

MATLOCK CANOE CLUB

CONSTITUTION

1. NAME

The organisation shall be called Matlock Canoe Club.

2. AIM

The Matlock Canoe Club shall promote and encourage all disciplines within the sport of canoeing.

3. MEMBERSHIP

The Executive Committee of Matlock Canoe Club, during General Meetings will approve application of membership to the Matlock Canoe Club at their discretion. After being encouraged to serve one month's probationary period Each member shall be given an up-to-date list of Club rules on receiving membership, and all members of the Club are required to abide by these rules.

4. ANNUAL MEMBERSHIP FEE

The Annual Membership Fee shall be decided upon at the Annual General Meeting. Membership Fees shall be paid on a Rolling Membership basis. Members shall be allowed up to the last day of the month upon which their membership expires to renew their membership.

All members under 18 years of age completing a membership form MUST have their parent / guardians / carers signature.

The membership categories are as follows:

- a) LIFE Membership to be given at the discretion of the Exec Committee.
- b) HONORARY Membership to be given at the discretion of the Exec Committee.
- c) ADULT
- d) JUNIOR Under the age of 18 years.
- e) FAMILY 1/2 Adults and any number of infant dependants under 18 years of age.
- f) ASSOCIATE Schools / scouts / youth org / clubs, 1 leader and any unnamed juniors

5. OFFICERS

The Executive Committee will be constructed to accommodate the latest BCU initiatives and Top Club Accreditation.

The following officers shall be elected at the Annual General Meeting

- a) The Chairperson
- b) The Vice Chairperson
- c) Treasurer
- d) Secretary
- e) Coaching Officers and Training Representatives
- f) Quarter Master
- g) Parents representative (up to 3)
- h) Recreational Paddling Representatives (up to 2)
- i) Ladies Representative
- j) Play Boating Representative
- k) Publicity Officer
- l) Web Master
- m) Slalom Representative
- n) Slalom Organiser
- o) Junior Representatives (up to 3)
- p) Senior Representatives (up to 3)
- q) Community Sports Coach

6. ELECTION

The officers of Matlock Canoe Club shall be elected annually by a ballot at the Annual General Meeting of the Matlock Canoe Club.

Any member of the Matlock Canoe Club shall be entitled to stand for election.

All candidates must be nominated and seconded by members present at the Annual General Meeting. The election shall be held separately for each post and be by means of a Simple Majority System.

The officers, in section 5, shall hold office for one year but shall be eligible for re-election.

7. EXECUTIVE COMMITTEE

The management of the Matlock Canoe Club shall be conducted by the Executive Committee, comprising of the Officers and the minimum of 3 Matlock Canoe Club members.

8. QUORUM

Any four neutral Matlock Canoe Club members shall form a quorum.

9. VOTES

Full adult membership has one vote. Full junior membership has one vote. Family membership has two votes one to be a junior vote .Associate membership has one leader vote and two junior votes. The Chairperson shall have a casting vote only.

10. GENERAL MEETINGS

General Meetings shall be arranged at the discretion of the Executive Committee.

Each member of the Matlock Canoe Club is empowered to vote, except as defined in section 9, but no individual, family or associate member shall have more than one vote.

11. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in the months of October / November, with the financial year ending October 31st

The business of the meeting shall be:

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| a) To consider apologies for absence
Treasurer | f) To receive a report and audited account from the |
| b) To consider minutes of the previous
Annual General Meeting | g) To consider Annual subscriptions |
| c) Any matters arising from these minutes | h) To consider amendments to the Constitution |
| d) To receive a report from the Chairperson | i) To elect officers for the coming year |
| e) To receive a report from the Secretary | j) To appoint an Auditor |
| | k) Presentation of Awards |
| | l) Any other business |

Sections 9 and 10 apply to Annual General Meetings.

12. EXTRA ORDINARY GENERAL MEETING

An Extra Ordinary General Meeting may be called at any time upon receipt in writing of a request by a quarter of the total Matlock Canoe Club Officers.

Seven days notice of the specific business to be conducted shall be given.

