



THE RULES OF
ROYAL LEAMINGTON SPA CANOE CLUB

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ADOPTED BY GENERAL MEETING 9th MAY 1953
AMENDED NOVEMBER 1954, NOVEMBER 1956, NOVEMBER 1958
REVISED RULES ADOPTED BY GENERAL MEETING 3rd DECEMBER 1960

THE RULES WERE AMMENDED AFTER DEC 1960 BUT MANY DOCUMENTS WERE LOST DURING THE FLOODS OF 1997. THE DEC 1960 RULES WERE RE-ADOPTED AS CURRENT (OVERRIDING ANY CHANGES AFTER 3rd DEC 1960) AND THEN REVISED AND ADOPTED BY GENERAL MEETING 25th MARCH 1998

NEW RULE NUMBERING SCHEME AND AMENDMENTS ADOPTED BY GENERAL MEETING 29th MARCH 2000

NEW RULE 14.2 ADOPTED BY GENERAL MEETING 16TH MARCH 2004

RULE 3.1 AMENDED AT A SPECIAL GENERAL MEETING 24TH NOVEMBER 2004

RULES 3.5 AND 5.2 AMENDED AT A SPECIAL GENERAL MEETING 9TH SEPTEMBER 2008

RULES 3.2 AND 4.3 AMENDED AT A SPECIAL GENERAL MEETING 8TH DECEMBER 2009

RULES 3.2, 6.1, 9.1.1, AND 12.1.2 AMENDED BY GENERAL MEETING 30th MARCH 2011

RULES 3.3, 6.1.2, 6.1.3, 6.2, 8.1.1, 14.2, 16.1 AMENDED, RULE 19 ADDED AND REFERENCES TO BCU CHANGED TO BRITISH CANOEING AT A GENERAL MEETING 13TH FEBRUARY 2018

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Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

1 NAME

1.1

The club shall be known as: - Royal Leamington Spa Canoe Club

2 OBJECTS

2.1

The objects of the club shall be to promote the development of canoes and to encourage canoeing generally, particularly in the vicinity of Royal Leamington Spa

3 MEMBERSHIP

3.1

To whom open

Membership of the club is open to all in the community without discrimination on the grounds of ethnicity, nationality, sexual orientation, religious beliefs, sex, age or disability, except as a necessary consequence of the requirements of a particular part of our sport.

3.2

Classes of Membership

- (a) Senior member - 18 or over at the commencement of the club year
- (b) Junior member - under 18 at the commencement of the club year
- (c) Family member - a dependant of a senior member (under 18 at the start of club year)
- (d) Associate member - a full time student or a member living more than 25miles from the club, Eg. HM forces, second claim club, or similar.
- (e) Affiliated Group - School / Youth groups and similar organisations
- (f) Day Member - Any person wishing to try canoeing
- (g) Social member - A non-paddling supporter of the club

3.3

Junior Members

Under exceptional circumstances the committee may accept Junior members below the age of 8, but they will normally paddle as family members under the supervision of a parent or guardian.

3.4

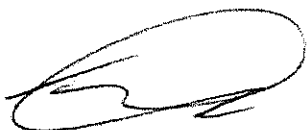
Affiliated Groups

Affiliated Groups are expected to paddle together as an organised unit with a competent leader, anyone wishing to paddle as an individual must obtain full membership.

3.5

Refusal of Membership

The Committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Any member declined membership may appeal to a Special General Meeting if such an appeal is sponsored by not less than 10 members.

Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

4 RIGHTS OF MEMBERSHIP

4.1 Rights of members

All members shall have the right to take part in club events and competitions. Members shall be entitled to receive canoeing publications, notices and club literature. Only fully paid up members may represent themselves as members of the club.

4.2 Duties of members

All members have an equal responsibility to help with any work required to keep the premises in good order.

