

# **FRIENDS OF ALLONBY LIVERPOOL CANOE CLUB**

## **CONSTITUTION**

### **1. NAME**

The Club shall be known as Friends of Allonby Liverpool 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**

#### 3.1 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.

#### 3.2 Classes of Membership:

- Full Members: Over the age of 18.
- Family Members: The spouse and/or children under 18 of a full member.
- Junior Members: Under the age of 18. Those under 16 will only be admitted when one or both parents are members.

#### 3.3 Election:

Candidates for election to membership shall make 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.

#### 3.4 Restriction:

A person who has been expelled from, or refused membership of, the British Canoe Union or any affiliated Club shall not be eligible for membership.

#### 3.5 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.

### **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 General Meeting.

## **5. SUBSCRIPTION**

The rates of subscription shall be determined by the members in General Meeting and shall be due on election and, thereafter, on or before 1<sup>st</sup> January in each year.

## **6. CESSATION OF MEMBERSHIP**

- 6.1 Any member may resign giving one month's clear notice in writing to the Secretary.
- 6.2 Any member violating rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than fifteen members.
- 6.3 A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid by 31<sup>st</sup> January the annual subscription which became due on 1<sup>st</sup> January. 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 5 above.

## **7. SECTIONS**

- 7.1 The Club may organise various sections to cover the various activities of canoeing.
- 7.2 The affairs of each section shall be conducted by a sub-Committee of members of whom the Chairperson or his/her deputy shall serve on the General Committee.

## **8. DISQUALIFICATION FROM HOLDING OFFICE**

- 8.1 Only members entitled to vote are eligible to hold office, except that a Junior Section Chairperson may be elected by the Junior members of the Club, and be entitled to vote at General Committee meetings.
- 8.2 Any member who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club.
- 8.3 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 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. GENERAL COMMITTEE**

- 9.1 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 necessary. Additionally, the General Committee may co-opt other members of the Club to its number, as appropriate.
- 9.2 Nominations for the position of Chairperson, Honorary Secretary, Honorary Treasurer and other Officers shall be put forward in the form of a motion under the terms of Rule 13.4
- 9.3 The General Committee shall elect a Vice-Chairperson from among its number.
- 9.4 The term of office for all Officers shall be for one year, and members shall be eligible for re-election. However, in order to ensure continuity of experience within the General Committee, the Club encourages the Chairperson, Secretary and Treasurer to each undertake a three years term of office ending in successive years, subject to annual re-election.

## **10. DUTIES OF COMMITTEE**

### 10.1 Chairperson:

The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. He/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 BCU regional level and at meetings of other organisations. He/She shall be an ex officio member of any other committee of the Club.

### 10.2 Honorary Secretary:

The Honorary Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He/She shall also be responsible for transmitting to the Section Secretaries all correspondence relating to the particular activities of the Section concerned at the earliest opportunity. He/She will receive copies of the minutes relating to the meetings of the Section Committees.

### 10.3 Honorary Treasurer:

The Honorary 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. He/She shall have the power to examine, after giving one week's notice, the books of any Section, and shall report any discrepancies to the General Committee. He/She shall audit the books of each Section annually and shall produce at the Annual General Meeting balance sheets showing the financial state of each Section and of general funds, accompanied by the Honorary Auditors report. Cheques should have two signatures. The Treasurer must make the Committee aware of any existing or potential financial or cash flow problems.

### 10.4 Duties of other Officers:

Other Officers may be elected as deemed necessary by the General Membership.

## **11. GENERAL COMMITTEES**

11.1 The General Committee is responsible for the general conduct of the Club's business and activities.

11.2 The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.

11.3 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.

11.4 Meetings of the Section Committees shall be called by the Secretaries concerned on instruction from the Section Chairperson, or on the instruction of twenty percent of the members of the Section Committee.

11.5 A quorum shall consist of not less than four Members in the case of the General Committee and not less than two Members in the case of Section Committees.

11.6 In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next Annual General Meeting.

## **12. SECTION COMMITTEES**

- 12.1 The Section Committees shall consist of members elected by the section concerned, one of whom shall be the section Chairperson and/or section Secretary.
- 12.2 A Section Committee may nominate other members of the section to serve the Section Committee.
- 12.3 The Secretary of each section shall keep the minutes of all section meetings and be prepared to produce these if required to General Committee Meetings. He/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 Annual General Meeting. He/She shall also be prepared at all General Committee meetings to give a statement of the section's finances.
- 12.4 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.
- 12.5. Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the section, or upon demand signed by not less than twenty percent of the members of the section committee.

## **13. GENERAL MEETINGS**

- 13.1 The Annual General Meeting shall be held in the month of October of each year. There shall be laid before the meeting a statement of accounts made up the 30th day of the month of September immediately preceding. The Annual Financial Accounts shall be presented to the Membership in February of each year.
- 13.2 An extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a request signed by not less than 10% of the members of the Club entitled to vote.
- 13.3 Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
- 13.4 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 two members entitled to vote.
- 13.5 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.
- 13.6 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.
- 13.7 At all General Meetings not less than fifteen Members of the Club shall constitute a quorum.
- 13.8 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 the quorum.
- 13.9 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.

**14. LIABILITY**

14.1 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.

14.2 All Members or other persons who attend Club tours or meets do so at their own risk, and neither the Club or 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.

**15. VOTING**

Only full members, and family members over the age of 18 years are entitled to vote at all meetings.

**16. ALTERATION OF CONSTITUTION**

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

16.2 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.

**17. AUDITOR**

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.

**18. 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 objectives of the Club.

**19. 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 a body or bodies with similar objectives or to a charity or charities.

**20. 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.

**21. RULES**

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities applicable to all members including those specifically related to Juniors and Novices.

**22. DECLARATION**

Each member upon joining shall sign the following declaration:

Name .....

Upon acceptance into membership of the Friends of Allonby Liverpool Canoe Club I understand that canoeing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.\*

Signed .....

If under 18, additionally signed Parent / Guardian .....

\* Should a medical condition exist, this will not necessarily preclude you from membership / participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.

The Friends of Allonby Liverpool Canoe Club Constitution is based on the revised British Canoe Union Model Club Constitution and Rules 2005.

History

- Issue 1 / 14.10.05 - First Issue for consideration / approval at the 2005 Annual General Meeting.
- Issue 2 / 20.10.05 - Incorporates formal change of Club name from Friends of Allonby Canoe Club, Liverpool to Friends of Allonby Liverpool Canoe Club.