



## **KILCOCK CANOE POLO CLUB CLUB CONSTITUTION AND RULES**

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### **1. NAME**

The club shall be known as THE KILCOCK CANOE POLO CLUB hereinafter known as THE CLUB.

### **2. OBJECTIVES**

The objectives of the Club are to promote the sport and recreation of canoeing.

### **3. MEMBERSHIP**

#### **1. Qualification**

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership.

2. At least one parent/guardian must become a member of the Club prior to/or at the time of that player's membership application.

#### **3. Classes of Membership**

- (a) Full Member: over the age of 18 Player
- (b) Associate Member: Over 18 Non Player /Parent/Guardian
- (c) Junior Member: under the age of 18

#### **4. Election**

Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the Executive Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.

#### **5. Restriction**

A person who has been expelled from, or refused membership of, the Irish Canoe Union, shall not be eligible for membership.

#### **6. Acceptance**

The Executive Committee may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

### **4. ENTRANCE FEE**

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1. Each applicant for membership shall, if his/her application be accepted, pay an entrance fee. The entrance fee shall be determined by the Executive Committee.

## **5. CESSATION OF MEMBERSHIP**

1. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may be suspended or expelled in accordance with the disciplinary procedures of the Club, as drawn up in its Policies and Procedures document.
2. A member shall be deemed to be no longer a member of the Club if, after due notice in writing, he/she has not paid the annual subscription which became due. The membership year starts on the 1<sup>st</sup> May. The treasurer may enter into an agreement with a member to allow them pay their membership fees on an instalment basis.

## **6. ELECTED OFFICE**

1. Fully paid up members & all parents/guardians of members under the age of 21 shall be entitled to vote.
2. Fully paid up members & all parents/guardians of members under the age of 21 & that are also associate members, shall be able to hold office.
3. Any member who is under the age of 18 years, shall not be eligible for election to Executive Committee of the Club.
4. The term of office for Executive Committee shall be for one year, and members shall be eligible for re-election.

## **7. EXECUTIVE COMMITTEE**

1. All matters of policy and finance shall be determined by the Executive Committee in consultation with the Trustees.
2. The Executive Committee shall hold a term of office for twelve months.
3. The Executive Committee shall be elected at a General Meeting of the Club.
4. The Executive Committee shall be composed of a maximum of 7 persons to include 2 Trustees.
5. Meetings of the Executive shall be held at least 6 times per year at intervals decided by them.
6. The quorum for Executive meeting shall be at least 4 person to include at least one Office Holder (Chairperson, Secretary, Treasurer).
7. The children's Officer shall report to the Executive Committee Meetings as required.

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8. The Coaching and Development Officer shall be responsible for formulating and overseeing the implementation of policy in relation to all matters concerning coaching, teaching and competitions.
9. The treasurer is responsible for dealing with all financial matters on the clubs behalf.
10. The Equipment and Boathouse Officer shall be responsible for formulating and overseeing the implementation of policy concerning all matters relating to Club equipment, and the management of the boathouse.
11. The Secretary shall be responsible for all correspondence and record-keeping.
12. The members of the Executive Committee shall elect a Chairperson from among their ranks for the duration of their term of office.
13. At least two members of the Executive Committee shall be drawn from the Board of Trustees.
14. The Committee shall provide the Board of Trustees with a report of the Club's activities and finances at intervals not exceeding six months.
15. Any member of the Club shall have the right to request the relevant member of the Executive Committee to bring appropriate matters to the Committee's attention.
16. Any documentation obtained or otherwise held by a committee member remains the property of Kilcock Canoe Polo Club. When a committee member resigns, doesn't get reappointed or otherwise to the committee any documentation in their possession should be returned to the secretary of the club. If documentation requested be returned to the secretary is not returned when requested, the member leaving office who has not complied with the request may be subject to disciplinary proceedings as contained in the clubs policies and procedures.

## **8. BOARD OF TRUSTEES**

1. The Board of Trustees shall be composed of those individuals who have provided financial sureties for loans or mortgages undertaken by the Club for the duration of their guarantee.
2. The Board of Trustees as a body recognised by this Constitution shall exist for as long as the Club is responsible for repayment of such loans or mortgages. Upon the full repayment of such loans or mortgages, the Board of Trustees shall cease to exist as a body recognised by this Constitution.

## **9. GENERAL MEETINGS**

1. An Annual General Meeting shall be held each year in the month of April.

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2. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the Annual General Meeting.
3. Motions for discussion at the Annual General Meeting, not of origin from within the Executive Committee, shall be lodged with the Honorary Secretary at least 10 days preceding the AGM, and be signed by 2 members entitled to vote. All Motions for proposed changes/discussion from within the Executive and those not of origin from within the Executive shall be made available on request 5 days prior to the Annual General Meeting.
4. At all General Meetings not less than 20 percent of the members of the Club shall constitute a quorum.
5. 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 Executive Committee, in which case voting will be by secret ballot.
6. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
7. If after a half 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 a quorum is not present within half an hour of the time appointed for the Adjourned Meeting, the members present shall be a quorum.
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 proceeding of the meeting.
9. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the combined membership of the Executive Committees, or on a requisition signed by not less than 20 per cent of the members entitled to vote.

## **10. LIABILITY**

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.
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 liability for any loss or injury of any kind sustained at its premises or whilst on a Club tour, meet or other activity.

## **11. ALTERATION OF CONSTITUTION**

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.

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2. A resolution to give effect to a change must be passed by least 50% of the members present at the General Meeting.

**13. AUDITOR**

1. Every Annual General Meeting shall appoint an Honorary Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the Balance Sheet.

**14. DISTRIBUTION OF PROFITS**

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 objectives of the Club.

**15. TERMINATIONS**

1. The Club shall not terminate except by resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objectives or to a charity or charities agreed by the meeting which formally terminates the Club.

**16. POWER OF DECISION**

1. 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.

**17. SAFETY RULES**

1. The Executive Committee shall be empowered to draw up rules for the safe conduct of canoeing activities. In addition, the Executive Committee shall appoint a Health and Safety Officer, and at least one Children's Officer.

**18. DECLARATION**

Each member upon joining shall sign an application form containing the following declaration

Name \_\_\_\_\_

Upon acceptance into membership of the\_KILCOCK CANOE POLO CLUB I understand that canoeing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise\*\*

Signed \_\_\_\_\_

Parent/Guardian (if under 18) \_\_\_\_\_

*\*\* Should a medical condition exist, this does not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.*

***This Constitution passed October 17<sup>th</sup> 2009 by a majority vote of a General Meeting of the Club.***

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