



Tayside Sea Kayak Club Constitution

1) **Name**

The Club shall be known as Tayside Sea Kayak Club, Hereafter known as 'The Club'

2) **Objectives**

- a. To promote all aspects of the sport of sea kayaking.
- b. To encourage membership of, and affiliation to, the Scottish Canoe Association.
- c. To act as the area voice of the sport of sea kayaking.

3) **Membership**

- a. Qualifications – Any kayaker who undertakes to behave in the best interests of the sport shall be eligible.
- b. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex: sexual orientation, political or other opinion.
- c. Classes of membership
 - Full membership over the age of 18 years.
- d. Election – Candidates for election as members shall make written application to the Membership Secretary. The power of election shall rest with the General Committee who may refuse to elect any applicant without assigning a reason for doing so. Normally the date of joining the Club shall be the date of application for membership, except as in paragraph 4b.
- e. Any rejected membership application may be appealed to a body other than the committee/individuals making the original decision e.g. disciplinary committee or AGM.

4) **Subscription**

- a. The rate of subscription shall be determined by members at the Annual General Meeting, and shall be due on election and thereafter on or before 1st January each year.
- b. New members joining after the end of the paddling calendar of any year shall be considered to have paid their subscription for the subsequent year.

5) **Cessation Of Membership**

- a. Any person may resign giving notice in writing to the Membership Secretary.
- b. Any person violating the rules, regulations or constitution of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be expelled or suspended. Any member so expelled or suspended may appeal and a separate appeals panel will be convened.
- c. A member shall be deemed to have resigned from the Club if, after due notice in writing he/she has not paid by 1st June the annual subscription which became due on the 1st January. They may however rejoin at any time during the year on payment of the full yearly subscription.

6) **General Committee**

- a. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a President, Secretary, Vice President, Treasurer, Equipment Officer, Training Officer, Membership Secretary and Two Ordinary members, all elected at the Annual General Meeting. Additionally the General Committee may co-opt no more than four members of the Club to its number.
- b. Nominations for the position of office bearers shall be put forward in the form of a proposal under the terms of paragraph 10.
- c. The General Committee shall be for one year and members shall be eligible for re-election.
- d. The General Committee shall elect a Vice President from among its number.

7) **Duties of the Office Bearers**

President. The President will preside at the Annual General Meeting of the Club and at all meetings of the General 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 represent the Club, at meetings of other organisations. He/she shall ex officio be a member of any other committee of the Club.

Vice President. The Vice President will be responsible for deputising for the President by consent of the President, or if impractical by the General Committee.

Secretary. The Secretary will be responsible for the organisation of meetings of the General Committee and meetings of the Club, the recording of minutes relating to such meetings and all correspondence relating to such meetings and all correspondence relating to the general business of the Club.

Treasurer. The Treasurer will be responsible for the collection of all monies and shall keep such books of accounts as required by the General Committee. He/she shall have power to examine, after giving three days notice the books/accounts of any sub-committee and shall report any discrepancies to the General Committee. He/she shall audit the books/accounts of any sub-committee and shall produce at the AGM a balance sheet showing the financial state of each sub-committee and the General Funds, accompanied by the auditors report. All Club expenditure must be authorised in advance by the Club President and Treasurer.

Equipment Officer. The Equipment Officer will be responsible for the arrangements for the care, maintenance and storage of Club equipment and shall report at regular intervals to the General Committee on its condition. A yearly stock check will be undertaken before the AGM and after the last scheduled summer trip.

Membership Secretary. The Membership Secretary will be responsible for organising the distribution of membership forms and subscriptions. She/he will supply all members with membership cards and assist the Secretary in maintaining an accurate contact list of members. She/he will make contact with new members and supply them with Club introductory packs.

Training Officer. The Training Officer will be responsible for the co-ordination and assessment of Club training and shall report at regular intervals, to the General Committee, on progress or otherwise.

8) **Duties of the Committee**

- a. The General Committee is responsible for the general conduct of the Club's business and activities.
- b. The General Committee shall meet not less than four times, at regular intervals, during the year.

