

Constitution

Basingstoke and Deane Canoe Club

1. Name

The Club shall be known as the Basingstoke and Deane Canoe Club.

2. Objectives

The objectives of the Club shall be to promote all aspects of the sport of canoeing.

3. Interpretation

3.1 Gender Specific Reference

References to the male shall be read to include the female.

3.2 The Club

All references to the Club shall mean the Basingstoke and Deane Canoe Club.

3.3 The Committee

All references to the Committee shall mean the Committee defined in clause 8.

3.4 Shall and May

The use of the word "shall" indicates a mandatory requirement. The use of the word "may" indicates an optional requirement.

4. Power of Decision

Any matter not provided for in this constitution, or any question over interpretation of it, shall be dealt with by the Committee, whose decision shall be final. A majority decision is acceptable.

5. Alteration of This Constitution

This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club. Not less than 30 days notice shall be given of any amendment or alteration.

6. Membership

6.1 Eligibility

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. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

6.2 Classes of Membership

The Club shall be open to:

- Adults (over 18)
- Juniors (under 18)

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- Families (1 or 2 adults plus their children under the age of 18 or in full time education)
- Temporary Members (see section 6.11)
- Affiliated outside organisations (see section 6.10 below)
- Concessionary
 - Full time students
 - OAPs
 - Unemployed

6.3 Application

Application shall be made to the Committee on the form provided. The Committee shall have the power to request such further information as they may deem necessary to assess the suitability of the applicant.

6.4 Financial Interests

Persons with financial interest in the sport may be eligible as members but shall not hold office in the Club.

6.5 Membership Term

The membership year will run from 1st January to 31st of December.

Membership lapses on the 31st December. Any member who has not paid the Club subscription by 31st March will automatically cease to be a member and will have to reapply. Any new member joining after 31st August shall pay pro-rata.

6.6 Suspension and Expulsion

Any member violating the rules of the Club or being adjudged guilty of unsatisfactory conduct may be suspended or expelled by the Committee. Notice shall be given in writing. Any member so suspended or expelled may appeal to an Extraordinary General Meeting if such an appeal is supported by 10% of the voting members.

6.7 Voting Rights

At General Meetings each individual member (Adult or Junior) shall have 1 vote. Family Membership shall be represented by a maximum of 2 attending voting members.

6.8 Subscriptions

The subscription shall be set by the AGM.

6.9 Resignations

Any member may resign by giving one-month clear notice in writing to the Membership Secretary. There shall be no refund of subscription.

6.10 Affiliations

Under conditions and terms negotiated by the Committee, outside organisations such as Scout Groups, Boys Brigade etc. may be affiliated to the Club. Affiliation fees and voting rights shall be decided by the Committee.

6.11 Temporary Membership

Temporary membership shall be available under terms and conditions decided by the Committee. Temporary members shall have no voting rights.

6.12 Membership Cards

Membership cards may be issued to current members at the discretion of the Committee.

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6.13 Data Protection

The Club shall comply with relevant data protection legislation.

7. General Meetings

7.1 Notice of General Meetings

Not less than 30 days notice shall be given of the date of any General Meeting. Accidental omission to give notice to, or the non-receipt of notice by, a member shall not invalidate the proceedings of meeting.

7.2 Quorum

At all general meetings a quorum will be made up of not less than 25% of the voting members. If a quorum is not present a second general meeting will be convened approximately 4 weeks later. This meeting will proceed at latest 15 minutes after the stated time regardless of a quorum. From 01 January until 31 March each year the number of voting members shall be based on the membership on 31 December in the previous year. For the remainder of the year the number of voting members shall be based on the membership on the day of that Extraordinary General Meeting.

