

CHALFONT PARK **CANOE CLUB**

CONSTITUTION **AND** **RULES**

This constitution and rules adopted by

Chair

Date

January 2018
CHALFONT PARK CANOE CLUB
CONSTITUTION AND RULES

NAME: the Club shall be known as the CHALFONT PARK CANOE CLUB, hereinafter referred to as the Club, it shall be affiliated to the B.C.U.

OBJECTS: the objects of the Club shall be:

- 1) To make cheap canoeing available to all it's members.
- 2) To interest its members in rough water canoeing.
- 3) To interest its members in competitive canoeing events.
- 4) To achieve a high standard of safety in canoeing.
- 5) To co-operate with other clubs and interested bodies in raising the standard of canoeing in general.

MEMBERSHIP: Membership of the Club is open to anyone interested in canoeing on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

Classes of membership are:

Membership Classes

1) Paying members.

a) FULL - Members over the age of 18.

2) Non paying members.

b) MATE - Conferred to members in recognition of work they have done for the Club.

The maximum number of members shall be determined by the Committee.

VOTING RIGHTS: Only the following classes of membership have voting rights

- FULL
- MATE.

ELECTION OF MEMBERS: Applicants for membership, who must be sponsored by an existing member, shall make a written application on the form provided with a cheque for the appropriate amount to the Membership Secretary who will inform them of the Constitution and Rules and forward the application to the Committee. The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

MATES will be elected at the A.G.M. Nobody shall be elected a MATE unless he has been a paying member for three years. Nominations shall be submitted to the Committee at least 21 days before the A.G.M.

FEES AND SUBSCRIPTIONS: Shall be decided upon by the members in General Meeting. They shall be due on election and on the 31st March each year. If a member has failed to pay by the 31st March their membership will have lapsed and a fresh application together with the appropriate enrolment fee and subscription will be required. Persons joining after the 31st September will pay a proportion of the annual fee as decided by the Committee. Prospective members will pay for the facilities used.

CESSATION OF MEMBERSHIP: Any member wishing to resign shall give one months notice in writing to the Secretary.

Any member violating the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee be suspended. Any member so suspended or expelled may appeal to a Special General Meeting if such a meeting be sponsored by not less than five members.

The President and Vice President may be nominated subject to the approval of the Committee and shall be elected by the Club at a General Meeting.

THE COMMITTEE: The Committee shall be elected by the Club at a General Meeting. The committee shall conduct the affairs of the Club as a whole and shall consist of:

CHAIRMAN.	COMMITTEE MEMBER 1.
SECRETARY.	COMMITTEE MEMBER 2.
TREASURER.	COMMITTEE MEMBER 3.
HARBOURMASTER.	COMMITTEE MEMBER 4.
MEMBERSHIP SECRETARY.	COMMITTEE MEMBER 5.
	COMMITTEE MEMBER 6.

Nominations for officers must be put to the Secretary at least 21 days before the A.G.M. and posted in the clubhouse 14 days before the A.G.M. Nominations must be seconded and have the consent of the nominee. Only members with voting rights can serve on the committee. Where more than one nomination is received voting will be by secret ballot. If there are less than 6 candidates for committee positions 1 to 6 all will be elected, if there are more than 6 candidates voting will be done in rounds with the prospective candidate with the least votes dropping out on each round until all 6 positions are filled. Candidates for Committee posts 1 to 6 MAY declare a special interest in an area of Club activity such as Webmaster, Competition, Touring or Publicity for example; however there shall be no obligation to specialise in a specific area.

All officers will resign at the A.G.M. but shall be eligible for re-election. When the number of FULL members exceeds 50 names nobody shall remain in any single office for more than five consecutive years.

The Committee may replace a serving officer if and when they consider it necessary.

The Committee is responsible for the general conduct of the Clubs business and activities. No less than 50% of the serving Committee shall make a quorum of the Committee. There shall be at least six meetings of the Committee at regular intervals during the year. Reasonable travelling expenses for members to attend Committee meetings will be paid by the Club.

SUB COMMITTEES AND OFFICERS: The Committee shall choose their members to form the following sub-committees:

- Slalom
- Racing

Each sub committee shall appoint its own secretary who will keep minutes of all their meetings, sending a copy thereof to the Secretary.

The following officers will be elected at the A.G.M. but in that office will not serve on any committee or sub-committee.

- Camp Steward
- Assistant Secretary
- Photographic Secretary

DUTIES OF OFFICERS.

CHAIRMAN: The Chairman will preside at all General Meetings of the Club and of the Committee. He/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. He/she shall ex-officio be a member for any other committee of the Club.

SECRETARY: The Secretary will be responsible for the organisation of the meetings of the Committee and the Club, and the recording of minutes of such meetings and all correspondence relating to the general business of the Club. He/she will organise and co-ordinate the activities of the Club.

