Juniors & Novices must wear buoyancy aids and helmets on outdoor water at all times unless exempted at the express permission of their coach on an organised session.
4. Juniors may not paddle without a competent adult present until they have passed their British Canoeing 2 Star Test. Juniors must paddle in groups of not less than three, all of whom must be competent for the conditions.

21. Boat Bays

- 21.1. Fees for Boat Bays shall be determined by the members in General Meeting and are due at the time as subscription.
- 21.2. Boat bays shall be allocated to members upon request, by the Membership Secretary..
- 21.3. All boats left in the Clubhouse, without payment of Bay Fees or not in Bays, after a period of 1 month may be removed from the premises. The boats will only be returned upon payment

of a recovery/storage fee determined by members in General Meeting.

- 21.4. All boats left in the care of the club, shall after a period of 6 months without payment, be deemed to be abandoned and may be disposed of or used by the club in the interests of the members.

22. Members Boat Bays Keys

- 22.1. Keys to the Members Boat Bays are available in return for a deposit. All keys remain the property of the club and must be surrendered upon request or termination of membership. No copies of keys must be made by members.

23. Interpretations

- 23.1. All officials shall be Honorary.
- 23.2. The expression "Holders Children" refers equally to their children or children in their care under the age of 18.
- 23.3. Canoe/Canoeing refers equally to canoeing and kayaking.
- 23.4. The interpretation or meaning of any club rule(s) shall be decided by the committee.

24. Declaration

I am fully aware that canoeing is a risk sport that can involve strenuous exercise. I am also aware that Leeds Canoe Club takes part in every kind of kayaking/canoeing activity.

I confirm that – I/myself, my partner and my children can swim and do not have any disability or medical condition, which would affect my/their ability to canoe safely with the club.

Because of the nature of canoeing I accept that – I am / my partner /and my children are all –personally responsible for assuming all risk and responsibility for my / their own safety when canoeing with the club or taking part in any other of the club's activities without any liability whatever on the part of the club, its' committee or its' members.

I further state (as a family or non-paddling member) that I am satisfied that my children are sufficiently responsible and competent to assume full responsibility for their own safety when canoeing with the club or taking part in any other of the clubs activities with or without myself being present.