Chairperson
Mr J Clive
15 Moreton Roac
Bushbury
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WV10 8LA
Tel: 07790 2167

Gailey Canoe Club

Secretary
Mrs L Clive
15 Moreton Road
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Constitution

The Club shall be known as Gailey Canoe Club, hereinafter 'The Club'. The aim of the Club is to provide facilities for and to promote participation of the whole community in the sport of canoeing. The Club shall be affiliated to the PaddleUK.

1.**MEMBERSHIP**

1.1. Membership is open to all irrespective of gender, race, religion or other beliefs, nationality, disability, sexual orientation, age or ability.

1.2. Three classes of membership shall be available:

1.2.1. FULL (18 and over)

1.2.2 YOUTH (17 and under) / STUDENT (18 and over, in full time education) /CONCESSION (unemployed, retired)

1.2.3 NON-PADDLING

1.3. Every application for membership shall be made in writing to the secretary on the form provided, accompanied by any enclosures specified on that form.

1.4. The Committee shall consider applications. Any person refused membership shall have the right of appeal to an Appeals Committee. New membership will be reviewed for suitability after six months and can be terminated by the committee at that point.

1.5. Annual Membership Fees shall be due on admission and within a month of the AGM each year except that a new member who joins after 1st August will pay pro rata for the first year.

1.6. Any member may resign on giving one month's clear notice in writing to the Secretary. There will be no refund of any fees paid.

1.7. Any Member who has not renewed their membership within one month of the date stated must clear any outstanding fees before they resume training. Any of their boats stored will be counted as club property from that date onwards or must be removed from the storage facility forthwith, unless previously agreed by the Committee

2.DISCIPLINE AND APPEALS

2.1. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

2.2. The Management Committee will meet to hear complaints within 10 days of a complaint being received by the Secretary. The Committee has the power to take appropriate disciplinary action including the termination of membership.

2.3. The Outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.

2.4. Any member against whom disciplinary action is taken, including termination of membership, shall have the right of appeal within 5 days of being informed of such action. The Appeals Committee will consider the Appeal within 10 days of an appeal being lodged with the Secretary

3.**THE COMMITTEE**

3.1. The Committee shall consist of Chairperson, Vice-Chairperson, Secretary, Treasurer and any other agreed elected officers.

3.2. The Committee (by agreement) may co-opt members as and when required.

3.3. Nominations for or changes to the Committee shall be put forward in the form of a motion as described in GENERAL MEETINGS paragraph six. Term of office: one year.

3.4. The Committee shall conduct the general affairs of the Club. Any decision of the Committee may be challenged by a body of not less than five members who shall require in writing that the Secretary call a General Meeting to resolve the matter.

3.5.Meetings of the Committee shall be called by the Secretary on instructions from the Chairperson, or any three Committee members.

3.6. A quorum shall consist of at least three Committee members.

3.7. In case of a casual vacancy in the Committee, the committee shall appoint a substitute. If a member misses three meetings they will be lose their position on the committee.

4.THE YOUTH SECTION

4.1. The aim of a Youth Section is to promote regular and quality paddling activities for the Youth Membership

4.2. The Youth Section is open to all Youth Members

5.DUTIES OF OFFICERS

5.1. The Chairperson shall preside at all meetings, or in their absence the Vice-chairperson shall preside. The Chairperson shall be responsible for guiding the activities of the Club in accordance with the Constitution and the wishes of the members. They shall represent the Club at the meetings of other organisations.

5.2. The Vice-chairperson shall be responsible for the general management of the Club Buildings and site. They shall make recommendations to the Committee regarding procedures, maintenance, and development.

5.3. The Secretary shall be responsible for the correspondence of the Club, and for the organisation of meetings and the recording of the minutes thereof.

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5.4. The Treasurer shall be responsible for the collection of all monies and shall keep such books of account as required by the General Meetings. They shall produce at the A.G.M. balance sheets showing the financial state of the Club.

5.5. Elected Officers may seek assistance with their duties from members who may be co-opted to the Committee. Delegation of duties must be clearly agreed and understood and approved by Committee. Responsibility for duties remains with the Elected Officer

6.GENERAL MEETINGS

6.1. The Annual General Meeting shall be held within 13mths of the previous AGM.. There shall be laid before the Meeting a statement of the Accounts as at 31st December.

6.2. An Extraordinary General Meeting shall be called on a resolution of the Committee or on a requisition signed by not less than five members who are not officers.

6.3. Not less than ten days clear notice of any meeting shall be given stating the time, place, and business of the meeting. Such notice shall be communicated to all the members individually but accidental omission to give notice to, or non-receipt of notice by, a member shall not of itself invalidate the proceedings of the meeting.

6.4. Motions for discussion at Annual General Meetings shall be lodged with the Secretary not later seven days before the meeting, signed or referred by two members. Motions for discussion at Committee Meetings shall be lodged with the Secretary not later than one week before the meeting.

6.5. At any General Meeting a resolution put to the vote shall be decided by show of hands unless the meeting resolves to hold a secret ballot on the issue, except that any election for a position for which more than one nomination has been received shall be by secret ballot.

6.6. At any General Meeting not less than twenty five per cent of the Club membership or eight members (whichever is least) shall constitute a quorum. If after twenty minutes 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; if in any other case the meeting shall be adjourned to a time and place to be fixed by the committee. If a quorum is not present within twenty minutes of the time appointed for an Adjourned Meeting the members present shall constitute a quorum.

6.7. At a General Meeting members (18yrs and over) will only be entitled to vote after a minimum membership of six months

7.LIABILITY

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

7.2. 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.

8.**ALTERATION OF RULES**

8.1. This constitution shall not be altered, amended or rescinded in any part except by a General Meeting of the Club.

9.AUDITOR

9.1. An independent auditor shall once a year examine the accounts of the Club and ascertain the correctness of the income and expenditure accounts and of the balance sheet if needed by Companies House.

10.**PROFITS**

10.1 The club is a 'not for profit' organisation but there may be a surplus or deficit in year. In no circumstances may any surplus be distributed to members. All surplus shall be placed in a general fund for the use of the Club.

11.TERMINATION

11.1. The Club shall not terminate except by a resolution of a Special General Meeting called for the purpose, and in such event any surplus assets shall be handed over to the PaddleUK.

12.DECISION

12.1 An Appeals Committee shall consist of three members of the club committee (not involved in the subject of the appeal).

12.2 Any matter not provided for in this constitution or any question over interpretation of it shall be dealt with by the Committee whose decision shall be in force until rescinded by a General Meeting