TREASURER: The Treasurer will be responsible for the collection of all monies and shall keep such books of accounts as are required by the Committee. He/she shall produce at the A.G.M. balance

sheets showing the financial state of the Club, accompanied by an auditors report. He/she shall be responsible for the prompt payment of bills and other such monies owed by the Club

HARBOURMASTER: The harbourmaster shall be responsible for the maintenance of Club land, landing stage, boathouse and equipment, excluding slalom and white water equipment, which will be the responsibility of that representative.

GENERAL MEETINGS.

The A.G.M. shall be called as soon as possible after the A.G.M of the B.C.U. and before the end of February.

At an A.G.M. a quorum shall no be less than 20% of the paying members. If after half an hour the meeting is inquorate the meeting shall be postponed until a time and place decided by the Committee. If a quorum is not then present within half an hour from the time appointed the members present will form a quorum.

Proxy voting is not permitted at an A.G.M. A member who cannot attend an A.G.M. and who wishes to have his views considered may submit a letter to the Chairman who will read it to the members present at the A.G.M.

An extra ordinary General Meeting shall be called by the Secretary on request in writing by not less than one quarter of the paying members. Not less than 14 days notice shall be given specifying the time and nature of the business of the meeting.

At all extra ordinary General Meetings not less than 30% of the paying members shall form a quorum. If after half an hour the meeting is inquorate, the meeting if called at the request of members shall be dissolved. In all other cases the meeting shall be postponed until a time and place decided by the Committee. If a quorum is not then present within half an hour from the time appointed, the members present will form a quorum.

Accidental omission to give notice of a meeting to, or the non-receipt of such notice by any member shall not invalidate the proceedings of that meeting.

GENERAL RULES.

a) Persons under the age of 18 can only attend the Club with a FULL adult member who shall be responsible for them.

b) Life jackets or buoyancy aids will be worn by all members and guests when paddling in the weir pool. No one may paddle the Weir alone.

c) Life jackets or buoyancy aids will be worn by all members and guests when on the river side of the safety railings or fences in and around the weir. e.g. when taking photographs or working on the weir sill.

d) For a member to be eligible for club prizes and to represent the Club at events such as the Inter Club Championship, the Southern Region selection and Inter Regional events he/she must compete in the name of Chalfont Park in all events of the same type during the season. Chalfont/Falcon will be acceptable. Other exceptions may be granted at the discretion of the Committee if arranged beforehand.

EXPENDITURE.

All expenditure other than that of a routine nature must be authorised by the committed before it is made.

Any officer handling money on behalf of the Club must maintain a proper record for the purpose of the Club accounts and he/she will hand all such money to the Treasurer with the least possible delay.

LIABILITY.

The Committee shall manage the affairs of the Club. Financial or legal liabilities in the rightful exercise of its office shall not however be the personal liability of the committee, but shall be the liability of the Club as a whole.

All members or other persons who attend the Club tours or meets do so entirely at their own risk, neither the Club nor its officers can accept responsibility for any loss or damage or injury of any kind sustained at the Club or whilst on such tour or meet.

ACCESS ROAD RULES

The following rules apply to the access road and are necessary for our continued permission to use the road.

- a) Access over the road is only allowed during the hours of daylight.
- b) Access over the road is only for the purpose of canoeing on the river
- c) The gate to the road must be left locked at all times.
- d) Do not allow other vehicles to tailgate you in or out.
- e) Be careful not to bypass the other padlocks in the chain and thus preventing others from unlocking it.
- f) Drive slowly along the road, ideally no more than 10 mph and be aware of pedestrians and other road users.
- g) Take care not to damage the grass verges either side of the road, report any damage to the committee immediately.
- h) There is a maximum of 10 cars allowed at the lock, if you are the 11th please park on the public road by the Flower Pot or in the Paddock.
- i) Under no circumstances park in the Lock Car Park.
- j) Take great care not to damage the grass verges when parking or turning at the lock, report any damage to the committee immediately.
- k) Do not obstruct the road.
- l) Park close to and parallel to the fence behind the Lock car park.
- m) Change discreetly
- n) Be courteous to other users of the road

LOCK HUT RULES

- a) No camping or sleeping in or around the Lock Hut
- b) No fires to be lit in or around the Lock Hut
- c) Keep the area clean tidy and free of rubbish.
- d) No mooring or fishing from the area of the Lock Hut
- e) Cause no disturbance or nuisance to any other persons in the neighbouring property or area.

ALTERATION OF RULES.

These rules shall not be altered amended or rescinded except by a General Meeting of the Club. A resolution to give effect of a change of rule must be passed by at least two thirds of the members present. However if the Committee feel that it be necessary to change or amend the Constitution or rules they may do so, as long as the membership is informed of the proposed changes beforehand. Should any member then object in writing to the Committee, within one calendar month of notice being given the proposals must be put before the membership at a General Meeting.

DISTRIBUTION OF PROFITS.

In no circumstance can any profit be distributed to members, but any profits earned shall be contributed to a general fund for furthering the objects of the Club.

TERMINATION.

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 objects, or to a charity or charities.

POWER OF DECISION.

Any matter not provided for in this constitution, or any question over the interpretation of this constitution shall be dealt with by the Committee whose decision shall be final.

It is to be understood that any reference herein to the male embraces the female.