7.3 Annual General Meetings

The Annual General Meeting (AGM) will be held before the end of March each year. Audited accounts made up to the end of the previous year and a statement of the current insurance cover held by the Club shall be laid before the meeting. A teller shall be appointed by the Chairman at the start of the meeting. Minutes of the meeting shall be taken by the Hon. Secretary. For the avoidance of doubt, only members who have re-newed their membership in that year shall be eligible to vote at the Annual General Meeting.

7.4 Extraordinary General Meetings

An Extraordinary General Meeting (EGM) shall be called if required by a majority of the Committee or a requisition signed by not less than 25% of the voting membership, except in the case of the suspension or expulsion of a member in which case clause 6.6 of this constitution shall prevail..

8. Committee

8.1 Committee Positions

The Club shall be run by a Committee comprising 3 officers, Chairman, Secretary, Treasurer, and 5 elected members. Officers and elected members shall be voting members.

The Committee has the power to co-opt additional voting members as required.

Committee members or those taking on duties of the Committee shall be given a copy of the constitution at the first Committee meeting that they attend. By accepting the role the member confirms their understanding and awareness of the constitution.

8.2 Election and Term

The Committee shall be elected at the AGM by a show of hands and will serve for one year.

Persons who have served continuously on the Committee as officers for three years may only stand for election if there are no other nominations for that post. No member of the Committee may serve continuously for longer than 5 years whether opposed or not. After a break of one year former committee members shall again be eligible for election.

8.3 Committee Meetings

8.3.1 Frequency of Meetings

The Committee will meet as required but at least once a quarter.

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8.3.2 Quorum

A quorum shall consist of not less than 51% of the voting Committee members. If a Committee meeting is inquorate any decisions taken shall be ratified by the next quorate Committee meeting.

8.4 Vacancies

In the case of a vacancy among the Committee occurring during the year the Committee shall appoint another eligible member to act until the next AGM. If possible the Committee should try to fill any vacancy within 3 months. In the event that one of the officer's posts remains vacant for 3 months the Committee shall call an EGM to fill that post.

8.5 Dismissal of Officers and Committee Members

A Committee member may be dismissed by the unanimous vote of all the other Committee members on grounds of either breach of the Constitution or for some other serious reason showing that he should no longer remain in office. Notice shall be given in writing. An explanation shall be given to all Club members without delay and to the next General Meeting. Any member so dismissed may appeal to an Extraordinary General Meeting.

9. Committee Positions

9.1 The Chairman

The Chairman shall preside at all meetings of the Club and Committee. The Chairman may nominate another Committee member to act as Chairman if unable to attend any Committee meeting. The Chairman is responsible for guiding the Club in accordance with the rules and general policy as expressed by the majority of the members. He shall represent the Club at meetings of other organisations or may appoint a deputy.

9.2 Hon. Secretary

The Secretary shall be responsible for the general running of the Club. He will act as the focal point for dissemination of information on Club activities. He shall be responsible for the organisation of all meetings of the Club and Committee. He will keep such notes of all meetings as deemed necessary by the Committee. Notes of General Meetings shall be kept indefinitely whilst notes of other meetings shall be kept for at least 7 years.

The Secretary shall keep an up to date copy of the constitution and shall make copies available to Club members on request. The Secretary shall have a copy of the constitution available for viewing at all general meetings of the Club. The Secretary is expected to have a reasonable knowledge of the constitution and shall bring potential breaches of the constitution to the attention of the Committee.

The Secretary shall keep an up to date copy of the Club's risk assessment and shall make a copy available to Club members on request. The Secretary shall monitor the risk assessment to ensure that it remains current. The Secretary shall warn the Committee if the risk assessment is likely to require review or revision, for example due to the passage of time or because of a change in the Club's activities.

The Secretary shall lay before the AGM a statement of the insurance cover currently maintained by the Club. The Secretary shall inform the AGM of the names of any Trustees of the Club. The Secretary shall inform the AGM whether the Club's risk assessment is current and when the next routine review is due.

The Secretary shall maintain a list of the duties taken on by each Committee member and shall publicise the duties of Committee members in the Club newsletter. The Secretary may take on other duties if desired.

