

# **Constitution and Rules of The Haverfordwest Kayak Club Version 2**

**1. Name** The club shall be known as Haverfordwest Kayak Club, referred to in this document as “the Club”

**2. Objects** To promote the sport and recreation of canoeing and kayaking.

## **3. Membership**

**Qualification** Any person who wishes to join the club will be eligible for election to membership.

### **Classes of membership**

- **Full Members** Members over the age of Seventeen years
- **Family members** The spouse and/or children under eighteen years of a full member
- **Junior Members** Members under the age of Eighteen years.

**4. Entrance Fee** The members in general meeting may resolve to charge an entrance fee to all subsequent new members if deemed appropriate at that time.

## **5. Subscription**

The rates of subscription shall be determined by the General Committee and shall be due on election and thereafter on or before the 1<sup>st</sup> of March each year.

## **6. Cessation of Membership**

1. Any member may resign giving one months clear notice in writing to the Secretary
2. Any member violating 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. Such an expelled or suspended member may appeal to a Special General Meeting provided that such meeting is sponsored by not less than five full members. Such a Special General Meeting will be conducted in accordance with the rules of natural justice and the appellant member may be formally represented if they wish, but the meeting will not be open to the press or public.
3. A member shall be deemed to have resigned from the club if after the 31<sup>st</sup> of May they have not paid their annual subscription for that year, whether they have been reminded or not. The member may rejoin at any time during that year by paying the full arrears of subscription.

## **7. Sections**

1. The Club may organise Sections to cover the different disciplines and areas of canoeing and kayaking, as necessary.
2. The affairs of each Section shall be conducted by a sub Committee of up to eight members and the Chair or Deputy Chair of each Section will also serve on the General Committee.

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## **8. Disqualification from Holding Office**

1. Only full members are eligible to hold office, except that a junior member above the age of thirteen years may be elected by the juniors to the committee and they will be entitled to vote in General Committee meetings as if they were a full member.
2. Any person whose sole or main income is derived from the sport of canoeing in any way, shall be ineligible for election to the committee, other than as a non-voting co-opted member.

## **9. General Committee**

1. The General Committee shall be composed of the Chair, Deputy Chair, Secretary, Treasurer, a junior representative, the chair or deputies of Section Committees, and other full members of the club up to a maximum of ten people on the committee in total.
2. The committee may invite other members to attend to talk or observe on particular areas, but not to vote, at General Committee meetings.
3. Nominations for the posts of Chair, Secretary, Treasurer and other officers must be given to the presiding Secretary, in writing, at or before, the Annual General Meeting of the Club and be signed by at least two full members who support the nomination.
4. The Deputy Chair will be elected by the General Committee from amongst its own membership.
5. If any officer of the Club shall resign, die or otherwise become unable to continue in office, then the General Committee shall elect a replacement from amongst the full members of the Club, to preside for the residue of the Clubs year.
6. The term of office shall be for one year and members shall be eligible for re-election.
7. The same person shall not hold the post of Chair for more than two years in succession, although they may return to the role in future years.

## **10. Duties of Committee**

1. **Chair:** The Chair will preside at all General Meetings and at all meetings of the General Committee. They will be responsible for guiding the activities of the Club in accordance with the objects and the general wishes of the majority of its members. The Chair will arrange for representation of the Club at appropriate meetings of the Canoe Wales, British Canoe Union and other bodies for the benefit of the Club. The Chair is ex-

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officio a member of every committee and sub committee of the Club.

2. **Secretary:** Responsible for organising meetings of the Club and General Committee, recording minutes, and dealing with general correspondence.
3. **Treasurer:** Responsible for collection and payment of all monies, keeping accurate accounts, and producing an annual balance sheet to the Honourary Auditor and AGM.
4. **Welfare Officer:** Responsible for any issues concerning Child Protection and Harassment as detailed by Canoe Wales.

## Section Ten – Duties of Committee – continued

5. **Training Officer:** Responsible for advising members on BCU training and required experience to run club activities.
6. **Other officers may be elected by the committee from amongst its membership, including:**
  - Youth Development Officer:** To promote growth in the numbers of young people and activities of the Club for Young People.
  - Programme Coordinator:** to organise a programme of events throughout the year.
  - Social Secretary:** To organise regular social events
  - Newsletter Editor:** To publish a regular newsletter
  - Publicity Officer:** To promote the activities of the Club through the media.

