Haverfordwest Kayak Club

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Constitution

Revision 4

November 2018

# 1. Name

# The club shall be known as Haverfordwest Kayak Club, referred to in this document as “the Club”

2. Objectives

To promote and provide facilities for the amateur sport and recreation of canoeing and kayaking and community participation in the same.

3. Membership

Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs or any other form of discrimination. From time to time membership may be closed until such time as sufficient equipment, coaching staff and facilities are available, provided that this is on a non-discriminatory basis and applicants for membership are allowed to join as soon as sufficient resources can be made available.

The club's facilities are available to members without discrimination. The club will use its facilities to provide a range of sporting activities for all ability levels to ensure all members have the opportunity to participate without discrimination. Due to the hazardous nature of kayaking and canoeing, membership does not imply an entitlement to take part in a club activity. The decision processes to decide who is eligible for an activity will be non-discriminatory. This process will depend on such issues as individual physical and mental preparation, health and safety of the individual or group, the coach or leaders limitations on number of participants, etc. This process is overseen by guidance from the national governing body.

Classes of membership

Full Members: Members over the age of Seventeen years

Junior Members: Members under the age of Eighteen years.

# Family Member: A discounted rate may be made available by the Club to encourage family and youth participation. Membership for each family member will only be confirmed once a membership form has been given to the membership secretary for that family member.

All club members must have a current Canoe Wales membership to provide them with third party insurance for the club activity they are participating in. Members cannot take part in a relevant activity without this.

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 1st of March each year. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating and may agree a scale of fees which allows fees to be reduced or waived for members in financial difficulty as defined by the Committee from time to time

6. Cessation of Membership

1. Members are requested to inform the Membership Secretary of their intention to resign membership in order for their details to be removed from Club records.
2. Any member in breach of the rules or regulations of the Club or being adjudged guilty of conduct or character likely to bring the Club into disrepute, may be suspended or expelled by resolution of the General Committee. An expelled or suspended member may appeal to a Special General Meeting. Such a Special General Meeting will be conducted in accordance with the rules of natural justice and the appellant may be formally represented if they wish. 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 31st May they have not paid their annual subscription for that year, whether they have been reminded or not and will lose all of the benefits of membership. The Club will retain the right to pursue the individual for any outstanding fees or other payments owing. A member may rejoin at any time during that year by paying the full arrears of subscription and any other monies owing.

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.

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, Secretary, Treasurer, Welfare Officer, Coaching Coordinator, Health and Safety Officer, Membership Secretary, Trips Organiser, the chair or deputies of Section Committees, and other full members of the club up to a maximum of fourteen 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 detailed in section 9.1 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. If the Chair is temporarily unavailable, the Secretary will assume the role until the Chair returns or is replaced.
5. If an officer of the Club resigns or otherwise becomes unable to continue in office, the General Committee shall elect a replacement from amongst the full members of the Club, to preside for the residue of the Club’s 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 three 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 and Extraordinary 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 Canoeing and other bodies for the benefit of the Club. The Chair is ex-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, keeping accurate accounts, and producing an annual balance sheet to the Honorary Auditor and AGM.
4. Welfare Officer: Responsible for any issues concerning the protection of children and vulnerable adults from harm as detailed by Canoe Wales. The Welfare Officer must undertake appropriate BCU training before or shortly after appointment.
5. Coaching Coordinator: Responsible for implementing the terms of the Club’s Training Policy and advising members on appropriate BCU training. This role may be combined with another committee role.
6. Health and Safety Officer: Manage health and safety issues, associated policies and risk assessments. Act as the club contact for health and safety issues. Ensure all accidents are correctly reported in accordance with the canoe wales guidelines. Responsible for event safety as detailed by Canoe Wales. The Safety office must undertake required BCU training before or shortly after appointment. This role may be combined with another committee role.
7. Membership Secretary: Responsible for receiving and processing applications from potential new members and renewal applications from existing members, maintaining accurate records of the Club’s membership and liaising with Canoe Wales. Responsible for managing data protection issues within the club.
8. Event Organiser: Responsible for organising the annual club trip calendar and allocating trip organisers.
9. Equipment Officer: Responsible for maintaining the club equipment and ensuring it is fit for purpose in line with club procedures.
10. Other officers: The committee may decide to create other positions with specific duties to aid the management of the club.

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 Secretary and the Treasurer or Coaching Coordinator or Welfare Officer or Health and Safety Officer.
4. The General Committee may appoint from among its number sub-committees and delegate agreed responsibilities to them. A sub-committee must have a minimum quorum of three committee members. All sub-committees shall report their proceedings to the next general committee meeting. The sub-committee shall conduct their business in accordance with the directions of the general committee.

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 and Chair.
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 October or November each year.
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 10% 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 less than 10% of the membership 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 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. 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.

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. Property and Funds**

1. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits will be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
2. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
3. The Club may also in connection with the sports purposes of the Club:
   * 1. sell and supply food, drink and related sports clothing and equipment;
     2. employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
     3. pay for reasonable hospitality for visiting teams and guests;
     4. Indemnify the Committee, trustees and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

**19. Property Trustees**

* 1. Any property or assets of the Club may be vested in between two and four trustees. The trustees shall hold the same for and on behalf of the members of the Club.
  2. The Committee shall have power by notice in writing to appoint such trustees from the membership of the Club, and may remove them at any time, by resolution of the Committee.
  3. The trustees shall deal with the Club’s property and assets as directed by the Committee from time to time.
  4. The trustees shall be indemnified against any payment they have to make as a result of any claim against them in their capacity as Trustees of the Club out of the Club’s funds.
  5. The trustees shall be entitled to be indemnified against any cost or expense properly incurred in dealing with the property or the assets out of the Club’s funds.

20. Termination

1. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
2. The Committee will then be responsible for the orderly winding up of the Club’s affairs.
3. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
4. to another Club with similar sports purposes which is a registered charity and/or
5. to another Club with similar sports purposes which is a registered CASC and/or
6. to the Club’s governing body for use by them for related community sports.

21. Power of Decision

1. If there are any conflicts between the rules within this constitution and any other club documentation the constitution rules will take priority.
2. Interpretation of all Rules by the club must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs) as first provided for by the Finance Act 2002.
3. 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.

22. Rules

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.

23. 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 version 4 was formally adopted by the Club at its General meeting on the date 18th November 2018

Signed Signed

Chair Secretary

Date Date