9.3 Hon. Treasurer

The Hon. Treasurer shall be responsible for the collection of all monies and shall keep such books of account as required by a general meeting. He shall make the accounts available for audit when required and shall produce at the AGM a balance sheet showing the financial state of the Club.

The Treasurer, in conjunction with the Committee, is responsible for deciding if any monies should be advanced to trip organisers and if, and to what level, trip finances should be underwritten.

The Treasurer shall make the Committee aware of any existing or potential future financial or cash flow problems that could reasonably be foreseen.

The Treasurer shall ensure that an inventory of Club equipment is available for inspection at the AGM.

The Treasurer may take on other duties if desired.

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9.4 Ordinary Members

The ordinary members (elected and co-opted members) are expected to take on one or more duties in order to assist in the smooth running of the Club. The Committee has the power to decide how the duties described below shall be allocated.

10. Committee Duties

10.1 Reporting to the Committee

The Committee shall appoint Committee members or other Club members to perform the Committee duties. Persons undertaking Committee duties shall report to the Committee. If the duty holder is not a Committee member then he shall report via the Secretary or Treasurer or may be co-opted as appropriate.

10.2 Equipment Officer

The Equipment Officer will keep track of the whereabouts and condition of all Club equipment. The Equipment Officer shall also be responsible for collecting monies, including any deposits, from persons hiring Club equipment.

The Equipment Officer shall produce an inventory of Club equipment for the Treasurer at the end of the financial year.

10.3 Fund Raising Co-ordinator

The Fund Raising Co-ordinator in liaison with the Programme Co-ordinator shall co-ordinate fund raising activities. He shall provide support and guidance to individual event organisers.

10.4 Programme Co-ordinator

Under normal circumstances the Hon Secretary shall be the Programme Co-ordinator. The Programme Co-ordinator shall maintain a diary of club events (canoeing, social and fund-raising). The Programme Co-ordinator shall liaise with the Newsletter Editor to publish the diary.

(NB The Programme Co-ordinator is not responsible for organising events.)

10.5 Pool Co-ordinator

The Pool Co-ordinator shall organise the ongoing pool sessions and liaising with the swimming pool owners or their representatives. The Pool Co-ordinator shall ensure that any rules/regulations required by the pool owners or their representatives are complied with. The Pool Co-ordinator shall be present at all pool sessions or shall nominate a deputy. The Pool Co-ordinator shall liaise with the Coaching Co-ordinator to ensure that appropriate training opportunities are included in the pool programme.

10.6 Membership Secretary

The Membership Secretary shall maintain such details of Club members as the Committee require. As a minimum this shall include the name and address of all Club members (both temporary and permanent). The Membership Secretary shall maintain a list of current coaching qualifications of members, together with evidence of the qualifications (a photocopy of current BCU membership cards and current first aid certificate). This list shall be made available to the Secretary and Coaching Co-ordinator on request.

10.7 Newsletter Editor

The Newsletter Editor shall publish a newsletter giving details of Club activities, training courses, river trips etc. The newsletter should, if possible, be produced once every 2 months. The Newsletter Editor shall liaise with the Secretary if he is in doubt on the suitability of any article. If the Newsletter Editor is not a Committee member, then either the Newsletter Editor shall be invited to Committee meetings as a non-voting observer or a Committee Member shall provide details of any information to be disseminated following the meeting.

10.8 Website Editor

The Website Editor shall maintain the Club's website.

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10.9 Publicity Officer

The Publicity Officer shall publicise the existence of the Club and appropriate introductory activities to non-members with the aim of increasing membership. He shall develop and maintain contacts with the local media.