4.3 Lapse of Membership

The rights of membership conferred by these rules shall be deemed to have been terminated unless renewed within one calendar month from the commencement of the club year. The committee shall have the right to either remove from the club premises, or use for club purposes, all canoes and equipment of lapsed members and shall not be held responsible for any loss or damage, which may be incurred.

5 SUSPENSION OR EXPULSION

5.1 Grounds for Suspension or Expulsion

The committee shall have the right to suspend or expel any member for refusal or neglect to comply with these rules, or the regulations of the committee, or for any conduct considered by the committee to be detrimental to the general interests of the club.

5.2 Procedure for Suspension or Expulsion

5.2.1 The member shall be given written notice of the intended resolution for suspension or expulsion at least 14 days prior to the Committee meeting at which the matter is to be discussed. The member shall have the right of making orally, or in writing, any defence thought fit. Any notice regarding suspension or expulsion shall be held to have been duly given if sent by registered post to the address of the member. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 10 members.

5.2.2 Any member so suspended or expelled may also appeal to British Canoeing to state their case.

Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

6 FEES PAYABLE TO THE CLUB

6.1 Membership Fees

- 6.1.1 Membership renewal of annual subscription and canoe storage fees shall cover a 12 month period from the start of the club year.
- 6.1.2 New members joining part way through the club year shall pay full rate up to and including 30th June and half rate after 30th June.

6.2 Increases in Membership Fees

The committee shall have the power to increase Membership Fees for the following year at the rate required for the sustainable running of the club.

7 CLUB PROPERTY

7.1 Use of Club Equipment

Club owned boats, paddles, lifejackets and other items are not for the general use of members. The committee will regulate the use of equipment through appointed representatives, such as the club coaches.

- 7.1.1 Non members may not use club equipment. Visitors to the club must take out Day Membership before using any club equipment.

7.2 Club Keys

At the discretion of the committee keys to the club may be issued to members on receipt of a deposit. Normally keys will only be issued to senior members, but in exceptional circumstances the committee may issue them to other membership classes.

- 7.2.1 The keys remain the property of the club and must be returned on demand.
- 7.2.2 No member is allowed to have any club keys cut without the express permission of the committee.
- 7.2.3 On termination of membership all keys must be returned. The deposit may be deemed lost if all keys are not returned within 6 months of the start of the club year.

Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

8 OFFICERS

8.1 Titles, Election, Terms of Office

8.1.1 The officers of the club shall be the Chairman, Hon. Secretary and Hon. Treasurer.

8.1.2 The Chairmen, Hon. Secretary and the Hon. Treasurer shall be elected biannually and shall be eligible for re-election. In the event of a casual vacancy affecting the positions of Chairman, Hon. Secretary and Hon. Treasurer, other than in the normal course of retirement at an annual general meeting, the committee shall appoint another eligible person to act until the next annual general meeting.

8.2 Nominations

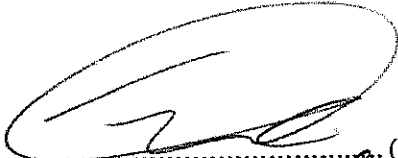
The nomination of candidates for the position of Chairman, Hon. Secretary and Hon. Treasurer shall be put forward in the form of a motion for discussion under the terms of rule 11.4. In the event of their being no nominations, the present holders of the office shall automatically be re-elected.

8.3 Duties of Hon. Secretary

The Hon. Secretary shall keep a register and nominal roll of members, minutes of proceedings of committee and general meetings, and records of club activities. The Hon. Secretary shall receive and keep copies of the minutes of proceedings of all sub-committee meetings and shall be responsible for co-ordinating the administrative aspects of club activities. The Hon. Secretary's report shall be submitted to the annual general meeting.

8.4 Duties of Hon. Treasurer

The Hon. Treasurer shall keep such books of account as the committee may from time to time direct and shall be responsible for co-ordinating the financial aspects of club activities. The Hon. Treasurer is authorised to pay bills and accounts in connection with the running of all club activities, which are passed by the committee, and shall submit the financial report to the annual general meeting.

Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

9 COMMITTEE

9.1 Membership, Election & Terms of Office, Quorum

9.1.1 The committee shall consist of the Chairman, Hon. Secretary, Hon. Treasurer and eight club members. Additionally the committee may co-opt not more than three members to its number; co-opted members shall have the power to vote at committee meetings. Only fully paid up Senior, Junior, Family, Associate and Social members who shall be over the age of 16 years at the commencement of the club year shall be eligible to serve on the committee.

9.1.2 Committee members shall be elected for two years and half shall retire each year in rotation, retiring members shall be eligible for re-election. If more than four members are elected in any one year lots shall be drawn as to which of them shall retire at the next annual general meeting. Co-opted members shall serve until the next annual general meeting but may be co-opted again in subsequent years. In the event of a casual vacancy, other than in the normal course of retirement at an annual general meeting, the committee may elect another eligible person to act until the next annual general meeting.

9.1.3 Six persons present in person shall form a quorum for the purpose of committee meetings.

9.2 Responsibility for Management and Powers

The committee is authorised to manage the club in the way they consider best for the general interest of members. The committee shall be responsible for the finances and operations of the club and shall have powers to make regulations governing club activities, which do not require the consent of an annual general meeting.

9.3 Nomination

Nomination of candidates for election to the committee shall be put forward in the form of a motion for discussion under the terms of rule 10.4

10 ALTERATION TO THE RULES

10.1 Notice of alteration to the Rules

Notice of any proposed alterations to the rules, unless originating from the committee, shall be put forward in the form of a motion for discussion under the terms of rule 11.4.

Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

11 GENERAL MEETINGS

11.1 Annual General Meetings. Special General Meetings

11.1.1 An annual general meeting shall be held in each financial year, on a date to be decided by the committee, within three months from the end of the preceding financial year. All other general meetings shall be called special general meetings.

11.1.2 A special general meeting may be called at the discretion of the committee, or upon receipt of a written request notified to the Hon. Secretary and signed by not less than 15 members entitled to speak and vote at general meetings. The written request shall state in the form of a motion for discussion the business which is to be discussed. A special general meeting called at the request of members shall be held within 28 days of the receipt of the written request.

11.2 Notice of general meetings. Quorum

11.2.1 At least 14 days clear notice shall be given of all general meetings and in the case of the annual general meeting shall be accompanied by copies of the annual report, accounts and agenda for the meeting.

11.2.2 The non-receipt of notice of a meeting by any member entitled to speak and vote shall not invalidate the proceedings of the meeting.

11.2.3 15 members, entitled to speak and vote and present in person, shall form a quorum. A special general meeting called at the request of members shall be dissolved unless a quorum is present within half an hour from the time appointed for the meeting. In the case of any other meeting it shall be adjourned to a time and place to be fixed by the committee. If within half an hour from the time appointed for an adjourned meeting a quorum is not present; the members who are present shall form a quorum.

11.2.4 The chairman may adjourn a meeting to a later date; no business shall be transacted at an adjourned meeting other than the business left unfinished at the original meeting. Notice of an adjourned shall not be necessary if the time and place are announced by the chairman at the original meeting.

11.3 Chairman of general meetings

The chairman of the club shall preside at every general meeting. In his absence the meeting shall elect their own chairman.

11.4 Motions for discussion at Annual General Meetings

Any motions for discussion at an Annual General Meeting, unless originating from within the committee, shall be notified to the Hon. Secretary in the form of a motion for discussion and signed by 2 members entitled to speak and vote, not later than 28 days prior to the date of the Annual General Meeting.

Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

11.5 Restriction of business to the Agenda

At all General Meetings only business notified on the agenda accompanying the notice convening the meeting shall be transacted.

