



CONSTITUTION OF ISIS CANOE CLUB

1. Title

The club shall be known as ISIS Canoe Club, hereinafter referred to as The Club.

2. Objectives

The objectives of The Club are to promote and develop sport and recreational canoeing. The Club is non-profit making and organized on a volunteer basis.

3. Membership

3.1. Eligibility

Any person who meets the following criteria shall be eligible for membership:

- a) He/she must undertake to behave in the best interests of canoeing.
- b) He/she must agree to abide by the Constitution and Rules of The Club.
- c) He/she should hold a minimum of a BCU 1 star award, enrol on and pass an Isis star course or be enrolled in Isis Source.

3.2. Classes of membership

- a) Full Members - Persons who are 18 years old or over.
- b) Family Members - Two adults and up to two of their children, all living at the same abode.
- c) Student members – Persons aged 18-25 and in full-time education.

3.3. Paddling for non-members

If a person meets the eligibility requirements 3.1 a) and 3.1 b) and possesses a minimum of a BCU 1 star award, they may attend up to three 'taster' sessions if they meet the additional requirements below:

- a) They pay 'taster' session fees for each session; this also funds temporary insurance through the BCU.
- b) The Chair has given permission for this person to attend.
- c) The person leading the session is aware and happy to receive the non-member in their session.

If after three sessions the non-member wishes to join The Club, the taster session fees already paid will contribute a 100% value towards the membership fee.

3.4. Membership Applications

- a) Applications for membership must be made using the Isis Membership form to the Membership Secretary.
- b) The Membership Secretary will consider the application and notify the applicant of the outcome.
- c) Applicants will be considered to be members when they have received written (e-mail is accepted) confirmation of membership from the membership secretary.

3.5. Rejection or Withdrawal of Membership

- a) The Membership Secretary may reject an application for membership; they must stipulate a reason for doing so to the applicant.
- b) The Membership Secretary may withdraw membership from a member following the approval of the General Committee. In this case, the member will be notified in writing by the Membership Secretary and the reason given.
- c) In both cases, 3.5 a) and 3.5 b), a right of appeal to the General Committee is available if an application is made to the club Secretary within 30 days of the decision being communicated.
- d) A member shall cease to be a member if he/she gives written notice (e-mail is acceptable) to the Membership Secretary of his/her resignation.
- e) A member whose subscription is more than one month in arrears shall be deemed to have resigned.

3.6. Membership Subscriptions

- a) Membership subscriptions shall be due on or before 1 April each year.
- b) The rates of subscriptions shall be agreed at a General Committee meeting held in January or February before the subscriptions are due or at an Extraordinary General Meeting convened for such a purpose.
- c) Significant contributors to The Club will receive free membership at the discretion of the Chair and another committee member.

3.7. Rights and Responsibilities of Membership

- a) To be able to use club equipment and facilities in accordance with club rules.
- b) To adhere to club rules at all times.

3.8. Discipline and appeals

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people must be reported to the club Welfare Officer. These will be recorded and responded to swiftly and appropriately in accordance with The Club's child protection policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- b) All complaints regarding the behaviour of members should be presented and submitted in writing (e-mail is accepted) to the Secretary.
- c) In the first instance, the Chair (or the Vice-Chair if the Chair is unable or unwilling to act) will appoint a panel of three General Committee members who will meet to hear the complaint within 30 days of the complaint being lodged. The panel will then make a binding recommendation to the General Committee, which has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be presented in writing (e-mail is accepted) to the person who lodged the

complaint and the member against whom the complaint was made, within 14 days of the hearing.

- d) There will be the right of appeal to the full General Committee if an application is made to the Secretary within 30 days from disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal. The outcome of this appeal will be final and should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made, within 14 days of the hearing.
- e) A committee member either making or being subject to a complaint shall be automatically excused from sitting on the panels in 3.8 c) and 3.8 d).

4. Management of The Club

4.1. General Committee

- a) The General Committee shall conduct the affairs of The Club.
- b) The General Committee shall consist of adult members of The Club elected at the AGM (The Officers).
- c) The General Committee shall formally appoint the leaders of Isis Source.
- d) Once appointed, the leaders of Isis Source shall then be members of the General Committee *ex officio*.
- e) If, after an Annual General Meeting, any committee position remains or becomes vacant, the General Committee may co-opt adult members to fill the vacant position until the next Annual General Meeting. These members shall have full voting rights.
- f) The General Committee may co-opt up to three additional members as they consider necessary. These co-opted members shall have full voting rights.
- g) A member of the General Committee shall cease to be a member:
 - i) Upon giving the Secretary written notice (e-mail is acceptable) of his/her resignation.
 - ii) Upon the passing of a General Meeting resolution terminating his/her membership.
 - iii) Upon the termination of his/her club membership.

