



Cherwell Canoe Club Constitution

1 NAME

The club shall be known as Cherwell Canoe Club, hereinafter known as the Club.

2 AIMS & OBJECTIVES

2.1 The aims and objectives of the Club are to promote and to provide facilities for the sport and recreation of canoeing and to 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 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, or sexual orientation.

3 AFFILIATION

The Club shall be affiliated to Canoe England.

4 MEMBERSHIP

4.1 Limit

Membership may be limited according to available facilities on a non-discriminatory basis.

4.2 Any person who undertakes to behave in the best interest of the Club's objectives shall be eligible for membership.

4.3 Classes of Membership.

- Full Members - 18 years of age or older.
- Family Members - the specified members of a family living at one address.
- Young Members - under the age of 18 years or in full time education. Those under 14 years old must be under the care of an identified adult. Parents or Guardians may make an arrangement with another adult to take on that role. The session leader may be happy to do this but is not obliged to do so.
- Associate Member - a non-paddling supporter of the Club.
- Honorary Life Member - elected by a quorum of members in General Meeting in recognition of exceptional service to the Club.

4.4 Election of Members

Candidates for election to membership shall make written application to the Membership Secretary of the Club on the form provided. The power of election shall rest with the General Committee. The General Committee shall be required to give reasons for the refusal for an application for membership in writing. Appeal against refusal may be made in accordance with the Club's Dispute Resolution and Appeals Procedure.

5 MEMBERSHIP FEES

5.1 Membership Fees shall be due on election and thereafter on or before 1st March in each year. The rates of subscription will increase each year in line with the Retail Price Index for the calendar year preceding the renewal date and shall be charged to the



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nearest 50 pence. Exceptions may be voted by a quorum of members in general meeting, such vote affecting the subscription rate for the forthcoming year but leaving the underlying formula in place.

5.2 New members joining the Club for the first time may pay a subscription reduced by one twelfth for each complete calendar month which has elapsed since the last renewal date. The subscription so determined shall be charged to the nearest 50 pence.

5.3 The General Committee may offer concessionary or free membership where they deem that it is in the interests of the Club to do so.

Any member who has not paid his/her membership fee for a period in excess of 30 days from the due date 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 giving one month's notice in writing to the Secretary.

6.2 A member shall be deemed to have resigned from the Club if, after a period of 60 days from the due date, he/she has not paid the annual subscription which became due on 1 March.

7 EXPULSION AND DISCIPLINARY ACTION

7.1 Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may be suspended or expelled in accordance with the Club's Disciplinary Procedure.

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

7.3 Any member who is temporarily excluded or suspended or has had his/her membership terminated shall have the right to appeal against such decision in accordance with the Club's Dispute Resolution and Appeals Procedure.

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 Special meetings of the General Committee shall be called by the Honorary Secretary on instructions from the Chairperson, or not less than three committee members.

8.3 The General Committee shall consist of a Chairperson, Vice-Chairperson, Honorary Secretary, and Honorary Treasurer, (these four being known as the Executive Officers), and up to seven other committee members.



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8.4 Additionally, the General Committee may co-opt no more than four further members of the Club to its number. In the case of casual vacancy among the General Committee, the said Committee may appoint another eligible person to act until the next AGM. This Committee shall be elected at the Annual General Meeting.

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

8.6 The General Committee may appoint Officers from within its number to undertake such duties as it deems necessary for the efficient functioning of the Club.

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

8.8 A quorum for a meeting of the General Committee shall be five, one of whom must be an Executive Officer, and 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.

8.9 If any member of the General Committee fails to attend three consecutive meetings without notifying the Hon. Secretary of their reasons for absence, they will be deemed to have resigned from the committee.

8.10 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.

8.11 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.

8.12 Any member who is under the age of 18 years shall not be eligible for election to the General Committee, except that a Young Members Section Chairperson may be elected by members under the age of 18 years, and be entitled to vote at General Committee meetings. In the absence of a Young Members Section a Young Members Representative may be elected by the members in General Meeting and be entitled to vote at General Committee meetings.

8.13 Any member of the General Committee must declare an interest and withdraw from participation in any vote on a matter in which they could have a financial interest.

9 FINANCES

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



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9.2 The Club shall have one or more bank or building society accounts. Club cheques and other withdrawals shall require the authority of two Executive Officers, one being that of the Hon. Treasurer. Section cheques and other withdrawals shall require the authority of two Section Officers, one being that of the Section Treasurer.

9.3 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.

9.4 Every Annual General Meeting shall appoint an Honorary 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.

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

10 PROPERTY

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

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

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

11 ANNUAL GENERAL MEETING & EXTRAORDINARY GENERAL MEETINGS

11.1 The Annual General Meeting shall be held each year.

11.2 There shall be laid before the meeting a statement of accounts made up to the 31st day of the month of March immediately preceding.

11.3 The General Committee shall endeavour to give 42 days notice of the date of the Annual General Meeting.

11.4 Not less than 14 days notice shall be given specifying to all Members the time and business of the General Meeting.

11.5 All members who are 18 years of age or older are entitled to vote at General Meetings.

11.6 A resolution put to 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.



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11.7 Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Honorary Secretary at least 30 days preceding the AGM and signed by 10 members entitled to vote.

11.8 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. Such meetings shall be held within 30 days of receipt of the requisition.

11.9 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.

11.10 At all General Meetings not less than twenty percent of the members of the Club who are entitled to vote shall constitute a 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, within half an hour from the time appointed for an Adjourned Meeting, a quorum is not present, then the members present shall be a quorum.

11.11 At all General Meetings matters not specifically listed on the Agenda may be discussed only if 'Any Other Business' is listed.

11.12 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.

12 SECTION COMMITTEES

12.1 The Club may organize sections to cover the various activities of canoeing.

12.2 The Section Committees shall each consist of a maximum of 7 members, including a Section Chairperson, elected by the section concerned.

12.3 Minutes of all section meetings shall be kept and shall be produced if required at General Committee meetings. The section Treasurer shall be responsible for the collection of all monies relating to the section and for keeping such financial records as are required by the General Committee. He/she shall be prepared at all General Committee meetings to give a statement of the section's finances.

12.4 Section Committees shall 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.

12.5 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.

13 SAFETY RULES



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

14 DISSOLUTION AND TERMINATION

14.1 The Club shall not dissolve except by a resolution of an Extraordinary General Meeting convened for that purpose and passed by at least 75% of the Members present and entitled to vote. A date for dissolution must be set and dissolution will take place immediately on that date.

14.2 Following dissolution of the Club any surplus assets shall be handed over to a body or bodies with similar aims and objectives or to a charity or charities agreed by the meeting which formally terminates the Club.

15 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 shall be final.

16 AMENDMENTS TO THE CONSTITUTION

This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club. A resolution to give effect to a change must be passed by at least 75% of the members present and eligible to vote at the General Meeting.

17 DECLARATION

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