

## MODEL CLUB CONSTITUTION AND RULES

### 1. NAME

The club shall be known as the \_\_\_\_\_ hereinafter known as THE CLUB.

### 2. OBJECTIVES

The objectives of the Club are to promote the sport and recreation of canoeing.

### 3. MEMBERSHIP

#### 1. Qualification

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership.

#### 2. Classes of Membership

(a) Full Member: over the age of \_\_\_\_\_

(b) Family Members: the spouse and/or children under \_\_\_\_\_ years of age of a full member

(c) Junior Member: under the age of \_\_\_\_\_. Those under \_\_\_\_\_ years of age will only be admitted when one or both parents are members

#### 3. Election

Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the General Committee.

#### 4. Restriction

A person who has been expelled from, or refused membership of, the Irish Canoe Union, shall not be eligible for membership.

#### 5. Acceptance

The General Committee may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

### 4. ENTRANCE FEE

1. Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which shall be determined by the members in General meeting.

### 5. SUBSCRIPTION

1. The rates of subscription shall be determined by the members in General meeting and shall be due on election and, thereafter, on or before \_\_\_\_\_ in each year.

## **6. CESSATION OF MEMBERSHIP**

1. Any member violating any of 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 a Special General Meeting if such an appeal is sponsored by not less than\_\_\_\_per cent of members who are entitled to vote.
2. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid by\_\_\_\_\_the annual subscription which became due on\_\_\_\_\_. He/she may, however, rejoin at any time during that year without payment of any entrance fee, subject to the provision of 3.3 or 5 above.

## **7. SECTIONS**

1. The Club may organise various sections to cover the various activities of canoeing.
2. The affairs of each section shall be conducted by a sub committee of up to\_\_\_\_\_members of whom the Chairperson or his/her deputy shall serve on the General Committee.

## **8. DISQUALIFICATION FROM HOLDING OFFICE**

1. Only members entitled to vote are eligible to hold office.
2. Any member who is under the age of\_\_\_\_years, shall not be eligible for election to the General Committee of the Club.

## **9. GENERAL COMMITTEE**

1. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer, Safety Officer and other officers as deemed necessary. Additionally, the General Committee may co opt no more than\_\_\_\_\_members of the Club to its members.
2. Nominations 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 the Rule 12.4
3. The term of office shall be for one year, and members shall be eligible for re election.

## **10. DUTIES OF THE GENERAL COMMITTEE**

### **1. Chairperson**

The Chairman will preside at all General Meetings of the Club and at all meetings of the General Committee. He or she 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. The Chairperson shall represent or arrange for the representation of the Club at Irish Canoe Union General Meetings. He/she shall ex officio be a member of any other committee of the club.

2. **Honorary Secretary**

The Honorary Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He or she shall be responsible for transmitting all correspondence relating to particular activities to the relevant individuals at the earliest opportunity.

3. **Honorary Treasurer**

The Honorary Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The Honorary Treasurer shall audit the accounts of the club annually and shall produce at the AGM balance sheet showing the financial state of the club and where required this to be accompanied by an Honorary Auditor's report. All cheques drawn on the club's funds should have two signatures. The Treasurer must make the General Committee aware of any existing or potential financial or cash flow problems.

4. **Safety Officer**

The Safety Officer will be responsible for promoting safe practices amongst club members. The Safety Officer will ensure that club equipment complies with all current safety recommendations. It would also be expected that the Safety Officer would be familiar with the Irish Canoe Union's Award Scheme and encourage participation in the Scheme by Club members.

5. **Duties of other Officers**

Officers may be elected to be responsible for the duties such as

**Meets Organiser:** The Meets Organiser shall arrange a programme of canoeing events and activities.

**Social Secretary:** The Social Secretary shall organise a programme of social events.

**11. GENERAL COMMITTEE**

1. The General Committee is responsible for the general conduct of the Club's business and activities.
2. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
3. Special meetings of the General Committee shall be called by the Honorary Secretary on instructions from the Chairperson, or not less than three committee members.
4. A quorum shall consist of not less than \_\_\_\_\_ members of the General Committee.
5. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

## **12. GENERAL MEETINGS**

1. An Annual General Meeting shall be held each year and no later than 18 months after the preceding Annual General Meeting.
2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than.....per cent of the members entitled to vote.
3. Not less than 14 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
4. Motions for discussion at the Annual General Meeting, not of origin from within the General Committee, shall be lodged with the Honorary Secretary at least 21 days preceding the AGM, and be signed by\_\_\_\_\_members entitled to vote.
5. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, 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. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
7. At all General Meeting not less than\_\_\_\_\_per cent of the members of the Club shall constitute a quorum.
8. If after a half 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. If a quorum is not present with half an hour of the time appointed for an Adjourned Meeting, the members present shall be a quorum.
9. 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 proceeding of the meeting.

## **13. 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 the Committee, but shall be the responsibility of the Club as a whole.
2. All members or other persons who attend club tours or meets do so at their own risk, and neither the Club nor its officers can accept liability for any loss or injury of any kind sustained at its premises or whilst on a Club tour, meet or other activity.

## **14. VOTING**

1. Only full members, and members over the age of\_\_\_\_years are entitled to vote at all meetings.

**15. ALTERATION OF CONSTITUTION**

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 least 5% of the members present at the General Meeting.

**16. AUDITOR**

1. 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 the Balance Sheet.

**17. DISTRIBUTION OF PROFITS**

1. In no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objectives of the Club.

**18. TERMINATIONS**

1. The Club shall not terminate except by 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 objectives or to a charity or charities agreed by the meeting which formally terminates the Club.

**19. POWER OF DECISION**

1. 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.

**20. SAFETY RULES**

1. The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities.

**21. DECLARATION**

Each member upon joining shall sign an application form containing the following declaration

Name\_\_\_\_\_

Upon acceptance into membership of the\_\_\_\_\_Canoe Club I understand that canoeing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise\*\*

Signed\_\_\_\_\_

Parent/Guardian (if under 18)\_\_\_\_\_

*\*\* Should a medical condition exist, this does not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.*