



CONSTITUTION AND RULES

1. The Club shall be known as the Lincoln Canoe Club Limited, hereinafter referred to as 'the club'.

2. The objective of the club is to provide facilities for promoting and encouraging participation in the sport of canoeing.

3. Membership

a) Qualification:

- (i) Membership of the club is open to all irrespective of gender, race, religion or other beliefs, nationality, disability, sexual orientation, age or ability, providing that prospective members undertake to behave in the best interests of the sport.
- (ii) Entitlement to membership of Lincoln Canoe Club cannot be altered to a more "closed" membership unless approved by 100% of the current members.

b) Classes of Membership:

- Full
- (i) Senior – a member who is 18 years and over at the time their membership is due.
 - (ii) Junior – a member who is under 18 years old at the time their membership is due
 - (iii) Family - a category of membership for seniors and juniors where more than one are from the same family.
- Outpost - a category of membership for people who are not active in the club but wish to support and maintain contact.
- Outpost student - a category for student members studying away from Lincoln but paddling at the club in vacations. A reduced membership fee will be applied. If the student should be eligible for other discounts, the lower charge would apply.
- Affiliate - a category of membership for organisations that are permitted to use the club's facilities for canoeing purposes.

c) Election: Every application for membership shall be made on the membership form. The General Committee shall consider all applications.

d) Refusal: If membership is refused, the member or prospective member shall have the right to appeal. The appeal must be submitted in writing to the Hon. Sec. within 28 days of notification, and must clearly state the reasons for the appeal. The Appeals Committee will consider any such appeal. (See 7. below.)

- e) Fees: Each applicant for Full membership shall pay a Joining Fee and Annual Fee. The General Committee shall determine the amounts of the Joining Fee and Annual Fee.
The Annual Fee shall be due when applying for membership and thereafter on or before April 1st each year.
Those who joined late in the previous year may pay reduced Annual Fees. The General Committee shall determine the amount of reduction.
The General Committee may on occasion exempt its members from the annual subscription for the term of their office.
- f) Resignation, suspension and expulsion:
- i) Any member may resign on giving 28 days clear notice in writing to the Membership Secretary.
 - ii) Any member violating the 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 the Appeals Committee. The appeal must be submitted in writing to the Hon. Sec. within 28 days of notification, and must clearly state the reasons for the appeal. The Appeals Committee will consider any such appeal. (See 7. below.)
 - iii) A member shall be deemed to have withdrawn from the Club if, after due notice in writing, the annual subscription which became due on April 1st has not been paid by April 30th. Rejoining at any time before 30th April shall be permitted without payment of the Joining Fee.

4. The Club shall organise various sections to cover the various activities of canoeing. The affairs of each section shall be conducted by a sub-committee of four members, of whom the leader and his deputy shall serve on the General Committee.

5. General Committee

- a) The General Committee shall be responsible for the general conduct of the Club's business and activities and shall include the following elected officers: Chair, Vice Chair, Honorary Secretary, Treasurer, Membership Secretary, Assistant Secretary, Health and Safety Officer, Coaching Co-ordinator and Paddle-Ability Officer. A single person may hold more than one of these posts. Other members may be elected up to a maximum of ten members. The Committee shall have power to co-opt no more than four members of the Club to its number.
- b) 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.
- c) Nominations for positions on the General Committee shall be put forward in the form of a motion under the terms below. (11 d)
- d) The terms of Office shall be one year and members shall be eligible for re-election.
- e) A member who is under the age of fourteen years shall not be eligible for election to the General Committee of the Club.
- f) Duties of committee members:

The Chair will preside at all General Meetings of the Club and at all meetings of the General Committee. 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. He shall represent the club at meetings of other organisations. He shall ex-officio be a member of any other committee of the Club.

The Vice Chair will deputise for the Chair from time to time.

The Honorary Secretary will be responsible for the organisation of the meetings of the General Committee and of the Club, and for the recording of minutes relating to such meetings and formal correspondence. He will deal with the day to day running of the club's business including normal correspondence. He will communicate with the section secretaries as necessary. He will receive copies of the minutes relating to the committee meetings of the sections.

The Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by the General Meeting. He shall have power to examine, after giving one week's notice, the books of any section, and shall report any discrepancies to the General Committee. 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 Hon. Auditor's report.

The Membership Secretary will be responsible for keeping records of the Club membership and transmitting Club information to the members. He will arrange implementation of relevant decisions made by the general committee, which may include Health and Safety procedures.

The Assistant Secretary will help other elected officers as requested.

The Health & Safety Officer will be responsible for maintaining the H&S management system and advising the committee on any H&S matters.

