



Liverpool Canoe Club

Constitution



1 **NAME** The club shall be known as Liverpool Canoe Club.

2 AIMS AND OBJECTIVES

2.1. The aims and objectives of the Club are to:

- Promote and provide opportunities for the sport and recreation of canoeing;
- Provide coaching and competitive or recreational opportunities;
- Ensure a duty of care to all members of the club.

2.2. In furtherance of the above objectives the Club is committed to treating everyone equally regardless of sex, ethnic origin, religion, disability, or beliefs.

3. AFFILIATION

3.1. The Club shall be affiliated to Canoe England and shall incorporate its rules and regulations:

3.2. In the event that there shall be any conflict between any rule or by-law of the Club and of the rules and regulations set out above in clause 3.1 the rules for Liverpool Canoe Club shall prevail.

4. MEMBERSHIP

4.1. Limit

4.1.1 Total membership of the Club shall not be limited, however if the General Committee considers that there is good reason to impose a limit from time to time then the General Committee shall put forward such proposal to a General Meeting of the Members.

4.2 Eligibility

4.2.1. Any person who undertakes to behave in the best interest of the Club's objectives shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs.

4.3. Classes of Membership

a. Adult members – over the age of 18

b. Junior members – under the age of 18. Those under 16 years old will only be admitted when one or both parents / guardians are members.

c. Family members – the spouse and or/or children under 18 of a full member.

d. Associate Member – anyone who wishes to remain in contact with the club via electronic communication only (email and website). Associates of the club are independent paddlers and do not have the right to vote and therefore do not enjoy any of the benefits of Full Membership of the club. They are not registered club members and will not be included in the returns to the BCU for the purposes of affiliation. Specifically they will not be covered by any third party insurance.

4.4. Election of members

4.4.1. Candidates for election to membership shall make a written or electronic application to the Secretary of the Club on the form provided.

4.4.2. The power of election shall rest with the General Committee.

4.4.3. The General Committee shall be required to give reasons for the refusal for an application for membership in writing.

4.4.4. Any person refused membership may seek an appeal before an appeal to the AGM or EGM.



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5. MEMBERSHIP FEES

5.1. The membership fees (including different classes and joining fees) shall be determined by the members in General Meeting and shall be due on election and, thereafter, on or before the renewal date each year.

5.2. Any member that has not paid his/her membership fee shall be immediately suspended from the Club until such payment is received or that Member is deemed to have resigned in accordance with this constitution.

6. RESIGNATION

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

6.2. A member shall be deemed to have resigned from the Club if, he/she has not paid the annual subscription which has become due.

7. EXPULSION AND DISCIPLINARY ACTION

7.1. All complaints regarding the behaviour of members should be submitted in writing to the Welfare Officer or Secretary.

7.2. 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.

7.3. The General Committee may temporarily suspend or exclude a member from particular activities where it is deemed in the best interests of the Club.

7.4. Any member who is temporarily excluded or suspended or has had his/her membership terminated shall have the right to appeal against such decision to an AGM or EGM.

8 GENERAL COMMITTEE

8.1 The General Committee shall conduct the affairs of the Club and shall meet at regular intervals during the year, as required by the business to be transacted.

8.2. The General Committee shall consist of Chairperson, Honorary Secretary, Treasurer and other officers as deemed necessary.

8.3. Additionally, the General Committee may co-opt members of the Club to its number but non-elected members have no voting rights. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

8.4. Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and other officers shall be proposed seconded and elected by ballot at the General Meeting of the Members. The term of office shall be for one year, and members shall be eligible for re-election.

8.5. All decisions of the General Committee shall be taken by a simple majority (with the Chair having a casting vote) save that expulsion of a member shall require a two thirds majority of the General Committee.

8.6. A quorum for a meeting of the General Committee shall be three members or two thirds of its members (Which ever is the lower). Where a quorum is not present the meeting shall be adjourned to a time and date not less than 7 days from the date of the meeting.

8.7. The General Committee may from time to time appoint from their number such sub-committees as they shall see fit and delegate to them such powers and duties as they may determine.

8.9. The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in performing their duties.

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



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8.11. 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. FINANCES

9.1. The Club Treasurer will be responsible for the finances of the club.

9.2. The financial year of the club will end on **31st August**. Any change to the financial year shall require the approval of the Members in General Meeting.

9.3. 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.

9.4. 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.

9.5. Every Annual General Meeting 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 accounts and of the balance sheet.