The business of the Annual General Meeting shall be: -

- (a) To receive the minutes of the previous Annual General Meeting and to discuss any matters arising therefrom.
- (b) To elect the officers and committee members in the place of those retiring.
- (c) To receive the annual reports and statement of accounts and to discuss any matters arising therefrom.
- (d) To appoint an auditor.
- (e) To consider any other motions on the agenda.

12 VOTING AT GENERAL MEETINGS

12.1 Ballot and Show of Hands

12.1.1 Voting at general meetings on the election of the Chairman, Hon. Secretary, Hon. Treasurer and committee members shall be by ballot. Voting on all other matters shall be by show of hands, unless a poll has been demanded by the Chairman, or 3 members present in person and entitled to speak and vote. The declaration of the result of a show of hands by the Chairman of the meeting shall be final unless a poll has been demanded. The Chairman of the meeting shall decide the procedure for taking the poll.

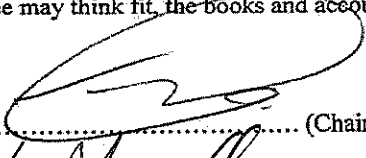
12.1.2 Voting at all General meetings shall be restricted to fully paid up Senior, Junior, Family, Associate and Social members who shall be over the age of 16 years at the commencement of the club year. In the event of a tie in voting the Chairman shall give his casting vote.

12.1.3 No person shall be allowed more than one vote.

13 ACCOUNTS AND AUDIT

13.1 Accounts and Audit

The financial year of the club shall commence each January 1st and shall end on each December 31st. Prior to the Annual General Meeting, and at such other times as the committee may think fit, the books and accounts of the club shall be audited.

Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

14 FINANCE

14.1 General Fund Account, Boathouse Fund Account

A General Fund account and a Boathouse Fund account shall be opened; under which headings the funds of the club shall be reserved. Withdrawals, when required, shall carry the name of the Hon. Treasurer and one other person, this being either the Chairman or the Hon. Secretary. The bankers shall be decided by the committee who shall have full powers to administer the funds and assets of the club.

14.2 Profits and Surpluses

All profits and surpluses raised from club activities belong to the club and cannot be distributed amongst the members. The Club will operate on a not for profit basis.

15 SUB-COMMITTEES

15.1 Power to establish Sub-Committees

Without prejudice to its authority over the management of the club, the committee may appoint sub-secretary's who may as necessary appoint sub-committees on the approval of the committee, bearing in mind the following main activities: -

- (a) Sprint Racing
- (b) Marathon Racing
- (c) Slalom
- (d) Touring
- (e) Boathouse and Social
- (f) Catering
- (g) Gym
- (h) Coaching

16 TERMINATION

16.1 Termination

In the event of the affairs of the club having to be wound up, all assets shall be realised and all outstanding debts shall be paid. Any monies remaining shall be held in trust by the council of British Canoeing for a period of 10 years from the date of termination for the formation of a Canoe Club in Warwick District. If after a period of 10 years the club has not been reformed these monies shall be donated to the funds of British Canoeing or shall be given or transferred to such other charitable institutions or institutions having objects similar to the objects of the club.

17 TRUSTEES

17.1 Trustees

The trustees shall be the council of British Canoeing who shall have power to administer any monies held in trust in accordance with these rules.

18 GENERAL

18.1 Club Responsibility

While the club will do all in its power to safeguard members, their canoes and equipment, the club does not accept any responsibility for members or their canoes and equipment.

Signed  (Chairman) 13th February 2018

Signed  (Secretary) 13th February 2018

The Rules of ROYAL LEAMINGTON SPA CANOE CLUB

18.2 Committee Jurisdiction

Any matters arising, not covered by these rules, shall be subject to the jurisdiction of the committee, who shall have powers to make bylaws for the proper management and wellbeing of the club.

19 SAFEGUARDING

19.1 Policies

The Club will maintain up to date safeguarding policies for children and adults. Whenever British Canoeing updates these policies the updated policy will apply.

Signed  (Chairman) 13th February 2018

Signed D. H. Murrell (Secretary) 13th February 2018

