

NACC CONSTITUTION

Founded January 1984. Affiliated to the British Canoe Union

1 NAME

The Club shall be known as the **North Avon Canoe Club** hereinafter known as **The Club**

2 OBJECTS

The object of the Club is to promote the sport of canoeing.

3 MEMBERSHIP

3.1 Qualification

Any active canoeist or person interested in canoeing, who undertakes to behave in the best interest of the sport shall be eligible for membership.

3.2 Classes of Membership

1. Full Members - over the age of 18
2. Junior Members - under the age of 18
3. Family Members - parent(s) and one plus (minimum one) child.

3.3 Election

Candidates for election shall make a 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 to elect any applicant without assigning a reason for doing so.

3.4 Restriction

A person who has been expelled from any club affiliated to the British Canoe Union shall not be eligible for membership.

4 Entrance Fee.

Each applicant shall, if his or her application be accepted can be required to pay an entrance fee, the amount of which shall be determined by members in General Meeting.

5 SUBSCRIPTION

5.1 Rates

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

5.2 BCU Members

Non BCU members shall pay a small levy on their membership fee to cover the cost of BCU affiliation.

5.3 Carry over

Brand new members (classed as those who have either never been a member before, nor have been for the past year), if joining after October 1st, then their membership will automatically be carried on for the full subsequent year. By definition, if a member in the previous year, the full membership fee due irrespective of time period/lapse of membership.

6 CESSATION OF MEMBERSHIP

6.1 Method

Any member may resign giving one month's clear notice in writing to the Secretary.

6.2 Dismissal

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, and may appeal to a Special General Meeting if such an appeal is sponsored by no less than 6 members.

6.3 Suspended

Any member so suspended or expelled may also appeal to the British Canoe Union to state his or her case.

6.4 Resignation

A member shall be deemed to have resigned from the Club if, due notice in writing, he or she had not paid by May 1st the annual subscription which became due on February 1st. He or she may however rejoin at any time during that year without payment of an entrance fee.

7 SECTIONS

7.1 Structure

The Club shall organise various sections to cover the various activities of canoeing.

7.2 Management

The affairs of each section shall be conducted by a sub-committee of which the leader or his or her deputy shall serve on the General Committee.

8 DISQUALIFICATION FROM HOLDING OFFICE

8.1 DISQUALIFICATION

Any member who is under the age of 14 years, or disqualified as an amateur under the rules of the British Canoe Union shall not be eligible for election to the General Committee of the Club.

9 GENERAL COMMITTEE

9.1 Scope

The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer and other officers as necessary. Additionally the General Committee may co-opt not less than 4 members of the club to its number.

9.2 Nominations

Nominations for position of Chairman, Hon. Secretary, Hon. Treasurer and other officers shall be put forward in the form of a motion under the terms of Rule 9.4

9.3 Vice-Chair

The General Committee shall elect a Vice-Chairman from amongst its number.

9.4 Term

The terms of office shall be for 1 year and members shall be eligible for re-election.

9.5 GM Attendance

If an ordinary member wishes to attend a General Committee Meeting, he/she must notify the Secretary 2 clear weeks before the meeting.

9.6 Eligability

No member shall be eligible for major office unless they have been club members for 2 consecutive years.

10. DUTIES OF COMMITTEE

10.1 Chairman

The Chairman will preside at all General Meetings of the Club and at all the 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 it's members. He/she shall represent the Club at meetings of other organisations. He/she shall ex-officio be a member of any other committee of the Club.

10.1a

A Chairperson may not stand for the post for longer than 3 consecutive years.

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 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 Section Committee Meetings.

10.3 Honorary Treasurer

The Honorary Treasurer will be responsible for the collection of all monies 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 AGM balance sheets showing the financial state of each section and of the General funds, accompanied by the Honorary Auditor's report

10.4 Duties of other Officers

1. The General Committee is responsible for the general conduct of the Club business and activities.
2. The General Committee shall not meet less than 4 times at regular intervals, during the year.
3. Meetings of the General Committee shall be called by the Honorary Secretary on instructions from the Chairman or not less than 3 Committee Members.
4. Meetings of the Section Committees shall be called by the secretaries of the sections concerned, or on instructions of any member of the section committee.
5. A quorum shall consist of not less than 5 members in the case of the General Committee and not less than 2 members in the case

of the Section Committee.

6. In the case of a casual vacancy among the General Committee the said Committee shall appoint another eligible person to act until the next AGM

11 SECTION COMMITTEES

11.1 Composition

The Section Committee shall each consist of three members elected by the section concerned, one of who shall be the Section Captain and/or section secretary.

11.2 Nominations

Section Committee may nominate other members of the section to serve on the Section Committee.

11.3 Records

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/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 AGM He/she shall also be prepared at all General Committee meetings to give a statement of the section's finances.

11.4 Authority

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.

11.5 Meetings

Section Committees shall meet at specified intervals.

12 GENERAL MEETINGS

12.1

The Annual General Meeting shall be held in the month of January each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month of November immediately preceding.

12.2

An Extraordinary General Meeting shall be called on the instructions of the majority of the General Committee, or on a requisition signed by not less than 50% of the members of the Club.

12.3

Not less than 28 days clear notice shall be given specifying time and business of General Meeting.

12.4

Motions for discussion of Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Honorary Secretary on or before the last day of the month of December preceding and be signed by two members.

12.5

At any General Meeting, a resolution put to the vote of the meeting shall be decided by a show of hands, except when more than one nomination had been received for a position on the General Committee in which case voting will be a secret ballot.

12.6

At all General Meetings the Chairman will preside, or in his absence the Committee will elect a Vice-Chairman.

12.7

At all General Meetings not less than 10% of members of the Club shall constitute a quorum.

12.8

Absence of a 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 until a time and place to be fixed by the General Committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present should be a quorum.

12.9

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.

13 LIABILITY

13.1

The General Committee shall manage the affairs of the Club. Financial or Legal Liability incurred in the rightful exercise of their officers shall not, however, be the personal liability of the Committee but shall be the responsibility of the Club as a whole.

13.2

All members and other persons who attend club tours or meets, do so at their own risk and neither the Club nor its Officers can accept liability for any loss or injury of any kind sustained whilst on a Club tour or meet.

13.3

It is the responsibility of each club member to ensure they are properly equipped for the activity in which they are participating.

14 ALTERATION OF RULES

14.1

This Constitution shall not be altered, amended or rescinded except by a General Meeting of the Club. (Reference point 12.3 states that not less than 28 days notification to members of the Club this respect.)

14.2

A resolution to give effect of a change must be passed by at least 51 % of the members present at the General Meetings and voting on this behalf

15 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 expending accounts and of the balance sheet.

16 DISTRIBUTION OF PROFITS

In no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

17 TERMINATION

The Club shall not terminate except by 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 objects or to a charity or charities.

18 CONSTITUTION

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.