



NOMAD KAYAK CLUB – CONSTITUTION (V1.3)

1. Name of Club

The Club will be called NOMAD KAYAK CLUB (hereinafter known as the Club), and may also be known as NOMADS.

The Club will be affiliated to British Canoeing.

2. Aims and Objectives

The aims and objectives of the Club will be:

- To provide opportunities for all members of the Club to enjoy Paddlesport
- To offer coaching and competitive opportunities in Paddlesport
- To promote the Club within the local community and in Paddlesport
- To manage the Nomad Facility at Bury Lake Young Mariners in Rickmansworth Aquadrome
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair to everyone

3. Membership

3.1 Qualification

Anyone interested in promoting, coaching, volunteering or participating in Paddlesport, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs and who undertakes to behave in the best interest of the sport and the Club shall be eligible for membership.

3.2 Classes of Membership

- Adult Members 18 or over
- Family Members two or more members of a family
- Full-time education Members a) under the age of 22 (on 1st April) – living at home
b) under the age of 22 (on 1st April) – living away from home
- Youth Members under the age of 18 (on 1st April)
- Honorary Members Membership bestowed to an individual by the Committee in recognition of said individual's contribution to the Club

3.3 Admission

Candidates for admission shall make written or online application to the Membership Officer on the relevant forms provided. The power to admit shall rest with the General Committee, who may refuse to admit any applicant, subject to a probationary period. The General Committee shall be required to give reasons for the refusal for an application in writing. During any probationary period a member may not represent the Club except at the sole discretion of the General Committee. Appeal against refusal may be made to the General Committee and the issue then decided under the normal rules for an Extraordinary General Meeting.

The General committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of renewal may be made to the General Committee and the issue then decided under the normal rules for an Extraordinary General Meeting.



3.4 Restriction

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

4. Subscription

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

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 1st April for 12 months.

A late payment fee may apply if a member renews more than 2 months after the renewal date (1st April).

5. Cessation of Membership

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

5.2 A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid the annual subscription within two calendar months of the date due.

5.3 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 an Extraordinary General Meeting if such an appeal is sponsored by not less than 15 members.

5.4 Any member so suspended or expelled may also appeal to British Canoeing to state their case.

6. Sections

6.1 The Club shall organise various sections to cover the various activities within Paddlesport.

6.2 The affairs of each Section shall be conducted by the elected Section Officer (and a Section Committee as applicable).

7. General Committee

7.1 The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer, and other Officers as necessary. Additionally, the General Committee may co-opt no more than 2 members of the Club to its number. Those co-opted to the Committee will have the same standing as elected Officers.

7.2 Nomination for the position of Chairperson, Secretary, Treasurer and other Officers shall be put forward in the form of a motion; under the terms of rule 10.4. Members of the Committee should not hold more than two positions at any one time.

7.3 The General Committee may elect a Vice-Chairperson from among its number.

7.4 The terms of Office shall be for 1 year, and members shall be eligible for re-election.

7.5 The General Committee is responsible for the general conduct of the Club's business and activities.



7.6 The General Committee shall not meet less than 6 times, at regular intervals, during the year.

7.7 Meetings of the General Committee shall be called by the Secretary on instructions from the Chairperson or not less than 3 Committee Members.

7.8 Meetings of the Section Committees shall be called by the Officers of the sections concerned, or on the instructions of any member of the Section Committee.

7.9 A quorum shall consist of not less than three-fifths (3/5) of its members in the case of the General Committee and not less than two-thirds (2/3) of its members in the case of a Section.

7.10 In the case of vacancy occurring on the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

8. Specific Duties of Committee Members

8.1 Chairperson

The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. They 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. They shall represent the Club at meetings of other organisations. They shall, ex officio, be a member of any other committee of the Club. The Chairperson is expected to stand as a named representative on any agreement existing between Bury Lake Young Mariners and the Club in connection with the use of the Nomad Facility and Bury Lake Young Mariners Facilities within Rickmansworth Aquadrome.

8.2 Secretary

The 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. They will receive copies of the minutes relating to the Section Committee meetings. The Secretary is expected to stand as a named representative on any agreement existing between Bury Lake Young Mariners and the Club in connection with the use of the Nomad Facility and Bury Lake Young Mariners Facilities within Rickmansworth Aquadrome.