## 11. General Committee

1. The General Committee shall meet not less than four times per annum.
2. A special Meeting of the General Committee may be called at any time by the Chair, or not less than three committee members.
3. A quorum shall consist of at least four people, to include the Chair or Deputy Chair and the Treasurer or Secretary

## 12. Section Committees

1. Where a group of not less than ten percent of the members of the Club wish to form a separate section to pursue a special interest within the sport of canoeing/kayaking then they may form a Section that will elect its own committee to run the activities of that section, in consultation with the General Committee and coordinating with the other activities of the Club.
2. Each Section Committee shall consist of a maximum of eight members elected by the Section concerned, and will elect its own Secretary, Chair and Deputy Chair.

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3. The Section Secretary will keep minutes of the Section Committee meetings.
4. The Sections will not keep separate finances unless the General Committee gives written authority to do so, and in such circumstances the Section Secretary will be empowered to act as the Section Treasurer.
5. The rules and regulations of Sections must be approved by resolution of the General Committee before they can become operative.
6. If a Section ceases to operate then all monies and assets belonging to or held by that Section will revert to the ownership of the Club

## **13. General Meetings**

1. An Annual General Meeting will be held in the month of September or October each year.

### **Section Thirteen – General Meetings - continued**

2. Audited annual accounts for the year to 30th June will be presented at the AGM.
3. An Extraordinary General Meeting may be called at any time by a simple majority of the General Committee or by not less than 20% of the full members of the Club giving written notice to the Secretary of their desire for a meeting to be called.
4. When a General Meeting is to be called the Secretary will give all full members not less than 21 days written notice, addressed to the address held in the membership records, specifying the time, location and business of the general meeting.
5. Accidental omission to give notice to, or the non-receipt of a notice of any meeting by any member will not invalidate the proceedings or resolutions of that meeting.
6. Motions for discussion at the AGM shall be given to the Secretary not less than 30 days prior to the date of the AGM and signed by at least two full members of the Club. Notwithstanding the foregoing, if the AGM resolves by a simple majority to discuss and vote upon an issue not upon the agenda then it shall be constitutional for it to do so.
7. Resolutions put to a General meeting shall be decided by a show of hands, except for elections to office which will be by secret ballot.
8. General Meetings will be chaired by the Chair, the Deputy Chair or in their absence by a Chairperson elected by the meeting.
9. At a General Meeting a quorum shall be not less than eight people.
10. If after half an hour from the time appointed for the meeting a quorum has not been formed then the meeting shall be held to be quorate if at least three General Committee members are present.

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## **14. 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 be the personal liability of the General Committee, but will be the responsibility of the Club as a whole.
2. All members or other persons, who attend Club activities of any kind, do so at their own risk and neither the Club nor its officers can accept liability for any loss or injury sustained in the course of Club activities.

## **15. Voting**

Only Full members and Junior Members over the age of Fifteen years may vote at General Meetings.

## **16. Alteration of Constitution**

This Constitution may only be altered amended or rescinded by a resolution passed by at least 60% of the members present at a General Meeting of the Club

## **17. Auditor**

Every AGM shall appoint an Honourary Auditor who will examine the Clubs Annual Accounts during July or August and certify whether these are a fair and accurate reflection of the Clubs financial dealings and position.

## **18. Distribution of Profits**

Any profits or surplus of the Club will be contributed to a general fund to further the objects of the Club

## **19. Termination**

The Club may only be terminated by resolution of a Special General Meeting called specifically for that purpose. In such an event the meeting must resolve to give all surplus assets to a club with similar aims or to a charity that the meeting chooses.

## **20. Power of Decision**

Where the rules of this constitution do not provide for a matter or there is a question of interpretation then the General Committee shall make a ruling and its decision shall be final.

## **21. Rules**

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The General Committee shall be empowered to make and amend rules for the proper and safe conduct of the Clubs activities and these shall be binding on all members of the Club. It is the duty of all Club members to ensure that they are familiar with and abide by the rules of the Club.

## **22. Declaration**

Each member is required to sign before joining a declaration as to their medical fitness to take part in the Clubs activities. Failure to reveal a relevant medical condition will be grounds for immediate expulsion or suspension.

**This Constitution was formally adopted by the Club on the 21<sup>st</sup> of January 2010**

**Signed**

**Signed**

**Chair**

**Secretary**

**Date**

**Date**