

# **CIVIL SERVICE CANOE CLUB: CONSTITUTION**

- 1. TITLE** The Club shall be called the Civil Service Canoe Club.
- 2. OBJECTS** The objects of the Club shall be:
- a) to train members in the sport of canoeing
  - b) to organise canoeing activities and to promote canoeing and social activities in any way agreed by the Committee.
- 3. AFFILIATION** The Club shall be affiliated to the British Canoe Union.
- 4. MEMBERSHIP**
- a) Ordinary membership of the Club shall be open to all members of the Civil Service Sports Council (CSSC).
  - b) Family membership of the Club shall be open to immediate relatives of an Ordinary member, provided that the Ordinary member holds two shares in the CSSC.
  - c) Associate membership of the Club shall be open, at the discretion of the Committee, to friends of Ordinary members.
  - d) No more than 10% of the Club shall consist of Associate members.
  - e) Members of the Club may be individual members of the BCU.
  - f) The Committee may, at its discretion, set a minimum age limit.
- 5. SUBSCRIPTIONS**
- a) The annual subscription of the Club shall be £25.00 for Ordinary or Family members, and £35.00 for Associate members.
  - b) Members joining the Club shall pay an initial subscription determined as follows:
    - 1 January to 31 March, full annual rate as set out in sub-paragraph (a) above;
    - 1 April to 30 June, three-quarters of the full annual rate;
    - 1 July to 30 September, one-half of the full annual rate;
    - 1 October to 31 December, one-quarter of the full annual rate.

- c) Membership of the Club shall be renewable on 1 January each year.
- d) Each member of the Club shall pay an amount, as may from time to time be agreed by the Committee, for use of the Club's equipment or pool facilities.
- e) Guests using the facilities of the Club at the discretion of the Committee shall pay an amount as may from time to time be agreed by the Committee.

## **6. FINANCE**

The Club's year of accounts shall be from 1 January to 31 December each year.

## **7. MANAGEMENT**

a) The Annual General Meeting of the Club shall be held within three calendar months after the end of the financial year. Not less than 21 days' notice shall be given in writing of the Annual General Meeting.

b) Items for the Agenda of the Annual General Meeting shall be submitted to the Hon Secretary in writing not less than 14 days before the meeting. Such items must be signed by two Ordinary members who are prepared to propose and second them.

c) Nominations for posts to be elected at the Annual General Meeting shall be submitted to the Hon Secretary in writing not less than 14 days before the meeting. The nominees must be proposed and seconded, and their consent must have been obtained.

d) A Special General Meeting of the Club shall be held whenever the Committee think it expedient and/or whenever at least 30% of the Ordinary members, by demand in writing delivered to the Hon Secretary and indicating the business to be transacted, so request. Not less than 14 days' notice of any Special General Meeting shall be given in writing together with a statement of the business to be transacted. No other business shall be transacted at the meeting.

e) Every member present at a General Meeting shall have one vote; in the event of equal votes being cast, the presiding officer shall have an additional or casting vote. Family and Associate members shall not be entitled to vote on proposed amendments to this Constitution.

f) The quorum at an Annual General Meeting or Special General Meeting shall be 33% or 10 of the Ordinary members of the Club, whichever shall be less.

g) The General Secretary of the CSSC or his nominee shall be an ex-officio member of all General Meetings.

## **8. AUDITORS**

One auditor, who shall not be one of the officers of the Club, shall be appointed at the Annual General Meeting.

## **9. COMMITTEE OF MANAGEMENT**

a) The Club shall be managed by a Committee, consisting of a Chairman, Hon Secretary, Hon Treasurer and at least three other members, who shall be elected at the Annual General Meeting. The officers and the members of the Committee shall be Ordinary members of the Club (except that one member of the Committee may be an Associate member). The Committee shall have the power to appoint members of the Club to fill any vacancies which might occur during its term of office. 60% of the Committee shall form a quorum.

b) Every executive officer and committee position shall be vacated at the Annual General Meeting, but retiring officers and committee members shall be eligible for re-election. The President is not required to vacate the Presidency under this rule.

c) No member of the Club shall hold more than one post at any one time.

d) The Committee shall have the power to deal with any matters not provided for by this Constitution.

## **10. PRESIDENT**

An Honorary President may be elected at a General Meeting in recognition of particularly distinguished service to the club and extensive knowledge and experience of the sport of canoeing. The Presidency of the club is a non-executive appointment whose role is to support and advise the officers, Committee and members. The President will be invited to all Committee meetings and may undertake additional specific duties. The President's appointment will terminate if he ceases to be a member of the club or is voted out of office at a General Meeting or is elected to the office of Chairman, Hon Secretary or Hon Treasurer. The Presidency may be left vacant indefinitely.

## **11. HON TREASURER**

The Hon Treasurer shall take charge of the funds and monies of the Club and shall manage the Club's bank account(s). All monies received on behalf of the Club shall be paid to the Hon Treasurer, and he shall pay all demands under the authority of the Committee. Payments made by cheque drawn on the Club's bank account(s) shall be signed by two of the Club's officers. The Hon Treasurer shall only reimburse Club members for expenditure incurred on behalf of the Club on production of a receipt signed by the member. The Hon Treasurer shall issue receipt for all amounts paid to the Club. He shall render a full and complete account and inventory of the Club's assets at each audit and whenever required to do so by the Committee.

**12. DISSOLUTION**

If at any General Meeting of the Club a resolution for the dissolution of the Club shall be passed by at least two-thirds of the members present and voting, the Club shall discharge all its debts and liabilities, and any surplus funds and/or assets shall be vested in the Civil Service Sports Council Ltd.

**13. AMENDMENT OF RULES**

No amendment to this constitution shall be made unless notice of the proposed change has been given on the agenda paper of a General Meeting and unless the proposal shall have received the assent of at least two-thirds of the members present and voting. No such amendment shall come into force until approved by the Civil Service Sports Council Ltd.

**14. INTERPRETATION**

In this Constitution words importing the masculine gender include the feminine and vice versa. The Club means the Civil Service Canoe Club.

[As amended at the Annual General Meeting held on 21 March 2006]