

CIVIL SERVICE CANOE CLUB: CONSTITUTION

1.TITLE

The Club is to be called the Civil Service Canoe Club.

2.OBJECTS

The objects of the Club are:

- (a) to train members in the sport of canoeing
- (b) to organise canoeing activities and to promote canoeing and social activities in any way agreed by the Committee.

3.AFFILIATION

The Club must be affiliated to British Canoeing.

4.MEMBERSHIP

- (a) Membership of the Club must be open to all members of the Civil Service Sports Council (CSSC).
- (b) Members of the Club may be individual members of British Canoeing.
- (c) The Committee may, at its discretion, set a minimum age limit.

5.SUBSCRIPTIONS

- (a) The annual subscription of the Club is £30.
- (b) Members joining the Club must pay an initial subscription determined as follows:
 - 1 January to 31 March: full annual rate as set out in sub-paragraph (a) above;
 - 1 April to 30 June: three quarters of the full annual rate;
 - 1 July to 30 September: one half of the full annual rate;
 - 1 October to 31 December: one quarter of the full annual rate.
- (c) Membership of the Club is renewable on 1 January each year.
- (d) Each Member of the Club must pay an amount, as may from time to time be agreed by the Committee, for use of the Club's equipment or pool facilities.
- (e) Guests using the facilities of the Club at the discretion of the Committee must pay an amount as may from time to time be agreed by the Committee.

6.FINANCE

The Club's year of accounts is from 1 January to 31 December each year.

7.MANAGEMENT

- (a) The Annual General Meeting of the Club must be held within three calendar months after the end of the financial year. Not less than 21 days' notice of the Annual General Meeting must be given in writing.

(b) Items for the Agenda of the Annual General Meeting must be submitted to the Secretary in writing not less than 14 days before the meeting. Such items must be signed by two members who are prepared to propose and second them.

(c) Nominations for posts to be elected at the Annual General Meeting must be submitted to the Secretary in writing not less than 14 days before the meeting. The nominees must be proposed and seconded, and their consent must have been obtained.

(d) A Special General Meeting of the Club must be held whenever the Committee think it expedient and/or whenever at least 30% of the members, by demand in writing delivered to the Secretary and indicating the business to be transacted, so request. Not less than 14 days' notice of any Special General Meeting must be given in writing together with a statement of the business to be transacted. No other business must be transacted at the meeting.

(e) Every member present at a General Meeting has one vote; in the event of equal votes being cast, the presiding officer has an additional or casting vote.

(f) The quorum at an Annual General Meeting or Special General Meeting is 33% or 10 of the members of the Club, whichever is less.

(g) The General Secretary of the CSSC or his nominee is an ex-officio member of all General Meetings.

8.AUDITOR

One auditor, who may not be one of the officers of the Club, must be appointed at the Annual General Meeting.

9.COMMITTEE OF MANAGEMENT

(a) The Club must be managed by a Committee, consisting of a Chair, Secretary, Treasurer and at least three other members, who must be elected at the Annual General Meeting. The officers and the other members of the Committee must be members of the Club. The Committee has the power to appoint members of the Club to fill any vacancies which might occur during its term of office. 60% of the Committee forms a quorum.

(b) Every officer and other Committee position must be vacated at the Annual General Meeting, but retiring officers and other Committee members are eligible for re-election. The President is not required to vacate the Presidency under this rule.

(c) No member of the Club may hold more than one post at any one time.

(d) The Committee has the power to deal with any matters not provided by this Constitution.

10.PRESIDENT

An Honorary President may be elected at a General Meeting in recognition of particularly distinguished service to the club and extensive knowledge and experience of the sport of canoeing. The Presidency of the club is a non-executive appointment whose role is to support and advise the Committee and other members. The President will be invited to all Committee meetings and may undertake additional specific duties. The President's appointment will terminate if the President ceases to be a member of the Club or is voted out of office at a General Meeting or is elected to the office of Chair, Secretary or Treasurer. The Presidency may be left vacant indefinitely.

11.TREASURER

The Treasurer must take charge of the funds and monies of the Club and must manage the Club's bank account(s). All monies received on behalf of the Club must be paid to the Treasurer, and the Treasurer must pay all demands under the authority of the Committee. Payments under £500 may be authorised by the Treasurer. Payments of £500 or over require the authorisation of:

- (a) the Treasurer; and
- (b) the Secretary or the Chair.

The Treasurer must reimburse Club members for expenditure incurred on behalf of the Club only on production of a receipt signed by the member. The Treasurer must render a full and complete account and inventory of the Club's assets at each audit and whenever required to do so by the Committee.

12.DISSOLUTION

If at any General Meeting of the Club a resolution for the dissolution of the Club is passed by at least two-thirds of the members present and voting, the Club must discharge all its debts and liabilities, and any surplus funds and/or assets must be vested in the Civil Service Sports Council Ltd.

13.AMENDMENT OF RULES

No amendment to this constitution may be made unless notice of the proposed change has been given on the agenda of a General Meeting and unless the proposal has received the assent of at least two-thirds of the members present and voting. No such amendment may come into force until approved by the Civil Service Sports Council Ltd.

14.INTERPRETATION

In this Constitution "the Club" means the Civil Service Canoe Club.

[As amended at the Annual General Meeting held on 16 April 2019 and approved by the CSSC on 21 May 2019.]