

# NOMAD KAYAK CLUB - CONSTITUTION

## I NAME

The Club shall be known as the NOMAD KAYAK CLUB hereinafter known as the CLUB.

## II OBJECTIVE

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

## III MEMBERSHIP

1/ Qualification. Any active canoeist, or supporter of canoeing, who undertakes to behave in the best interest of the sport shall be eligible for membership.

2/ Classes of Membership

- |    |                             |  |
|----|-----------------------------|--|
| a] | Adult Members               | 18 or over                                     |
| b] | Family Members              | two or more members of a family                |
| c] | Full-time education Members | under the age of 22 (on 1 <sup>st</sup> April) |
| d] | Youth Members               | under the age of 18 (on 1 <sup>st</sup> April) |

3/ Election. Candidates for election shall make written application to the Secretary of the Club on the form provided. The power to elect shall rest with the General Committee, who may refuse to elect any applicant without assigning a reason for so doing subject to a probationary period. During any probationary period a member may not represent the Club except at the sole discretion of the Committee.

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

## IV (Vacant Paragraph)

## V SUBSCRIPTION

The rates of subscription shall be determined by the General Committee in February, for the following year, on the recommendation of the Honorary Treasurer.

2013 membership will, as a one-off event, cover 15 months membership. This will move the subscription renewal date to 1<sup>st</sup> April in 2014. This will then become the standard renewal date for all subsequent years and 12 month membership periods return.

- A new member's subscription can start at the beginning of any month and the rate is calculated (based on the rates agreed for that year) on a pro rata basis.
- An existing member's subscription runs from the 1<sup>st</sup> April for 12 months.

- A late payment fee applies if a member renews more than 2 months after the renewal date (1<sup>st</sup> April).

## VI **CESSATION OF MEMBERSHIP**

- 1/ Any member may resign giving one month's clear-notice in writing to the Secretary.
- 2/ 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. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 15 members.,
- 3/ Any member so suspended or expelled may also appeal to the British Canoe Union to state his case.
- 4/ A member shall be deemed to have resigned from the Club if, after due notice in writing, s/he has not paid the annual subscription within two calendar months of the date due.

## 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 Members, of whom the leader or his deputy shall serve on the General Committee

## VIII **DISQUALIFICATION FROM HOLDING OFFICE**

Any member who is carrying on a business in the sale or manufacture of canoes and/or their accessories, or is qualified as an amateur under the rules of the British Canoe Union, shall not be eligible for election to the General Committee of the Club.

## IX **GENERAL COMMITTEE**

- 1/ The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Honorary Secretary, Honorary Treasurer, and other officers as necessary.  
Additionally, the General Committee may co-opt no more than 2 members of the Club to its number
- 2/ Nomination for the position of Chairman, Honorary Secretary, Honorary Treasurer and other officers shall be put forward in the form of a motion; under the terms of Rule XIII, 4/.
- 3/ The General Committee shall elect a Vice-Chairman from among its number.
- 4/ The terms of Office shall be for 1 year, and members shall be eligible for re-election.

## X

### **DUTIES OF COMMITTEE**

- 1/ Chairman. The Chairman will preside at all General Meetings of the Club and at all meetings of the General Committee. S/he 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 S/he shall represent the Club at meetings of other organisations. S/he shall, ex officio, be a member of any other committee of the Club. The Chairman is expected to stand as a named Lessee on any lease existing between Three Rivers District Council and the Club in connection with the use of the Clubhouse at Rickmansworth Aquadrome.
- 2/ Honorary Secretary. The Honorary Secretary shall 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 particular activities of the section concerned. S/he will receive copies of the minutes relating to the Section Committee meetings. The Honorary Secretary is expected to stand as a named Lessee on any lease existing between Three Rivers District Council and the Club in connection with the use of the Clubhouse and associated facilities at the Rickmansworth Aquadrome.
- 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. S/he 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. S/he 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. The Honorary Treasurer is expected to stand as a named Lessee on any lease existing between Three Rivers District Council and the Club in connection with the use of the Clubhouse and associated facilities at the Rickmansworth Aquadrome.
- 4/ Duties of Other Officers.  
(None currently specified)

## XI

### **GENERAL COMMITTEES**

- 1/ The General Committee is responsible for the general conduct of the Club's business and activities.
- 2/ The General Committee shall not meet less than 6 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 the 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 a section.
- 6/ In the case of vacancy occurring on the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

## XII SECTION COMMITTEES

- 1/ The Section Committee shall each consist of 3 members elected by the section concerned, one of who shall be the section Captain and/or Section Secretary.
- 2/ A Section Committee may nominate other members of the section to serve on the Section Committee.
- 3/ Each Section Secretary shall keep minutes of all Section Committee meetings and be prepared to produce these if required at General Committee meetings. S/he 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 to the AGM. S/he shall also be prepared, at all General Committee meetings, to give a statement of the Section's finances.
- 4/ 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/ Section Committees shall meet at specified intervals.

## XIII GENERAL MEETINGS

- 1/ The Annual General Meeting shall be held in the month of April of each year. There shall be laid before the meeting a statement of accounts made up to the last day of March immediately preceding.
- 2/ An Special General Meeting shall be called on the instruction of the majority of the General Committee, or on a requisition signed by not less than 15 members of the Club. Only one member of each family membership group may be among this 15.
- 3/ Not less than 30 days clear notice shall be given specifying the 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 Honorary Secretary on or before the last day of March preceding, and be signed by 3 members.
- 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 has been received for a position on the General Committee in which case voting will be by secret ballot .
- 6/ Those entitled to vote at a General Meeting are as follows:  
Adult members (one vote each)  
Youth members (one vote each)  
Family members (two members of each family group may have one vote each)

- 7/ At all General Meetings the Chairman will preside or, in his absence, a Vice Chairman will be elected by the General Committee.
- 8/ At all General Meetings not less than 10 members of the Club shall constitute a quorum.
- 9/ Absence of Quorum. If after half hour from the time appointed for the General Meeting, a quorum is not present, it shall, if called at the request of the members, shall be dissolved. In any other case the General 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 a replacement for an Adjourned General Meeting, the members present shall be a quorum.
- 10/ Accidental Omission. Accidental omission to give notice of a General Meeting to, or the non-receipt of notice of a meeting by, any member shall not invalidate the proceedings of a meeting.

#### XIV **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 any member of the General Committee, but shall be the responsibility of the Club as a whole.
- 2/ All members or other persons who attend Club activities 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 during the course of a Club activity.

#### XV **ALTERATION OF RULES**

- 1/ This Constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
- 2/ A resolution to give effect to a change must be passed by at least 51% of the members either present at the General Meeting, or submitted proxy votes.

#### XVI **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 expenditure accounts and of any balance sheet.

#### XVII **DISTRIBUTION OF PROFITS**

Under no circumstances may profits be distributed to members, any profits earned shall be contributed to a General Fund for furthering the objectives of the Club.

XVIII

**TERMINATION**

The Club shall not terminate except by a 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.

XIX

**POWER OF DECISION**

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.