



BROMLEY CANOE CLUB  
CONSTITUTION  
January 2009



## Summary of Changes Made from Previous Version

The BCC constitution was last updated in 2004. If you have any comments on the document, or there is anything you would like clarifying, please contact [dave@bromleycanoecub.co.uk](mailto:dave@bromleycanoecub.co.uk). The changes to the document are identified in the table below.

Page/Section in Original Doc	Details of changes made
Page 1	Classes of Membership(3.1), Joining (3.2), Joining Fee(4.0), Subscription (5.0), Termination of Membership (6.0), have all been brought under one heading, Membership (section 3.0)
Page 2	Sub Committees (7.0), Qualification for Holding Office (8.0), Duties of the Committee (9.0), Election of the Committee (10.0), The Committee (11.0), have all been brought under one heading, The Committee (section 4.0)
Rest of Document	Sections renumbered to reflect the above. Note that, other than the renumbering, only those changes below were made to the actual wording/ terms of the constitution.
Page 1/Section 3.1 (b)	Changed to say Juniors are 17 years and under as opposed to over 12 years.
THIS DOCUMENT Page 2, Section 3.4.2	Added to confirm that one family membership = one vote as a club member, and not 3-4 individual member votes



## **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.

### **3.2 CLASSES OF MEMBERSHIP**

a) Senior - Aged 18 or over

b) Junior - 17 Years and Under.

c) 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 to the Secretary. 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 his application is accepted, pay a joining fee, the amount of which shall be decided by the members of the Committee.

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

3.7.2 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.

3.7.3 A member shall be deemed to have resigned from the Club if they have not paid their annual subscription within 2 years of the agreed renewal date. Renewal after that date will require payment of a rejoining fee.

## 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, 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 SUB COMMITTEES

4.3.1 May be organised to cover the various activities of canoeing.

#### 4.4 ELECTION OF THE COMMITTEE

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

4.4.2 Election of officers shall take place at the A.G.M

4.4.3 Officers must be nominated and seconded by separate members

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

#### 4.5 OPERATION OF THE COMMITTEE

4.5.1 The committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer and other officers as necessary

4.5.2 Additionally the Committee may co-opt no more than 3 members of the club to its number

4.5.3 The Committee shall elect a Vice- Chairman from among its members.



- 4.5.4 The terms of office shall be for 1 year, and members shall be eligible for re-election.
- 4.5.5 The Committee is responsible for the general conduct of the Club's business and activities.
- 4.5.6 The Committee shall meet not less than 10 times, at regular intervals during the year.
- 4.5.7 Meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than 3 Committee members.
- 4.5.8 A Quorum shall consist of no less than;
  - 4.5.8.1 The Chairman or Vice-Chairman in attendance , along with
  - 4.5.8.2 The Secretary or the Treasurer, and
  - 4.5.8.3 No less than 2 other officer or co-opted members, excluding those stated above
- 4.5.9 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



## 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 In the event of the resignation of an elected officer, the extraordinary General Meeting shall be held within 6 weeks of that date of resignation.
- 5.5 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.
- 5.6 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.
- 5.7 At all General Meetings the Chairman will preside or, in his absence, the Vice-Chairman will preside or be elected by the committee.
- 5.8 At all General Meetings, not less than 30% of members of the club eligible to vote, shall constitute a quorum.
- 5.9 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.
- 5.10 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. ALTERATION 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