8.3 Treasurer

The Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by the Annual General Meeting. They shall also be prepared, at all General Committee meetings, to give a statement of the Club's finances. They 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. They 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 Treasurer is expected to stand as a named representative on any agreement existing between Bury Lake Young Mariners and the Club in connection with the use of the Nomad Facility and Bury Lake Young Mariners Facilities within Rickmansworth Aquadrome.

8.4 Duties of Other Officers

Other Officers may be elected to be responsible for duties identified by the General Committee and will report to the members at every AGM. Roles and Responsibilities of said elected Officers will be published as part of the Club governance documentation and reviewed on an annual basis.

8.5 Appointments by the General Committee

The General Committee will appoint Club members to the following non-committee roles:

8.5.1 Welfare Officer: The Welfare Officer is responsible for acting as a source of advice about safeguarding and protecting children and adults at risk, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals.

8.5.2 Club Safety Officer: The Club Safety Officer shall assist the General Committee on matters relating to health and safety.

9. Section Committees

9.1 Section Committees, where applicable, shall each consist of 3 members elected by the section concerned, one of who shall be the Section Officer.

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

9.3 Each relevant Section Officer shall keep minutes of all Section Committee meetings and be prepared to produce these if required at General Committee meetings. They shall also be responsible for the collection of all monies relating to the Section and shall submit to the Treasurer a balance sheet showing the financial state of the section prior to the AGM. They shall also be prepared, at all General Committee meetings, to give a statement of the section's finances.

9.4 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.

9.5 Section Committees shall meet at specified intervals.

10. Annual General Meetings and Extraordinary General Meetings

10.1 The Annual General Meeting (AGM) shall be held within 6 months of the start of a membership year. There shall be laid before the meeting a statement of accounts made up to the last day of March immediately preceding.

10.2 An Extraordinary 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.

10.3 Not less than 30 days clear notice shall be given specifying the time and business of the General Meeting.

10.4 Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Secretary a week before the meeting, and be signed by 3 members.

10.5 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

10.6 Those entitled to vote at a General Meeting are as follows:

- Adult members (one vote each)
- Family members (two members of each family group may have one vote each)
- Full-time education Members (one vote each)
- Youth members (one vote each)
- Honorary members (one vote each)



10.7 At all General Meetings the Chairperson will preside or, in their absence, a Vice Chairperson will be elected by the General Committee.

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

10.9 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.

10.10 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.

11. Finances

11.1 The Treasurer will be responsible for the Finances of the Club

11.2 The Financial year of the Club will run from 1st April and end on 31st March

11.3 All Club monies will be banked in an account held in the name of the Club.

11.4 A statement of accounts will be presented by the Treasurer for acceptance at the Annual General meeting.

11.5 Any cheques drawn against Club funds should hold the signatures of two Club Officers who are authorised signatories, usually the Treasurer plus one other Club Officer (for online banking two stage authorisation is required i.e. Treasurer to set up payment, payment to be approved by another Club Officer).

12. 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.

13. 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.

14. Liability

14.1 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.

14.2 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.

15. Conflict of Interest

Unmanaged conflict of interest may have an adverse effect on the best interests of the Club and its members and also on the Club's reputation. The Club wishes to avoid this.

Officers of the Club and all members are required to act in the best interests of the Club at all times. Officers of the Club and general members should not materially profit either directly or indirectly from their position within the Club unless previously agreed by the General Committee.

Disclosure – Any possible conflict of interest shall be disclosed to the General Committee by the person or persons concerned or by any Officer of the Club or general member. The General Committee will decide whether a conflict of interest exists.

Committee Action – Where a possible conflict of interest exists and is relevant to a matter requiring action at a General Committee meeting and the interested person is present, the remaining Committee members may decide –

- that the member should leave the room and not take part in the discussion or decision; or
- that the member should take part in the discussion but not the decision or vote; or
- that the best interests of the Club are served by allowing the member to participate in discussion and decision despite the conflict.

Any such disclosure and the subsequent actions taken will be recorded in the minutes of the meeting.

16. Alteration of Rules

16.1 This Constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.

16.2 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.

17. Termination

The Club shall not terminate except by a resolution of an Extraordinary 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 objectives or to a charity or charities.

18. 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.