10.10 Coaching Co-ordinator

The Coaching Co-ordinator shall arrange and administer a programme of training courses for Club members. The Coaching Co-ordinator shall liaise with the Pool Co-ordinator and Programme Co-ordinator and shall provide details of courses to the Newsletter Editor for inclusion in the newsletter. If the Coaching Co-ordinator is not a Committee member, then the Coaching Co-ordinator shall be invited to all Committee meetings.

10.11 Safety Officer

The Safety Officer shall advise the Committee on the safety of the Club's activities, in particular water-based activities. The Safety Officer shall review the Club's risk assessment at least once each year and report to the Secretary if any sections require amendment or addition. The Safety Officer shall, if asked, advise the Committee on the suitability of individuals to lead water-based activities.

The Safety Officer shall be an experienced paddler and shall normally be at least BCU level 2 coach and ideally a BCU level 3 coach. The Safety Officer may appoint assistants as necessary to advise on aspects of canoeing that fall outside his experience.

10.12 Child Protection Officer

The Committee shall appoint one or two Child Protection Officers, ideally one male and one female. They shall be available to give advice to any member of the Club on child protection.

The Committee shall ensure that the persons appointed as Child Protection Officers receive training, for example the 2 hour Sports Coach UK course, or that they have received equivalent training through their employment or with another bona fide organisation.

The Child Protection Officers shall ensure that a current enhanced Criminal Record Bureau disclosure is obtained for every coach and pool lifeguard and where practical other members with access to children.

10.13 Junior Co-ordinator

The Committee shall appoint a Junior Co-ordinator who shall liaise the local BCU Paddlesport Development Officer and the BCU Youth Programme.

11. Sections

11.1 Establishment of Sections

The establishment of any specialist sections (for example, sea kayaking or slalom) will be encouraged but must be endorsed by the Committee at the AGM or at an EGM.

11.2 Sections Committees

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 Committee.

11.3 Section Secretary

The Secretary of each section shall keep minutes of all section meetings and be prepared to produce these if required at General Committee meetings. He shall also be responsible for the collection of all moneys relating to the section and shall submit a balance sheet showing the financial state of the section at the AGM. He shall also be prepared at all general Committee meetings to give an account of the section's finance.

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12. Financial Matters

12.1 Subscription Income

Subscription income is intended to cover the general running of the Club. Specific Club events, such as hiring of swimming baths, 'away' meets, should in principle be self-financing.

12.2 Auditor

The AGM shall appoint an auditor who shall at least once a year examine the accounts of the income and expenditure of the balance sheet and to audit the accounts before the next AGM.

12.3 Distribution of Profits

All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

12.4 Bank Accounts

All club funds shall be deposited regularly into the clubs bank account(s). When the club is operating with surplus funds or money accumulating to support future developments that is likely to be for greater than one year this money should be stored in a bank account which offers some level of interest. This will typically result in two accounts – a current or chequing account and a deposit account.

Any request by the Treasurer to change banking services, such as the provider or the type of account, shall be approved by the Committee. Where these changes are made by the bank the Treasurer shall notify the Committee of the change and where possible shall comment on the impact, if any, of this on the Club

Any one Committee member should not be allowed to operate any of the banks payment services, such as but not restricted to chequebook or online payment services, alone . A second signatory shall not pre-sign blank cheques.

When the Club's bank accounts offer electronic banking the Committee may authorise the Treasurer to operate this service on his own. Operate in this context shall refer to the ability to log on and check balances, payments and to be able to transfer money between the Club's approved accounts. The Treasurer is required to seek approval of the Committee before setting up any electronic payment, such as a standing order, to pay for regular services or affiliations approved by the Committee. One off payments may be made electronically provided that the treasurer has received prior written consent from another authorised signatory.

12.5 Financial Year

The financial year of the Club shall run from 1st January to 31st December.

13. Trustees

13.1 Appointment of Trustees

At least two Trustees shall be appointed by the Committee to hold legal title to any land owned by the Club. They shall ensure that the land is utilised in the best interests of the Club. Additional Trustees may be appointed as and when the Committee decide. Trustees do not necessarily have to be members of the Club.

