

Birmingham Canoe Club

Constitution

Revised October 1979
Amended December 1981
Amended December 1982
Amended January 1985
Revised May 2006
Revised January 2013
Amended November 2021
Revised November 2023

1 NAME

The club shall be known as **BIRMINGHAM CANOE CLUB** hereinafter known as **THE CLUB**

2 OBJECTIVES

The objectives of the Club are to promote and provide facilities for the sport and recreation of canoeing.

3 MEMBERSHIP

1 **Qualification:** Any person who undertakes to behave in the best interest of canoeing 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 basis.

2 Classes of Membership:

- a. **Full members** are those over the age of 18.
- b. **Youth members** are those over the age of 16 but under the age of 18.
- c. **Junior members** are those over the age of 11 but under the age of 16. It is a condition of this category of membership that a parent or legal guardian of the Junior member holds a minimum of 'Off the Water' membership.
- d. **Child members** are those under the age of 11. It is a condition of this category of membership that a parent or legal guardian of the Child member shall hold membership. 'Off the Water' membership is required if the child is only accessing the pool or reservoir. Full Club membership is required if the child is participating in trips. A parent or guardian must accompany the child member on the water for all trips.
- e. **Family members** are the spouses of full members. Parents and children of full members are also eligible for family membership if they reside at the same address.
- f. **Country members** are those who are normally resident outside a radius of 25 miles from the Hall of Memory, Birmingham. They may not reside within this radius for more than three months of the subscription year. Spouses of Country members may become Family members.
- g. **Off the Water** members are those who are a parent or legal guardian of a junior or child member who do not wish to participate in sessions.

3 **Election:** Candidates for election to membership shall make a written application to the Secretary of the Club on the form provided. The power of election shall rest with the General Committee who may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made to the members.

4 **Restriction:** A person who has been expelled from, or refused membership of, British Canoeing, shall not be eligible for membership.

5 **Acceptance:** The General Committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of renewal may be made to the members, or at a General Meeting.

4 ENTRANCE FEE

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which shall be determined by the members in the General meeting.

5 SUBSCRIPTION

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

6 CESSATION OF MEMBERSHIP

1. Any member may resign giving one month's clear notice in writing to the Secretary.
2. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution at a General Meeting, be suspended or expelled. Appeal against suspension or expulsion may be made to the members, or at a subsequent General Meeting.
3. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid the annual subscription which became due on 1 November. He/she may, however, rejoin at any time during that year without payment of any entrance fee, subject to the provision of 3.3 or 3.5 above.

7. HONORARY MEMBERS

Honorary members will be elected, subject to the recommendation of the General Committee, at an AGM for a period of five years. They are eligible for re-election.

8 AFFILIATING ORGANISATIONS

Organisations, whose interest includes canoeing, may affiliate to the Club. Their rights, benefits and subscriptions will be negotiated between them and the General Committee. At least one member of the affiliating group must be a Full member of the Club.

9 DISQUALIFICATION FROM HOLDING OFFICE

1. Only members entitled to vote are eligible to hold office.
2. Any member who is under the age of 14 years, shall not be eligible for election to the General Committee of the Club.
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 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.

10 GENERAL COMMITTEE

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.
2. In the event of less than nine ordinary members being elected, the General Committee may co-opt no more than 3 members of the Club to its number. This is subject to the total (including officers) not exceeding twelve.
3. Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer and other officers must have the consent of the nominee and signed by two members including one full member, shall be put forward to the Secretary not later than twenty-one days before the AGM.
4. The term of office shall be for one year, and members shall be eligible for re-election.
5. *The committee must consist of a minimum of 3 non-cohabiting, unrelated members*

