

# LEIGHTON BUZZARD CANOE CLUB

Founded 1976

Affiliated to the British Canoe Union – no. 436/ A  
Registered Charity Number : 1099468

## CONSTITUTION

Revised 28<sup>th</sup> August 2003

### I NAME

1. The Club shall be known as the LEIGHTON BUZZARD CANOE CLUB hereinafter known as THE CLUB.

### II OBJECTS

1. The object of the Club is to promote community participation in healthy recreation by providing facilities and equipment for canoeing in all its aspects.

### III POWERS

In furtherance of the objects but not otherwise the General Committee may exercise the following powers:

1. Power to raise funds and to invite and receive contributions provided that in raising funds the General Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
2. Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
3. Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity.
4. Power subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed.
5. Power to employ such staff (who shall not be members of the General Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
6. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
7. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
8. Power to appoint and constitute such advisory committees as the General Committee may think fit.
9. Power to do all such other lawful things as are necessary for the achievement of the objects.

### IV MEMBERSHIP

1. Qualification  
Any person who undertakes to behave in the best interest of canoeing and the Club and agrees to abide by the rules and regulations of the club shall be eligible for membership.
2. Classes of Membership
  - a. Full Members - over the age of EIGHTEEN

- b. Family Members - the second or subsequent member of the same household as a full member.
  - c. Junior Members - under the age of EIGHTEEN
  - d. Non Paddling Members – those who wish to be part of the club but do not use the clubs canoeing equipment or participate as paddlers in canoeing events.
  - e. Honorary Members – honorary life membership given by THE CLUB in exceptional circumstances for services to the club over a period of years
3. Application for Membership  
Candidates applying for membership shall make written application to the secretary of the Club on the form provided, accompanied by the appropriate fee. The General Committee reserve the right to reject an application.
  4. Restriction  
A person who has been expelled from any club affiliated to the British Canoe Union shall not be eligible for membership, without the agreement of the General Committee.

## **V SUBSCRIPTIONS**

1. The rate of subscription shall be determined by the members in General meeting and shall be due on election and thereafter, on or before FIRST APRIL in each year.
2. Subject to agreement by the General Committee subscriptions may be paid by instalments, the first being due on or before the FIRST APRIL in each year.
3. Newcomers who are elected to membership during the year may be eligible for pro-rata reductions for the remaining part year of joining, subject to agreement by the General Committee.

## **VI CESSATION OF MEMBERSHIP**

1. Any member may resign giving on month's clear notice in writing to the Secretary.
2. Any member violating rules or regulations of 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 General Meeting if such an appeal is sponsored by not less than FIVE other members.
3. Any member so suspended or expelled may also appeal to the British Canoe Union to state his / her case.
4. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid by FIRST MAY the annual subscription, or an instalment of the annual subscription, as agreed with the membership secretary or treasurer, which became due on FIRST APRIL.

## **VII SECTIONS**

1. The Club shall organise various sections to cover the various activities of canoeing.
2. The affairs of each section shall be conducted by a Sub-Committee of at least three members, of whom, the leader or his/her deputy shall serve on the General Committee. All acts and proceedings of any section shall be fully and promptly reported to the general committee, which retains overall responsibility.

## **VIII RESTRICTIONS ON OFFICE HOLDING**

1. All officers and General Committee members must be over 18 years of age.
2. Any member who has been disqualified as an amateur under the rules of the British Canoe Union may not be a member of the General Committee.
3. Any member carrying on business in the sale or manufacture of canoes and/or their accessories may not be a member of the General Committee.

## **IX GENERAL COMMITTEE**

1. 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 no more than FIVE members of the club to its number.
2. Nominations for the position of Chairman, Hon. Secretary, Hon. Treasurer and other officers shall be put forward in the form of a motion under the terms of Section XII, subsection 5.
3. Junior Representatives (16 & over) will be elected at the Annual General Meeting to represent the views of the Junior members.
4. The General Committee shall elect a Vice-Chairman from among its number.
5. The terms of office shall be for one year, and members shall be eligible for re-election.
6. The General Committee shall meet not less than SIX times, at regular intervals, during the year.
7. Meetings of the General Committee shall be called by the Hon. Secretary, on instructions from the Chairman or not less than three committee members.
8. A quorum shall consist of not less than FOUR members.
9. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next A.G.M.

## **X DUTIES OF OFFICERS**

1. Chairman  
The Chairman 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. 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.
2. Hon. Secretary  
The Hon. 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 Section Committee meetings.
3. Hon. Treasurer  
The Hon. 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 A.G.M. balance sheets showing the financial state of each section and of the General funds, accompanied by the Hon. Auditor's report.

## **XI SECTION COMMITTEES**

1. The Section Committees shall each consist of THREE members elected by the section concerned, one of whom shall be the Section Captain and/or Section Secretary.
2. Section committee may nominate other members of the section to serve on the Section Committee.
3. The Secretary of each section shall keep minutes of all section meetings and report these to the General Committee meeting. 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 A.G.M. He/she shall also be prepared at all General Committee meetings to give a statement of the section's finances.

4. The 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.
5. Meetings of the section committee shall be called by the secretaries of the section concerned, or on the instructions of any member of committee.
6. A quorum shall consist of not less than TWO members.

## **XII GENERAL MEETINGS**

1. The Annual General Meeting shall be held in the month of NOVEMBER of each year. There shall be laid before the meeting a statement of account made up to the THIRTIETH day of the month of SEPTEMBER immediately preceding.
2. An Extraordinary General Meeting shall be called on the instructions of the majority of the General Committee, or on a requisition of not less than TWENTYFIVE percent of the members of the Club. This meeting shall be called for a specific purpose and shall only deal with that purpose. Other items may be discussed but no binding decisions on these items shall be made.
3. Not less than TWENTY ONE days clear notice shall be given, specifying time and business of General Meeting.
4. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon. Secretary on or before the thirtieth day of the month of September preceding, and be signed by at least five members.
5. Motions for Election of Officials, nominations for the posts of Chairman, Hon. Secretary, Hon. Treasurer and members of the General Committee, must be signed by two members, over 16 years of age and also be signed by the nominee, signifying his/her willingness to accept office if so elected.
6. 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 has been received for a position on the General Committee, in which case voting will be by secret ballot.
7. At all General Meetings the Chairman will preside, or, in his/her absence, the Vice-Chairman will preside
8. At all General Meetings not less than TWENTYFIVE per cent of the Club shall constitute a quorum.
9. 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 shall be a quorum.
10. Accidental Omission  
Accidental Omission to give notice of a meeting to, or the non-receipt of a notice of, a meeting-by any member shall not invalidate the proceedings of a meeting.

## **XIII 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, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.
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 or meet.

3. The General Committee are responsible for obtaining appropriate insurance to safeguard members interests. The British Canoe Union provide 3<sup>rd</sup> Party liability insurance to affiliated clubs.

#### **XIV ALTERATIONS TO THE CONSTITUTION**

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
2. No amendment may be made to clause I, II, VIII, XVII or this clause without the prior consent in writing of the Commissioners.
3. No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
4. The General Committee should promptly send to the Commission a copy of any amendment made under this clause.
5. Any resolution to make changes to this constitution shall be posted for members to view no less than TWENTY ONE Days preceding the General Meeting at which it is to be proposed.)

#### **XV AUDITOR**

1. Every year the General Committee shall appoint an Hon. Auditor who shall at least once in that year examine the accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

#### **XVI DISTRIBUTION OF PROFITS**

1. 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.

#### **XVII DISSOLUTION**

1. If the General Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than TWENTY ONE days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the General Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

#### **XVIII POWER OF DECISION**

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