

1. Name

- 1.1 The Club shall be known as "Bromley Canoe Club"

2. Objectives

- 2.1 To promote the sport of canoeing.

3. Membership

3.1 Eligibility

- 3.1.1 Any person who undertakes to behave in the best interests of the sport shall be eligible for membership.
- 3.1.2 Any person who joins the club agrees to abide by the Club Code of Conduct

3.2 Classes of Membership

- 3.2.1 Senior - Aged 18 or over
- 3.2.2 Junior – 17 Years and Under.
- 3.2.3 Family – Which must include a parent(s) or guardian(s) and one or more of their children, who in turn must be 17 or under.

3.3 Joining

- 3.3.1 Candidates wishing to join shall complete the application form and submit it with relevant payment to the nominated member of the committee. The power of acceptance shall rest with the Committee, who may refuse to accept any applicant without discussing their reason for doing so.

3.4 Voting

- 3.4.1 Any paid up member aged 16 or over at the date of the meeting shall be eligible to vote
- 3.4.2 Each family membership unit is allowed 1 (one) vote.

3.5 Joining Fee

- 3.5.1 Each applicant for membership shall, if the application is accepted, pay a joining fee, the amount of which shall be decided by the members of the Committee. The fee may be set at zero (0)

3.6 Subscription

- 3.6.1 The rates of subscription shall be determined by the Committee and will be due on joining and, thereafter, on or before the agreed renewal date each year.

3.7 Termination of Membership

- 3.7.1 Any member violating rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended/expelled.
- 3.7.2 A member shall be deemed to have resigned from the Club if they have not paid their annual subscription within one calendar month of the agreed renewal date. From this point, a person shall be required to pay the non-members rates at the pool and shall have no membership rights
- 3.7.3 Following this period, those who wish to renew membership are required to pay the joining fee or make good any back subscriptions.

4. The Committee

4.1 Duties of the Committee

4.1.1 To plan, direct and regulate the affairs of the Club.

4.2 Qualifications for Holding Office

4.2.1 Only members over the age of 17, shall be eligible for election to the Committee.

4.2.2 For election to the post of Chairman, Vice Chairman, Secretary or Treasurer, the candidate must have been a member of the club for 2 years.

4.2.3 For election to the post of Treasurer, the candidate must have held a post on the committee for at least 1 year.

4.3 Operation of the Committee

4.3.1 The Chairman, Vice Chairman, Secretary and Treasurer will be elected to form the 'executive'.

4.3.2 The general committee may appoint up to 2 ad hoc members for specific roles. These roles will only stand for a maximum of 1 year. Where a role is required for more than one year this must be endorsed by the membership at the next AGM.

4.3.3 General committee members will be elected to the following posts (description of duties are described in Appendix 1):

- Safety Officer
- Welfare Officer
- Training Lead
- Events Lead
- Facilities and Equipment Lead
- Membership Lead
- Communications Lead

4.3.4 The terms of office shall be for 1 year, and members shall be eligible for re-election.

4.3.5 The Committee shall meet not less than 10 times, at regular intervals during the year.

4.3.6 Meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than 3 Committee members.

4.3.7 A Quorum shall consist of no less than:

- The Chairman or Vice-Chairman in attendance, along with
- The Secretary or the Treasurer, and
- No less than 2 other officers or co-opted members, excluding those stated above

4.3.8 In the case of casual vacancy among the committee, the said Committee shall appoint another eligible person to act until the next A.G.M.

4.3.9 In the case of the resignation of the Chairman, Vice Chairman, Treasurer or Secretary an EGM shall be convened as defined in 5.2.

4.3.10 Any Committee member may resign by giving one month's clear notice in writing to the Secretary.

4.4 Sub Committees

4.4.1 Sub-committees will be formed to assist the elected committee members. These will include as a minimum:

- Membership and Communications
- Facilities and Equipment
- Training and Events

4.4.2 Sub-committees may be organised to cover other projects as required with the agreement of the majority of the elected committee. These may last a maximum of 1 year and where they are required for longer than one year this must be endorsed by the membership at the next AGM.

4.4.3 Sub-committee members may be from the elected committee or any member of the club.

4.4.4 Where a sub-committee member who is not on the elected committee is proposed to have access to the

- Editing the clubs online communication methods
- Membership data
- Bank account

Then this access must be agreed by the majority of the elected committee.

4.5 Election of the Committee

4.5.1 Nomination for the positions of Chairman, Vice Chairman, Secretary, Treasurer and other roles, shall be put forward at or prior to the A.G.M.

4.5.2 Election of both executive and general committee roles shall take place at the A.G.M.

4.5.3 Officers must be nominated and seconded by separate members.

4.5.4 All members shall be entitled to vote on a one vote: one member; one officer basis.

4.5.5 Where more than one member stands for a role there shall be a vote of those present at the AGM.

5. General Meetings

5.1 The Annual General Meeting shall be held within 2 calendar months of January 1st each year. There shall be laid before the meeting a statement of accounts made up to 31st December of the preceding year.

5.2 An extraordinary General Meeting shall be called on the instructions of the majority of the committee; upon resignation of the Chairman, Secretary or Treasurer, or on a requisition signed by not less than 30% of the members of the Club eligible to vote.

5.3 Not less than 30 days clear notice shall be given, specifying time and business of a General meeting.

5.4 Any motions for discussion at an Annual General Meeting shall be lodged in writing with the Secretary at least 28 days prior to the date of that meeting.

5.5 At any General Meeting, a resolution put to the vote of the meeting shall be decided by a show of hands, except when more than one nomination has been received for a position on the General Committee, in which case voting will be by secret ballot.

5.6 At all General Meetings the Chairman will preside or, in their absence, the Vice-Chairman will preside or be elected by the committee.

5.7 At all General Meetings, not less than 30% of members of the club eligible to vote, shall constitute a quorum.

5.8 Absence of quorum. If after half an hour 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. In any other case, the meeting shall be adjourned until a time and place, to be fixed by the committee. If a quorum is not present within 30 minutes from the time appointed for an adjourned meeting, the members present shall be a quorum.

5.9 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 proceedings of a meeting.

6. Liability

- 6.1 The Committee shall manage the affairs of the Club. Financial or legal liability 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.
- 6.2 All members or other persons who attend the Club tours or meets 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 pool sessions or whilst on a Club tour or meet.

7. Alterations of Rules

- 7.1 The constitution shall not be altered, amended or rescinded except by a General Meeting of the club.
- 7.2 A resolution to give effect to a change must be passed by at least the majority of the members present at the General Meeting and voting on this behalf.

8. Auditor

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

9. Distribution of Profits

- 9.1 In no circumstances 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.

10. Termination

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

11. Power of Decision

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