



## **DEVA CANOE CLUB**

### **CONSTITUTION AND RULES**

#### **VERSION 5 (MARCH 2016)**

#### **1. TITLE.**

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

#### **2. CONSTRUCTION.**

In the construction of this constitution or any part or parts thereof, the ruling of the committee of this Club shall be binding on all persons affected thereby.

#### **3. INTERPRETATION.**

In this constitution, except where the context otherwise requires, 'the club' means a person or persons qualified under article 6 of this constitution.

'Committee' means a body of members elected, appointed or co-opted under article 9 of this constitution.

'Club Officers' means the members elected or appointed as Honorary President, Honorary Chairperson, Honorary Treasurer, Honorary Membership Secretary and Honorary General Secretary under article 9 of this constitution.

The term 'Honorary' means the position is voluntary and unpaid.

'Canoeing' encompasses both Canoeing and Kayaking.

'Member' means any individual who has been elected to join the club.

'Writing' includes both hand written and electronic forms.

AGM means the Annual General meeting

#### **4. OBJECTS.**

The objects of the Club are to promote the sport and recreation of canoeing within the Community.

#### **5. AFFILIATION.**

The club shall be affiliated to British Canoeing (formerly the British Canoe Union)

## **6. MEMBERSHIP.**

**a) Period:**

**1 April to 31 March**

**b) Qualification:**

**Any person over the age of 18 who undertakes to behave in the best interests of both the club and canoeing shall be eligible for membership.**

**c) Classes of Membership:**

**(i) Full Member**

**(ii) Family Member - spouse/partner of a full member and their children over 18**

**d) Election:**

**Candidates requiring election to club membership shall make written application to the Honorary Membership Secretary on the forms provided (Membership Detail form and, where applicable, a Health issue declaration form).**

**e) Acceptance:**

**The power of acceptance shall rest with the Club Officers who may, with reasonable cause, refuse to accept to membership any applicant without disclosing their reason for so doing.**

**The Club Officers may at their sole discretion, and with reasonable cause, decline to accept renewal of membership, from any person without disclosing their reason for so doing.**

**f) Resignation:**

**A member may resign at any time, but shall not be entitled to a refund of any subscription paid.**

## **7. VOTING.**

**Only members and family members with current paid-up membership are entitled to vote, propose items or second items at meetings.**

## **8. SUBSCRIPTION.**

**The rates of subscription shall be determined by the Club Officers.**

**Any increase in annual subscription rates shall be reasonable and appropriate to both the current financial climate and any previous annual increases.**

**Subscriptions are due on election to the club and, thereafter, at the start of the club's financial year, 1 April.**

**The Club Officers may at their sole discretion, accept membership renewals up to the end of November.**

**The Club Officers may at their sole discretion, remove from any email circulation, those members who have not renewed their annual membership by, no earlier than, the end of July in the next membership year.**

**Any member being de-listed from the email circulation list will be informed.**

**Only current paid up members may participate in Deva Canoe Club's 'Approved Events'.**

## **9. THE COMMITTEE.**

- a) The Committee shall conduct the affairs of the Club as a whole and shall consist of:
  - (i) Honorary President**
  - (ii) Honorary Chairperson**
  - (iii) Honorary General Secretary**
  - (iv) Honorary Membership Secretary**
  - (v) Honorary Treasurer**
  - (vi) Other officers as deemed necessary**
  - (vii) Other co-opted committee members as deemed necessary****
- b) The position of Honorary Membership Secretary and Honorary Treasurer can, for the ease of administration, be fulfilled by the same person.**
- c) Elected committee members will be asked to serve for at least one year or to the next AGM whichever is the sooner.**
- d) There is no limit to the number of consecutive years that a committee member may serve.**
- e) Committee members may retire at any time but preferably at the next Annual General Meeting.**
- f) All members of the committee shall be asked, typically 4 weeks before the AGM, if they are willing to serve for another year.**
- g) The committee believe it is important that the Club's Officers have a proven track record within the Club. The committee shall therefore have the power, if appropriate, to promote a co-opted committee member to a vacant officer position.**
- h) The Committee shall have the power to form sub-committees.**
- i) The committee have the power, if appropriate, to co-opt committee members as and when needed.**
- j) The Club Officers may, at their sole discretion and with reasonable cause, remove any committee members whose actions or comments are contrary to the club's affairs.**