13.2 Access to Meetings

The Secretary shall send minutes of all Committee meetings to the Trustees. The Secretary shall notify the Trustees of all Committee meetings. The Trustees shall be eligible to attend providing they give reasonable notice to the Secretary.

14. Insurance

The Secretary, in conjunction with the Treasurer, shall ensure that the Club maintains adequate insurance cover against commercially insurable risks such as:

- Loss or damage to equipment caused by fire, theft or vandalism

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- Loss or damage to buildings caused by fire, flood, theft or vandalism
- Third party liabilities arising from land ownership, occupation of land and canoeing related activities

15. Safety

15.1 Swimming

All members should be able to swim at least 50 metres with their normal personal canoeing equipment. In the event that a member cannot swim 50 metres without a buoyancy aid, he shall be required to wear a buoyancy aid whilst undertaking all water-based activities.

15.2 Safety Equipment

It is Club policy to encourage safe canoeing practice including the use of suitable buoyancy aids, helmets and other safety equipment where appropriate.

15.3 Risk Assessment

The Committee shall maintain a risk assessment for the Club's activities. The risk assessment shall be reviewed as necessary to ensure that it remains current. The Club shall be made aware of any significant safety issues that arise from the risk assessment and a copy of the risk assessment shall be available to Club members from the Secretary on request.

16. Child Protection

16.1 Policy

The Club policy is to conform to the current BCU child protection policy. The Child Protection Officer shall issue guidance to members as necessary. Details of the child protection policy shall be available to Club members from the Secretary on request.

16.2 Implementation

The Club shall produce guidance on the implementation of Child Protection for members.

17. Equity

17.1 Policy

The Club policy is to conform to the current BCU equity and equal opportunities policies.

18. Club Events

18.1 Definition and Authorisation

Club events shall be events arranged or co-ordinated by Club members and authorised by the Committee and shall normally be advertised in the newsletter. Brief details of the proposed event shall be submitted to the Committee for approval (for examples dates, location, budget, leaders for water-based activities etc). Authorisation by the Committee shall not be withheld without reason.

18.2 Event Organisers

All members of the Club shall be encouraged to run events (canoeing, social and fund raising) from time to time. Limited canoeing experience should not be a bar to organising Club events providing a suitably experienced paddler will be leading water-based activities. For water based activities the Event Organiser shall liaise with the Committee to appoint a "home contact". The Event Organiser shall collect the details of members taking part on the trip and ensure that they are passed to the "home contact" and to the person leading on the water.

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18.3 Budget

Funding of events shall be the responsibility of the organiser until such time as a budget is agreed with the Treasurer. Agreement by the Treasurer shall not be withheld without reason. In the event that agreement to the budget is withheld then the event organiser may appeal to the Committee, whose decision shall be final.

18.4 Funding of Events

Specific Club events should in principle be self-financing. To achieve this a budget shall be prepared in advance based on a reasonable level of attendance: the cost should aim to minimise the risk of the event running at a deficit and aim to avoid an excessive surplus. At the discretion of the Committee two or more similar or linked events may be considered together in order to meet this criterion, for example to smooth the cost of weekend trips where accommodation costs can vary widely.

If an event makes a loss the Club shall fund the deficit providing a budget has been agreed in advance. Where events make a surplus that shall be retained by the Club and shall not be refunded to members attending.

Members reserving spaces on Club events shall be responsible for payment in full whether or not they attend. If a member is unable to attend for medical, compassionate or similar reasons their contribution shall be refunded if either the event made a surplus greater than their contribution or their space is taken by another member or exceptionally if the Committee decide to do so.

The Event Organiser shall be responsible for collecting monies due and accounting for it to the Treasurer.

18.5 Diary

The Event Organiser shall liaise with the Programme Co-ordinator before arranging an event to minimise the risk of a clash with another Club event. An event shall not be included in the diary until it has been authorised by the Committee.