11 DUTIES OF COMMITTEE

1. **Chairperson:** The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. He or she 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 British Canoeing regional level and at meetings of other organisations. He/she shall ex officio be a member of any other committee of the Club.
2. **Hon Secretary:** The Hon 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.
3. **Hon Treasurer:** The Hon Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The Hon Treasurer shall audit the

accounts annually and shall produce balance sheets at the AGM, showing the financial state and general funds, accompanied by the Hon Auditor's report. Cheques should have two signatures. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

4. Duties of other Officers: Officers may be elected to be responsible for the following duties:

4.1 Trip coordinator: The Trip coordinator shall arrange a programme of canoeing events and activities.

4.2 Training Coordinator: The Training Coordinator shall organise a training programme to suit the needs of the club.

4.3 Media Officer: A Media officer shall be elected who is responsible for maintaining and updating the club website and social media platforms.

4.4 Equipment Officer: The Equipment Officer is responsible for the club's equipment (all paddling kit) and ensure that it is maintained in a good state of repair and used only in accordance with manufacturers guidelines

4.5 Health and Safety Officer: *Responsible for the implementation of policies for managing safety at all club events. Ensuring that safe systems of work are employed by maintaining up-to-date risk assessments. Ensure all accidents and incidents are correctly reported in accordance with British Canoeing guidelines. Act as a point of contact for club members regarding issues concerning health and safety within the club.*

4.6 Development Officer: *Responsible for sourcing, applying and securing funding for the club.*

12 GENERAL COMMITTEES

1. The General Committee is responsible for the general conduct of the Club's business and activities.
2. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
3. Special meetings of the General Committee shall be called by the Hon Secretary on instructions from the Chairperson, or not less than three committee members.
4. A quorum shall consist of not less than 5 members.
5. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.
6. Members of the General Committee shall attend no less than 67% ($\frac{2}{3}$) of meetings.

13 ADVISORY COMMITTEES

1. The General Committee may delegate its authority to a standing or temporary committee in respect of the running of specific activities. The General Committee will, however, retain the overriding control and all matters of principle must be referred to them.
2. These committees shall include at least one member of the General Committee and up to five other members of the Club. They will elect officers as required from amongst their number.
3. With the approval of the General Committee, Advisory committees may have their own funds. A balance sheet and report must be submitted at the end of the financial year and at the conclusion of the activity, to the Treasurer for inclusion in the Club accounts and audit.

14 GENERAL MEETINGS

- 1 An Annual General Meeting shall be held within 3 months of the end of the club year, 31st October, each year. There shall be laid before the meeting a statement of accounts made up to the 31st October.
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 10 members of the Club entitled to vote.
3. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
4. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon Secretary at least 30 days preceding the AGM, and be signed by 3 members entitled to vote.
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 when more than one nomination has been received for a position on the General Committee, in which case voting will be by secret ballot.
6. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
7. At all General Meetings not less than twenty percent of the members of the Club shall constitute a quorum.

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

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.

15 LIABILITY

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.
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 sustained at headquarters or whilst on a Club tour, meet or other activity.
3. Parents or guardians of all members under eighteen years must accept in writing the above limitation of liability before membership can be accepted.

16 VOTING

Every Full, Youth, Country and Honorary member shall be entitled to vote at General meetings.

17 ALTERATION OF CONSTITUTION

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

18 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. Accounts will be given to the Hon Auditor no later than one calendar month after an AGM.

19 DISTRIBUTION OF PROFITS

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 objectives of the Club.

20 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 British Canoeing 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.

21 RULES

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

1. No member is to bring the club, or the sport of canoeing, into disrepute.
2. For a trip to be deemed a club trip, at least 3 club members must be present on the trip.
3. All trips must be approved as safe and suitable for club members by a member of the General committee. *A risk assessment must be completed by the Trip Organiser and signed off by the Health and Safety Officer* before it can be deemed a club trip.
4. All club trips must have a Trip Organiser. This will be an experienced paddler present on the trip, who will ensure all participants have the necessary and appropriate safety equipment for the trip. The Trip Organiser will also ensure that the club trip is conducted in a safe manner.