- k) Members are encouraged to join the committee as a co-opted member and as such shall be asked to make themselves known to the committee for consideration and election at the next AGM.
- l) Where multiple nominations are received for a co-opted position, the officers shall determine if it is in the best interest of the club to accept all nominations, or just one by a majority vote of members attending the next AGM.
- m) It is the responsibility of the committee to ensure that any vacant committee position is filled fairly, openly and without prejudice.
- n) Nominations from the floor of the AGM can only be accepted when no prior nominations have been received for an advertised committee vacancy.
- o) Members volunteering for an advertised committee position shall confirm in writing at least 2 weeks before the AGM that, if elected, they are willing to serve.
- p) The agenda for an AGM shall be emailed to members typically 2 weeks before the meeting along with any other supporting documentation (e.g. Annual report, Constitution, Committee vacancies)
- q) Members wishing to propose motions should do so in writing typically 7 days before the AGM. Amendments to motions and questions can be put at the AGM but no new motions can be accepted from the floor of an AGM.
- r) The club does not accept proxy, postal or e-votes in place of attendance.

## **10. POWERS OF DECISION.**

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

## **11. RULES.**

The Committee shall be empowered to draw up rules for the safe conduct of canoeing activities and also rules for the conduct of all coaches and instructors, qualified or not, acting for the club.

## **12. LIABILITY.**

- a) 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.
- b) All members and other persons who attend Club tours or meets, or uses any club equipment, 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 sustained whilst on a Club tour, meet or other activity.

### **13. FINANCE.**

- a) The Honorary Treasurer shall keep proper books of accounts.**
- b) The accounts, up to the last day of March in each year, will be presented by the treasurer at the Annual General Meeting next following the end of the financial year. This presentation may be either verbally or in written form.**
- c) The financial year of the Club shall commence on the first of April in each year.**
- d) The funds of the Club shall be kept in a bank or deposits approved by the Committee, under the name 'DEVA CANOE CLUB'.**
- e) All cheques shall be signed by both the Honorary Treasurer, and either the Honorary President or Honorary Chairperson.**
- f) The funds shall at all times be under the control of the Committee.**

### **14. CLUB PROPERTY.**

**All property and equipment owned by, or under the control of, the club shall have a normal and secure place of storage. Such equipment may from time to time be loaned to members for club approved activities. Such activities must be authorised by the committee member specifically appointed by the officers to fulfil this role.**

### **15. RECORDS.**

**A correct record of all proceedings of all Committee meetings, Special General Meetings and Annual General Meetings of the Club shall be kept in suitable secure media which shall be open to the inspection by members at all reasonable times.**

**The club officer assigned to a specific task or role shall maintain original copies of any paper documentation and, where reasonably practicable, email scanned copies to the club's email account for archiving purposes.**

**On relinquishing a committee role, retiring officers shall hand over all club documentation to the new officer.**

### **16. ALTERATION OF CONSTITUTION.**

- a) This constitution may be altered or amended by the Club Officers at any time to reflect current club practice but must be fair, reasonable and open.**
- b) The revised constitution shall be communicated to the committee before its acceptance. A committee meeting shall be convened in order to accept / reject any amendment or alteration and must be passed by at least 75% of the committee present.**

- c) A copy of the latest version of the constitution shall be communicated to all members when the next annual AGM is announced.
- d) A resolution to give effect of rescinding the constitution must be passed by at least 75% of the members present at an AGM or a Special General Meeting convened for the purpose, and voting on this behalf.

**17. QUORUM.**

At any General Meeting one quarter of the total membership or 8 members, whichever is the smaller number at the time, shall constitute a quorum.

At any Committee Meeting at least 4 committee members (at least 2 shall be club officers) shall constitute a quorum.

**18. TERMINATION.**

The club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and, in such event, any surplus assets shall be handed over to a body or bodies with similar objects or to a charity agreed by the meeting which formally terminates the Club.

**19. ENDORSEMENTS.**

Deva Canoe Club does not endorse any equipment suppliers, equipment manufacturers or canoeing/kayaking coaching businesses. Any related advice from its members is solely their own opinion.

**20. DATA PROTECTION STATEMENT**

Personal information given to us on the club’s membership and health declaration forms is solely for the purpose to help with the administration of the club and communicating directly with members. It will be treated in confidence and will not be shared with anyone. Members can request to view their own personal data held by the club by emailing the Membership Secretary at [devacanoeclub@gmail.com](mailto:devacanoeclub@gmail.com)

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END

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This document was revised by [Keith Brocklehurst](#) Officer Title: [Honorary Secretary](#)

Reason for revision: To reflect current DEVA Canoe Club practice.

This document was approved by [Peter Cook](#) Officer Title: [Honorary President](#)

Date of Committee meeting: [24 February 2016](#)

Number of Committee present: Officers 4 Others 3

Votes (For) 7 (Against) 0 For = **100%**