The Coaching Coordinator will be responsible for ensuring that suitably qualified coaches adequately support the club. He will lead the team of coaches who will manage activities safely in line with national guidance.

The Paddle-Ability Officer will be responsible for ensuring that all the facilities provided for the assistance of members with any kind of disability are maintained in working order. (Notably, this includes the stair lift.) He will make regular reports to the General Committee highlighting any specific needs, and will make arrangements through the committee for the maximum and most beneficial participation of disabled members in activities both recreational and competitive.

The General Committee will appoint: -

More than one racing manager, if desired. Racing Managers will pick the team to represent the club in National events when necessary. They, or such a person as they shall appoint, will act as a timekeeper in all races. The Racing Managers maybe, but need not be, members of the committee.

A Coaching Secretary to assist the Coaching Coordinator with his duties as requested. The Coaching Secretary need not be a member of the committee.

A Head Coach, who will guide and advise other coaching members of the club.

A Junior Coordinator, who will arrange activities specifically involving junior members, and offer guidance to the Junior Committee.

A Welfare Officer, who will be 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.

Additional Deputy Welfare Officers, preferably including both sexes, may be appointed.

6. Executive Committee. The General Committee shall elect from its current officers four senior members to act as the Executive Committee. The Executive Committee is, from time to time, authorised by the General Committee to deal with specific matters and take actions on those matters without the need to refer back to the General Committee. For specific business, it may co-opt up to two advisers who need not be members of the club.

7. Appeals Committee. The appeals committee shall be appointed each year at the AGM and shall consist of three senior members of the club. An appealing member appearing before the committee may have the support of another person. The Appeals Committee will hear all appeals and take into consideration any new evidence. The recommendations of this committee will then be given to the General Committee for their consideration/reconsideration. Any member who maintains a grievance after the club's procedures have been completed may then appeal to British Canoeing.

8. Section Committees

- a) The section committees shall consist of four members elected by the section concerned, one of whom shall be the section secretary.
- b) Section committees may nominate other members of the section to serve on the section committee.
- c) 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 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 shall also be prepared at all General Committee meetings to give a statement of the section's finances.
- d) 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. Calling of meetings

The General Committee shall meet as and when necessary.

The Honorary Secretary on instructions from the Chair, or not less than three Members shall call meetings of the General Committee.

Meetings of section committees shall be called by the Secretary of the section concerned, or on the instructions of any member of the section committee.

10. Quorum. A quorum shall consist of not less than 50% of the members of the committee concerned.

11. General Meetings

- a) The Annual General Meeting shall be held in the month of January of each year or as soon as practicable thereafter. There shall be laid before the meeting a statement of accounts made up to the last day of the previous December.
- b) 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 55% of the members of the Club.
- c) Not less than seven days clear notice shall be given of a General Meeting, specifying time and business.
- d) Nominations for positions on the General Committee and motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon. Secretary fourteen days before the meeting and be signed by five members. Nominations and motions proposed by the General Committee shall be presented at the General Meeting.
- e) 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 the voting will be by secret ballot.
- f) At all General Meetings the Chair or Vice Chair will preside or, in their absence, the General Committee will elect a Vice-Chair.
- g) At all General Meetings 10% of the membership or a minimum of 10 members shall constitute a quorum.
- h) 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 the adjourned meeting, the members present shall be a quorum.
- i) 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.

12. General Matters

- a) 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.
- b) All members or other persons who attend Club tours, meets or races 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 at Headquarters or whilst on any Club tour, meet or race.

13. Constitution

- a) This Constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
- b) A resolution to give effect to a change must be passed by at least 51% of the members present at the General Meeting, and voting on this resolution.

14. Honorary 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 verify the income and expenditure accounts and the balance sheet.

15. Funds. The Club is a non-profit making organization and any profits or gains will be re-invested into the Club's general fund to further the objectives of the Club. Under no circumstances will the club permit the distribution of funds or assets to members or third parties in kind or in cash. This does not prevent donations by the Club to Charities or other clubs registered as Community Amateur Sports Clubs (CASC).

16. Termination. The Club shall not terminate except by a resolution of a Special General Meeting convened for that purpose. Upon dissolution of the Club all its net assets are to be applied to:

- a) The purposes of the canoe sport's governing body for use in community related sport;
- b) The purpose of another CASC within the scheme;
- c) The purpose of a charity.

17. Interpretation. The General Committee, whose decision shall be final, shall deal with any question over the interpretation of this constitution or any matter not provided for within it.

Note: throughout this document the words his/him/he shall stand for hers/her/she as appropriate.

As adopted at AGM 3rd February 2021