18.6 Home Contact

A "home contact" shall be appointed who has contact details of all those taking part on Club trips. If necessary the "home contact" shall liaise with the appropriate authorities to contact the next of kin.

18.7 Coaching Events

Courses and other coaching activities arranged from time to time by the Coaching Co-ordinator shall be deemed to be Club Events.

The Coaching Coordinator shall appoint a coach to supervise each coaching activity, the Supervising Coach. The Coaching Coordinator shall consider both qualifications and experience before appointing the Supervising Coach. The Coaching Coordinator may also appoint others to assist the Supervising Coach.

The Supervising Coach shall be responsible for the canoeing activity of the group and for the delivery of appropriate coaching. His primary responsibility shall be the safety of the group. He shall assess the water and weather conditions, the equipment available to the group and personal paddling equipment before launching. He may cancel, postpone, curtail or terminate paddling activities at any time if he believes that the group's safety to be at risk.

19. Access

The Club policy is to conform to the current BCU access policy.

All members will undertake to observe all bylaws; regulations and current BCU (or similar) access agreements relating to waters on which they canoe in Club events.

20. Affiliation

The Club shall be affiliated to the following organisations:

- British Canoe Union
 - Surrey and Hampshire Canal Society
 - Basingstoke and Deane Sports Council
 - Other appropriate organisations as determined by the Committee.
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21. Liability

21.1 Liability of Committee Members

The 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.

21.2 Individual Liability

All members or other persons who attend club tours, meets, or any other club activity 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 whilst partaking in club activities or on land owned by the Club, except where that loss is due to negligence.

Where an individual member is undertaking management responsibility on behalf of the Committee, for example Safety Officer, Child Protection Officer or Event Organiser, any financial or legal liability incurred in the rightful exercise of that duty shall not be the personal liability of that individual but shall be the responsibility of the Club as a whole, except where that individual has been negligent.

21.3 Liability of Members using Club Equipment

Members hiring or borrowing Club equipment shall exercise due care to avoid loss or damage. Members hiring or borrowing Club equipment shall be liable for making good any damage or loss beyond fair wear and tear. The Equipment Officer shall agree any liability for loss or damage with the Member. In the event that agreement is not possible the matter shall be referred to the Committee.

Members hiring or borrowing club equipment shall prove to the issuing officer that adequate security devices such as cable locks will be used whenever the equipment is unattended in line with the Club's current insurance policy.

22. Termination

22.1 Termination EGM Required

The Club shall not terminate except by a resolution of an Extraordinary General Meeting convened for the purpose. If a quorum is not achieved then a second meeting shall be convened approximately four weeks later. This meeting will proceed even if a quorum is not present 15 minutes after the arranged start.

22.2 Assets Held In Trust

On termination the Trustees shall dispose of Club property either by sale or transfer as appropriate. Revenue raised shall be used to repay creditors, to pay expenses reasonably incurred in terminating the Club and to repay loan guarantors such sums, as the guarantors are required to pay under the terms of any guarantee.

22.3 Surplus Assets

Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body.

23. Colt Hill Development

23.1 Development Team

Whilst the Club is pursuing development of a club house at Colt Hill, the Committee shall appoint a Development Team to manage the fund raising, design, planning, publicity and administration of the development. The Development Team shall report to the Committee and shall include at least one Committee member or officer to facilitate reporting.

23.2 Terms of Reference

The Terms of Reference of the Colt Hill Development Team shall be set by the Committee and ratified by each Annual General Meeting for the duration of the project and at Extraordinary General Meetings at key stop/go decisions.

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23.3 Liability

Where an individual member is undertaking management responsibility on behalf of the Committee, for example in fund raising, any financial or legal liability incurred in the rightful exercise of that duty shall not be the personal liability of that individual but shall be the responsibility of the Club as a whole, except where that individual has been negligent.