- c. The Hon. Secretary on instructions from the President or not less than three committee members shall call meetings of the General Committee.
- d. Meetings of the Sub-committees shall be called by the Secretaries or on the request of any member of the sub-committee.
- e. A quorum shall consist of not less than four members in the case of the General Committee, and not less than two members of sub-committees.
- f. In the case of a casual vacancy among the General Committee the said Committee shall appoint another eligible person to act until the next AGM.

9) Sub-Committee

- a. A Sub-committee may be appointed by the General Committee as and when required.
- b. The Secretary of each sub-committee shall keep minutes of all sub-committee meetings. He/she shall be prepared to produce these if required at the General Committee meetings. He/she shall be responsible for the collection of all monies relating to the sub-committee and shall produce a balance sheet to the club treasurer showing the financial state of the sub-committee for presentation at the AGM. He/she must also be prepared to give a statement of the sub-committee's finances to the General Committee provided three days advance notice has been given.
- c. Sub-committees may draw up rules and regulations necessary for the efficient management of the sub-committee, but such rules shall not be operative until approved by the Club President and Treasurer.
- d. A subcommittee shall meet as and when required.

10) General Meetings

- a. The Annual General Meeting shall be held in the month of January each year. There shall be laid before the meeting a statement of accounts made up to the thirtieth day of the month of September preceding this date.
- b. An Extraordinary General Meeting shall be called on the instructions of the majority of the General Committee, or on a requisition signed by not less than 25% of the members of the Club.
- c. Not less than four weeks clear notice shall be given specifying times of a General Meeting.
- d. Motions for discussion at Annual General Meetings, not originating from within the General Committee, shall normally be lodged with the Hon. Secretary at least three weeks before the date of the meeting. Motions and nominations may be accepted at the meeting itself at the discretion of the President.
- e. An agenda will be sent out to all members with any motions for discussion emanating from within the General Committee or from the membership before the meeting.
- f. At any General Meeting a resolution put to the vote of the meeting shall be decided by a show of hands, except where more than one nomination has been received for a position on the general committee, in which case voting will be by secret ballot held at the meeting.
- g. At all General Meetings the president will preside or in his absence, the Vice-President will deputise.
- h. At all General Meetings not less than 10% of Club members shall constitute a quorum.
- i. Absence of a Quorum. If after half an hour from the time appointed for the meeting a quorum is not present, the meeting called at the request of the

members shall be dissolved. In any other case, the meeting shall be adjourned until a time and place be fixed by the general committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall be a quorum.

- j. Accidental Omission. 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.

11) Club Activities

- a. The general Committee shall arrange a program of Club activities.
- b. All activities afloat shall be under the direction of the specified organiser, the Club Training officer, or deputy. Theirs shall be the sole decision concerning the safety and suitability of the activity for any particular member.
- c. Guests may attend activities afloat, for which purposes they agree to abide by the regulations of the Club.
- d. Rules for hiring of Club equipment shall be drawn up by the General Committee.

12) Liability

- a. The General Committee shall manage the affairs of the Club. Financial or legal liabilities 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.
- b. All members and other persons who attend Club tours or meetings 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 headquarters or on a Club tour or meet.

13) Purchases Standing Orders

- a. Purchases of books/videos, DVD's and stationary will be set by limits agreed by the General Committee.
- b. All equipment purchases will be agreed through the equipment officer and two other executive members of the committee.
- c. All major purchases will be agreed through the full committee and at the AGM if deemed necessary by the committee.

14) Alteration of the constitution

- a. This constitution shall not be altered, amended or rescinded except at the Annual General Meeting of the Club.
- b. A resolution to give effect to a change must be passed by at least 50% of the members present at the Annual General Meeting voting on it's behalf.

15) Auditors

- a. Every Annual General Meeting shall appoint a Hon. Auditor who shall at least once a year examine the accounts of the Club, and ascertain the correctness of the income and expenditure accounts and the balance sheet.

16) Distribution of Profits

- a. The club is a not for profit organisation. No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members.

17) Termination

- a. The Club shall not terminate except by resolution of a Special General Meeting convened for the purpose and, in such event, any surplus assets shall be handed over to a body or bodies with a similar objective, or to a charity or charities.

18) Power Of Decision

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