

CONSTITUTION OF THE TAMAR CANOE ASSOCIATION

APRIL 2014

1. **NAME:** The name of the Association shall be : Tamar Canoe Association
(here in after referred to as The Association).
2. **AIMS:** The aims of The Association shall be :
 - (i) to foster the activities of all members within The Association.
 - (ii) to provide activities for all members within The Association
 - (iii) to co-ordinate activities and events between all members within The Association.
3. **MEMBERSHIP:** Membership shall be open to :
 - (i) any individual, as an individual member upon payment of a subscription min age 11.
 - (ii) any family group, as family members upon payment of a subscription. Family membership includes the membership of up to two adults of one family and up to three dependent children min age 8
 - (iii) any school, college, youth club, youth group, or other formally constituted group, as group members upon payment of a fee subject to committee approval.
 - (iv) any carer or carers of a disabled member, where the member requires a carer(s) to attend and/or participate in Association activities for the needs, health or safety of the disabled member, other members or the Association as determined by the Committee or Membership Secretary.
4. **SUBSCRIPTIONS:** The subscriptions shall be :
 - (i) Individual membership - Senior £31.00 per annum (over 18 years).
Junior £19.00 per annum (under 18 years). Age on 1st April each year.
Family membership £55.00 per annum.
 - (ii) Group membership subscriptions can be negotiated and are subject to committee approval.
 - (iii) Membership subscription for a carer of a disabled member, as defined in 3(iv) above, shall be waived where the carer participates in Association activities or uses equipment while solely supporting the disabled member.
Where such a person wishes to use Association facilities or engage in Association events in the absence of the disabled person, then the individual membership subscription in 4(i) shall be payable.
The membership year starts on 1st April and ends on the following 31st March
These subscriptions may be reviewed at the Annual General Meeting.
5. **RESOURCES:** The Association will accumulate resources and equipment as necessary, which will be recorded in an inventory.
The equipment of individual members, family members and will be their own responsibility. The Association will only be responsible for maintaining its own equipment.
6. **INSURANCE:** The Association shall insure itself for its Third Party and Public Liability, plus loss or theft of equipment.
7. **BCU MEMBERSHIP:** The Association will be affiliated to the British Canoe Union. The members of The Association will enjoy the benefits of BCU club affiliation.
8. **OFFICERS:** The Association shall elect the following officers at it's Annual General Meeting:
 - (i) A Chairperson
 - (ii) A Vice-Chairperson
 - (iii) A Secretary
 - (iv) A Treasurer
 - (v) A Membership Secretary
 - (vi) A Newsletter Editor
 - (vii) An Equipment Co-ordinator
 - (viii) A Programme Co-ordinator Summer
 - (ix) A Programme Co-ordinator Winter
 - (x) A Programme Co-ordinator Pool
 - (xi) An Instructor Co-ordinator
 - (xii) A Media Liaison Officer
 - (xiii) A Web site Manager
 - (xiv) A Club Welfare Officer
 - (xv) A Junior Co-ordinator
 - (xvi) A Family representative
 - (xvii) A Social Secretary

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9. COMMITTEE

- (i) The Committee shall be responsible to The Association members for the proper conduct of The Association, and shall furnish accounts and reports to the Annual General Meeting. The quorum shall be five.
- (ii) The Committee shall consist of:-
 - (a) The Officers of The Association
 - (b) Senior Representative, elected annually
 - (c) Junior Representative elected annually
 - (d) A Family Representative elected annually
 - (e) Co-opted members as The Committee shall determine from time to time
- (iii) A meeting is to be called by the Secretary on instruction of the Chairperson, or if requested by at least four full committee members. Fourteen days' notice shall be given.
- (iv) Casual vacancies amongst officers to be filled by The Committee, until the next Annual General Meeting.
- (v) The Committee shall appoint representatives and sub-committees as required.

10. GENERAL:

- (i) The Annual General Meeting shall be held in Spring of each year (March/April).
- (ii) Fourteen days notice in writing shall be given by post to
 - (a) Each individual and family memberUnless notice is given in any newsletter or publication circulated to all the membership at least fourteen days before the meeting
- (iii) The Annual General Meeting shall have the following business
 - (a) To adopt the minutes of the previous Annual General Meeting
 - (b) To consider any matters arising.
 - (c) To receive The Committee's report.
 - (d) To adopt the accounts.
 - (e) To elect Officers.
 - (f) To discuss policies for the coming year .
 - (g) To consider formally lodged motions that have been submitted by 1 month before the AGM each year.
 - (h) To elect bank signatories for coming year.
- (iv) All Junior and Senior individual members shall have voting rights.
Proxy votes will not be accepted. The quorum for an AGM shall be seven.
- (v) Alterations to the constitution require a two-thirds majority at an Annual General Meeting, as formally lodged motion.
- (vi) An updated constitution will be posted with the minutes of the Annual General Meeting on the club web site.
- (vii) Honorary membership may be granted at the Annual General Meeting
- (viii) An Extra-ordinary General Meeting can be called by the Secretary on instruction from the Chairperson, or if requested by at least seven members. Fourteen days notice must be given.

11. FINANCE:

- (i) Funds may be raised by The Committee as necessary.
- (ii) In the event of The Association being wound up, any assets left over after all liabilities have been discharged shall be disposed of at The Committee's discretion provided that assets are not distributed amongst members of The Association.

12. SUSPENSION OR EXPULSION:

- (i) Any member acting in a manner prejudicial to the interests of the association may be suspended or expelled by the committee.
- (ii) A member so suspended or expelled shall have the right to appeal, such notice of appeal to be handed to the Secretary within one week of receiving notice of suspension or expulsion.
The Secretary shall then arrange for the appeal to be heard at the next convenient committee meeting after having notified members of the appeal. The decision of the committee meeting shall be final.