



Tayside Sea Kayak Club Constitution

January 2025

1) Name

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

2) Objective

a. To promote all aspects of sea kayaking.

3) Affiliation

The Club will be affiliated to Paddle Scotland.

4) Membership

- a. Any kayaker who undertakes to behave in the best interests of sea kayaking 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 for those over the age of 18 years.
 - Junior membership for those aged 16 and 17 years
- d. Candidates for membership shall make written application to the Membership Secretary. The date of joining the Club shall be the date of application for membership.
- e. Any rejected membership application may be appealed to the Club's General Committee.

5) Membership Subscription

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

6) Cessation Of Membership

- a. Any person may resign giving notice in writing to the Membership Secretary.
- b. Any person alleged to have violated the rules, regulations or constitution of the Club or being adjudged guilty of unsatisfactory conduct may have their position considered under the Club's Disciplinary Procedure.
- c. A member shall be deemed to have resigned from the Club if, after due notice in writing they have not paid by the end of March 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.

7) **General Committee**

- a. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a President, Secretary, and Treasurer elected at the Annual General Meeting, seven Ordinary Members elected at the Annual General Meeting, and the General Committee may co-opt no more than four members of the Club to its number. The Committee roles of Vice President, Equipment Officer, Training Officer, Membership Secretary, Safeguarding Officer, Safety Officer, and others, will be filled by Ordinary Members as determined by the General Committee.
- b. Nominations for the position of office bearers and ordinary members shall be put forward in the form of a proposal under the terms of paragraph 11.
- c. The General Committee shall be for one year and members shall be eligible for re-election.

8) **Duties of Office Bearers**

President. The President will preside at the Annual General Meeting of the Club and at all meetings of the General Committee. They 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. They shall represent the Club, at meetings of other organisations. They 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 have overall responsibility for the collection of all monies, although this may be delegated to specific committee members/event organisers, and shall keep such books of accounts as required by the General Committee. They shall produce at the AGM a balance sheet showing the financial state of the General Funds, accompanied by the auditors' report. All Club expenditure must be authorised by the Treasurer and further members of the Committee as laid out in paragraph 14.

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.

Membership Secretary. The Membership Secretary will be responsible for organising the distribution of membership forms and subscriptions. They will assist the Secretary in maintaining an accurate contact list of members. They 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.

Safeguarding Officer. The Safeguarding Officer shall lead on ensuring that the Club follows the safeguarding requirements set out by Paddle Scotland, and providing advice to the Committee on matters of safeguarding.

Safety Officer. The Safety Officer shall lead on matters of safety on paddles, training, and other activities.

9) 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 during the year.
- c. The 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.

10) 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. They shall be prepared to produce these if required at the General Committee meetings. They shall liaise with the Club Treasurer regarding finances.
- 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.

11) 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 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 notified 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 secret ballot held at the meeting.
- g. At all General Meetings the president will preside or in their 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.

12) 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, under guidance from the General Committee and the Club Safety Officer. Theirs shall be the sole decision concerning the safety and suitability of the activity for any particular member.
- c. Participation in activities afloat aims to conform to the rules of Paddle Scotland
- d. Rules for hiring of Club equipment shall be drawn up by the General Committee.

13) 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 trips or meetings do so at their own risk, recognising that kayaking is a potentially hazardous activity.

14) Purchases

All Club expenditure must be authorised by the treasurer. Significant purchases need the agreement of members of the General Committee, including the Equipment Officer on equipment purchases. Major expenditure needs to be approved at a meeting of the General Committee.

15) 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 its behalf.

- 16) 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.
- 17) 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.
- 18) 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.
- 19) 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.