4.2. Officers

- a) The following officers shall constitute the General Committee:
 - i) The Chair
 - ii) The Vice-Chair
 - iii) The Secretary
 - iv) The Treasurer
 - v) The Membership Secretary
 - vi) The Director of Coaching
 - vii) The Equipment Officer
 - viii) The Welfare Officer
 - ix) The Newsletter Editor
 - x) The Webmaster
 - xi) Social Officers

who shall be elected at an Annual General Meeting until the next Annual General Meeting.

4.3. Section Committees

- a) Committees representing specialist interests or addressing special projects may be established and dissolved as deemed necessary by the General Committee.

- b) Each Section Committee shall make representation and non-binding recommendations to the General Committee.

4.4. General Meetings

- a) The Chair of The Club at the start of a General Meeting shall preside as Chairperson for the duration of the meeting. However, if there is no such Chairperson, if he/she is unwilling to act or if he/she is not present within 30 minutes of the scheduled start time, the General Committee members present shall elect one of their number to be the Chairperson of the meeting. If no member of the General Committee is present or willing to act, the members present shall choose one of their number to be Chairperson of the meeting.
- b) No business shall be transacted at any General Meeting unless a quorum of members are present in person; 10 members or 10% of the membership (whichever is the lower) shall constitute a quorum.
- c) Any member entitled to attend and vote at a meeting of the club is entitled to appoint another such member as his / her proxy to attend and vote instead of him / her. The instrument of proxy must be in writing and must be delivered to the Chairperson of the meeting immediately prior to the commencement of the meeting. The instrument of proxy is cancelled if the member appointing a proxy attends in person.
- d) A resolution shall be treated as being passed if it is approved by a simple majority of members present either in person or by proxy and are entitled to vote.
- e) Only fully paid-up members are entitled to vote at any General Meeting.
- f) In the case of equality of votes, the Chairperson of the meeting shall be entitled to a casting or second vote.

4.4.1. Annual General Meeting

- a) An Annual General Meeting shall be held before the end of November each year.
- b) All members must be notified in writing at least 14 days prior to the meeting.
- c) The business at an Annual General Meeting shall include:
 - i) Annual Reports to be presented from at least; the Chair, Membership Secretary, Treasurer and leaders of Isis Source.
 - ii) Presentation of accounts by the Treasurer.
 - iii) The election of the Officers of the General Committee.
 - iv) Consideration of any motions previously notified to the Secretary.
 - v) Any other relevant business.

4.4.2. Extraordinary General Meetings

- a) An Extraordinary General Meeting shall be convened by the Secretary either on the instruction of the General Committee or upon the request of not less than 10 members or 20% of the membership, whichever is the lower number.
- b) The meeting must be held within 30 days of receipt of the written request to the Secretary.
- c) All members must be notified in writing at least 14 days prior to the meeting.
- d) Members must be notified of the purpose of the meeting.

4.5. General Committee Meetings

- a) The General Committee shall meet at regular intervals during the year, as required by the business to be transacted, but not less than four times in the year.

- b) The quorum for General Committee meetings shall be 4 committee members present in person. If a meeting is not quorate then no decisions can be taken.
- c) Where there is a tie-vote on any proposal put to the General Committee, the Chair shall have a second casting vote.

4.6. Alterations to the Constitution

Any proposed alterations to this Constitution must be submitted, in writing, to the Secretary at least 30 days prior to the date of the AGM (Annual General Meeting) or an EGM (Extraordinary General Meeting) convened for such a purpose. Alterations must be approved by the AGM or EGM before they can be adopted.

4.7. Accounts

- a) The Treasurer shall be responsible for maintaining The Club accounts in good order and shall make these available at each meeting of the General Committee for inspection.
- b) The Club's accounts shall run from 1 April to 31 March of each year.
- c) The Club's accounts must be independently inspected by a person or persons annually if the turnover exceeds £10,000 for that year. The accounts for the previous year must be presented to members at the Annual General Meeting of each year.
- d) Any committee members approved by the Chair and the Treasurer shall be signatories of cheques drawn on The Club account.

5. Termination

- a) The Club shall not terminate except by the passing of a resolution at an Extraordinary General Meeting convened for that purpose.
- b) In the event of the termination of The Club, any assets shall be handed over to a body or bodies with similar objectives or a charity or charities agreed by the EGM.