9.6. The Committee shall retain for a period of six years all financial records relating to the Club.

10. BORROWING

10.1. The General Committee may borrow money on behalf of the Club from time to time only with the prior approval of the Members in General Meeting.

10.2. The General Committee shall have no power to commit the personal liability of any Member when seeking borrowing.

11. PROPERTY

11.1. All property of the Club, excluding cash at bank, shall be vested in acting as custodians. Such custodians shall act in accordance with the instructions of the General Committee when dealing with the property of the Club.

11.2. The custodians shall be elected at General Meeting by the Members and shall hold such position until removed at General Meeting or death.

11.3. The custodians shall be indemnified and kept indemnified by the Members against all losses costs and liabilities they may suffer as a result of the position as a custodian.

11.4. The Club in General Meeting may from time to time authorise the acquisition of freehold or leasehold land and premises for the use of the Club. Except as hereinafter mentioned, the property of the Club shall be vested in the Committee for the time being. The Club in General Meeting may from time to time appoint trustees in whom shall be vested such part or parts of the property of the Club as the members in General Meeting shall direct. The Trustees shall deal with any property so vested in them including the creation of charges over the said property for the purpose of providing security for any borrowing authorised by the Club as directed by Resolution of the members in General Meeting from time to time (of which Resolution an entry in the minute Book shall be conclusive evidence) and they shall be indemnified against any claim question risk and expense out of the property of the Club. The Trustees shall be elected from amongst the members of the Club and their number shall not be more than four nor less than two and they shall hold office until death or resignation unless removed from office by a



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Resolution of the members in General Meeting. An entry in the Minute Book shall be conclusive evidence for all purposes of the election or removal of a Trustee.

12. ANNUAL GENERAL MEETING & EXTRAORDINARY GENERAL MEETING

12.1. The Annual General Meeting shall be held in the Autumn of each year.

12.2. There shall be laid before the meeting a statement of accounts made up to the last day of the month immediately preceding.

12.3. Not less than 21 days notice shall be given specifying to all Members the time and business of the General Meeting.

12.4. A resolution put to vote of the Meeting can 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 or when a sensitive issue has been raised, in which case voting will be by secret ballot.

12.5. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Honorary Secretary at least 14 days preceding the AGM and signed by 10 members entitled to vote.

12.6. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on requisition signed by not less than 25% of the members of the Club entitled to vote.

13. SECTION COMMITTEES

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

13.2. 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 who will be able to nominate a representative to sit as a voting member of the General Committee. A Section Committee may nominate other members of the section to serve the Section Committee.

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

13.3. Section Committees may draw up rules and regulations necessary for the efficient management of the section, but such rules and regulations shall not become operative until approved by the General Committee.

13.4. Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section.

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

14. CONDUCT and RESPONSIBILITIES of INDIVIDUALS

14.1. The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities and should be adhered to by all members.

14.2. In participating in activities related to outdoor pursuits, members and prospective Members are responsible for their own safety and well-being. The club as a body, the officers of the Club and the members and prospective Members will not be held responsible in law should accident, injury or death befall Members or prospective Members voluntarily joining in such activities. Before becoming a Prospective Member a waiver of any claim against the club must be signed by applicants who must also agree



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to abide by the club constitution and guide lines. Individuals are advised to seek advice related to insuring themselves against mishap.

15. DISSOLUTION AND TERMINATION

15.1. The Club shall not dissolve except by a resolution of an Extraordinary General Meeting passed by a three quarters majority of the Members present and entitled to vote. A date for dissolution must be set and dissolution will take place immediately on that date.

15.2. Following dissolution of the Club any surplus assets (after the discharge of all liabilities) shall be handed over to Canoe England or other amateur association for use in related amateur Sport. 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 shall be final.

16. AMENDMENTS TO THE CONSTITUTION

The Constitution will only be changed through agreement by majority vote at an Annual General Meeting or Extraordinary General Meeting.

17. DECLARATION

Liverpool Canoe Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

Name: *Club Chair*

SIGNED: DATE:

Name: *Club Secretary*

DECLARATION BY EACH MEMBER

I acknowledge that I have read the rules of the Club and can confirm that I understand and accept these rules which shall govern my Membership of Liverpool Canoe Club.

[Membership applications must be electronically countersigned (*consented use of a credit or debit card*) by a parent or parent having parental responsibility on behalf of any Member less than 18 years of age].