Sections 9 and 10 apply to Extra Ordinary General Meetings

13. EXTRA ORDINARY EXECUTIVE MEETING

An Extra Ordinary Executive Meeting may be called at any time upon receipt in writing of a request by a quarter of the total Matlock Canoe Club Officers.

Sections 9 and 10 apply to Extra Ordinary Executive Meetings.

14. AMENDMENTS TO THE CONSTITUTION

No alteration or addition to the Constitution shall be made except by vote of a majority in excess of opposition of one third of the votes cast at an Annual General Meeting or Extra Ordinary General Meeting.

Any suggestions alterations or additions shall be sent to the secretary in writing no less than 7 days before the Annual General Meeting or Extra Ordinary General Meeting.

15. MATLOCK CANOE CLUB RULES

All Matlock Canoe Club Members and invited visitors shall abide by the Club rules.

16. ACTIVITY LEADERSHIP GUIDELINES

Groups taking part in activities on the water under the heading of Matlock Canoe Club must either have a ratio NOT EXCEEDING ten trainees to one qualified Senior Instructor (BCU) or NOT EXCEEDING six trainees to one Experienced if not Qualified Leader with a minimum of two leaders per group.

For the purpose of flat water events only. The status of the Experienced Leader will be given at the discretion of the Executive Committee of the Matlock Canoe Club.

For events on moving water, the event and the Instructor / Leader must have approval from the Executive Committee prior to the event taking place.

16.1 RESTRICTIONS

For those that are juniors (under18) they may only be accepted on activities at the discretion of the organiser unless accompanied by a responsible adult and where the adult is not the legal guardian a consent form from the parent will be required. Some activities require a minimum level of competence and members will only be accepted on to these activities if the organiser or qualified coach deems that the individual has the necessary skills and expertise not to put themselves or others in danger.

17. ACTION IN THE EVENT OF DISCRIMINATION

If an individual feels that they have been unfairly discriminated against, either for membership application, for inclusion in an activity or in any other way, they should draw this to the attention of a member of the Executive Committee of the club. If this can be dealt with promptly to the satisfaction of the complainant then the matter will be taken no further. If the nature of the complaint means such informal action is not appropriate or the complainant is not satisfied by such action, the complaint should be made in writing, giving as much detail as possible.

The matter will be brought before the Executive Committee at the next meeting. The Committee shall investigate the matter and decide if the complaint is justified. If the complaint is upheld the Committee will decide what action is to be taken. The decision of the Committee will be relayed to the complainant in writing by the secretary of the club. There is no appeal procedure beyond this point.

Any member that is found to have unfairly discriminated against any person or persons could have action taken against them by the Committee including expulsion from the club. In such an event all rights to member benefits shall cease and no refund of membership fee will be paid.

18. LIABILITY

a) Financial or legal liability incurred in the rightful exercise of their office shall not be personal liability of the Committee Members but shall be the responsibility of the club as a whole.

b) All members or other persons who attend functions of the club do so at their own risk and neither the Club nor its officers can accept liability for loss or damage incurred on Club premises or at any club function.

19. ANNUAL AWARDS

The Annual Awards should be based on the following criteria:

a) Encouragement Shield – Awarded to the individual who has contributed the most to the promotion of the sport of the club and has made the greatest improvement throughout the year, either as a paddler or in an administrative role.

b) Royal Bank of Scotland Cup – to be awarded to the winner of the clubs handicap event held at the clubs annual slalom event.

c) Tim Hasted Junior Paddlers Cup – awarded to the most improved competitive Junior (U18) Paddler of the Year.

d) Clear Runs – to be awarded to the Slalom Paddlers who have accumulated the most clear runs during the year at recognised Slalom Events. Proof of results to be provided by the individual paddlers.

e) Swimmer of the Year – to be awarded to the paddler who the Committee deem to have had the best or largest number of swims in a year.

Ballot papers must be sent out with the minutes of the meeting preceding the AGM in order that members can vote for the individuals nominated by the Executive Committee.

All changes and additions to this Constitution have been:

Proposed by Andy Hitchen

Seconded by Alastair Hadfield

And voted in by the majority of those who have attended the AGM on 11th November 2007