

# **Newcastle University Canoe Club**

## **CLUB CONSTITUTION AND RULES**

### **1.0 NAME**

- 1.1 The club shall be known as the Newcastle University Canoe Club hereinafter known as **THE CLUB**
- 1.2 Those chosen to collectively represent the 'Club', shall be referred to as the 'Committee'.

### **2.0 OBJECTIVES**

- 2.1 The objectives of the Club are to promote the sport and recreation of canoeing/kayaking amongst its members.
- 2.2 To provide an opportunity for members of the Club to meet and participate in canoeing/kayaking activities together.
- 2.3 To act on behalf of and in the interests of the Club members.
- 2.4 To assist in the safe education and introduction of students to canoeing/kayaking through the use of courses, trips, training and experienced (current or former) members.

### **3.0 MEMBERSHIP**

- 3.1 Membership of the Club will be open to all members of the Union of Newcastle upon Tyne University in accordance with the Union Constitution.
- 3.2 Membership to the Club, in addition to point 3.1, will be open to individuals who recognise the potential dangers of canoeing. Members shall be aware of these risks and agree to be responsible for their own actions.
- 3.3 Club membership is not open to minors.

### **4.0 MANAGEMENT OF THE CLUB**

- 4.1 Management of the Club will be entrusted to the Club Committee (see point 6.0)

### **5.0 CLUB SUBSCRIPTION AND FINANCE**

- 5.1 An annual membership fee of £25 is required from all Club members. The Committee, who are also responsible for its collection, determines this fee.
- 5.2 Student Union members shall receive no payment from the Club, except in legitimate expenses incurred in connection with the Club business.

### **6.0 CLUB OFFICIALS**

- 6.1 An Executive Committee will conduct the Club's administration. This will not operate in an autonomous manner, but will satisfy all Club Members.
- 6.2 The democratically elected Committee will consist of:
- President
  - Secretary
  - Treasurer
  - Competition Secretary
  - Gear Secretary
  - 2 Social Secretaries

6.3 All of the Committee shall be full time members of University of Newcastle upon Tyne Union of Students.

6.4 Each Committee will serve one full academic year.

## **7.0 DUTIES OF CLUB OFFICIALS**

7.1 The Club President is responsible for:

- Ensuring that all Club members read and understand the Safety Policy.  
They must also sign to acknowledge this.
- Ensuring that Club policies are adhered to.
- Ensuring the Club Committee contains officers named in 6.2.
- Liaising with AU.

7.2 The Club Secretary is responsible for:

- Administration of the Club.
- Providing a full and detailed list of Club Members to the AU officer.
- Providing secretarial support to the Club Committee and issuing the minutes of meetings to Club members.
- Ensuring affiliation to the relevant national governing body.
- Administering the Club's insurance policies.
- Transport arrangements.

7.3 The Treasurer is responsible for:

- Administering the Club's finances.
- Producing the Club's annual budget.

7.4 The Gear Secretary is responsible for:

- Producing an annual inventory of the Club equipment and filing a copy of this document.
- Storing and maintaining all equipment in accordance with the manufacturers and Club guidelines.
- Keeping accurate records of all safety checks in an Equipment Log Book.
- Recording information regarding equipment failure or damage in the above mentioned book.
- Recording the whereabouts of all equipment in the Equipment Log Book and ensuring that returned equipment, intended for further use, has been returned in satisfactory condition.
- Ensuring that club equipment is not misused, and is only used for the intended purpose.
- Ensure that club equipment is not normally loaned for personal use, with the exception of club trips. (Exceptions are also made at the discretion of the Club President and AU Officer).
- Ensuring that club equipment is returned promptly to its place of storage.
- Preventing the use of deemed unsafe equipment, and arranging the disposal of such equipment.

- 7.5 The Competition Secretary is responsible for:
- Entering the team in to competitions
  - Team training
  - Team selection

- 7.6 The Social Secretaries are responsible for:
- Overall organisation of all social events
  - General morale boosting

## **8.0 EXECUTIVE COMMITTEE**

- 8.1 The Executive Committee is responsible for the general conduct of the Club's business and activities.
- 8.2 The Executive Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- 8.3 Special meetings of the Executive Committee shall be called by the Secretary on instructions from the President, or not less than three committee members.

## **9.0 GENERAL MEETINGS**

- 9.1 An Annual General Meeting shall be held in the Summer term of each year.
- 9.2 An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Executive Committee, or on a requisition signed by not less than 50 % of the members of the Club.
- 9.3 Not less than 21 days clear notice shall be given , specifying to all members the time and business of the General Meeting.
- 9.4 At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, 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.
- 9.5 At all General Meetings the President will preside or, in his/ her absence, a Chairperson for the meeting will be elected by the voting members present.
- 9.6 At all General Meetings not less than twenty percent of the members of the Club shall constitute a quorum.
- 9.7 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. If anyone is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.
- 9.8 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.

## **10.0 LIABILITY**

- 10.1 The Executive 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.
- 10.2 All members or other persons who attend club tours or meets do so at their own risk, and neither the Club nor its officers can accept any liability for any loss or injury of any kind sustained at headquarters or whilst on a Club tour, meet or other activity.

## **11.0 DISTRIBUTION OF PROFITS**

11.1 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.

## **12.0 RULES OF THE CLUB**

12.1 The Committee shall have the power to set Club rules, in accordance with the Club Constitution.

## **13.0 AMENDMENTS TO THE CLUB CONSTITUTION**

13.1 The Constitution may be amended by a two thirds majority. Notice of any amendment must be delivered to the Secretary and announced at the next AGM.

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

## **14.0 DECLARATION**

14.1 As a Club Official I agreed to abide by and enforce the rules of the constitution and policies as set out in the Safety Policy Documents.

President –

Steven Hickey

Secretary –

Katherine Blackett

Treasurer –

Christopher Beckett

Gear Secretary –

Patrick Newcomb

Competition Secretary –

Gregory Entwistle

Social Secretary –

Liam Dale

Social Secretary –

Alistair Bradley