



## **Club Name: Atu Mayo Canoe and kayak club**

### **CLUB CONSTITUTION AND RULES**

#### **1. Name**

The club shall be known as Atu Mayo Canoe and kayak club, herein after known as Atu Mayo Canoe and kayak club, and it shall seek affiliation to and be bound by the rules of Canoeing Ireland.

#### **2. Objectives**

- I. The objectives of the Club are to promote the sport and recreation of canoeing.
- II. The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

#### **3. Rules & Regulations**

- I. The Club shall have the status of an Affiliated Member Club of Canoeing Ireland.
- II. The Club will abide by Canoeing Ireland's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

#### **4. Membership**

- I. The membership shall consist of the following categories: **(Insert as required)**
  - a) Committee members
  - b) current students
  - c) post grads
  - d) collage staff

*Any application form for membership should contain a clause whereby the applicant consents for the purpose of the Data Protection Act, to the Club holding and processing the data on the form for the purposes of the Club.*

- II. Members in each category shall pay Membership fees as fixed at each Annual General Meeting.
- III. All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-laws from time to time adopted by the Club. They will also be required to conduct themselves in accordance with the Club's ethical framework and the bye-laws as to discipline set out therein.
- IV. Any person seeking to join the Club shall submit an application in writing to the Executive Committee.



- V. Members shall be admitted by the Executive Committee. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation or gender.
- VI. The Secretary shall keep a Membership Register. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- VII. A person who has been expelled from, or refused membership of, the Canoeing Ireland, shall not be eligible for membership.
- VIII. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 70% of members who are entitled to vote.
- IX. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid by the annual subscription.
- X.

## 5. The Committee

- I. The Club Committee shall consist of the following Club Officers: **Chairperson, Treasurer, Secretary** and Safety Officer plus up to 6 other members, elected at an Annual General Meeting. All Committee members must be members of the Club.
- II. Committee Members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time.
- III. The Club Committee shall be responsible for the management of all the affairs of the Club.
- IV. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.
- V. Meetings of the Club Committee shall be chaired by the secretary or in their absence the public relations officer
- VI. The quorum for the transaction of business of the Club Committee shall be three.
- VII. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.



- VIII. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- IX. An outgoing member of the Club Committee may be re-elected (no more than two years in a row). Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- X. The Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- XI. Only members entitled to vote are eligible to hold office.
- XII. Any member who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club.

## **6. General Meetings**

- I. The Club shall hold an Annual General Meeting in the month of October to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairperson and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Elect the Executive Committee.
  - Appoint someone responsible for certifying the Club's accounts.
  - Fix the subscription for the ensuing year.
  - Consider changes to the Constitution.
  - Review and consider any Bye-laws.
  - Deal with other relevant business.
- II. Nominations for election of members as Club Officers shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- III. A Special General Meeting (SGM) may be called at any time by the majority of the Committee. 10% of the Club Members may also call such a meeting. The meeting must take place within 21 days of the Secretary receiving notice of the request. Business at an SGM may be any business that may be transacted at an AGM.
- IV. The Secretary shall send to each member written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- V. The quorum for a General Meeting shall be ten persons .



- VI. The equipment officer or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- VII. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## 7. Finance & Accounts

- I. The financial year shall run from October to April each year.
- II. The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- III. The Accounts shall be certified by an appropriate independent person elected annually at the Annual General Meeting. (Ensure that the AGM date leaves sufficient time for certification of the Accounts An independent Auditor is essential to protect the interests of the Club's members. *The Auditor should be a reasonably independent person and may be a Club member with a knowledge of accountancy and who is not a member of the Executive Committee*).
- IV. All cheques drawn against the Club's funds shall be signed by the Treasurer and one of two other nominated office-bearers. *(The Club may decide that the signature of the Treasurer is sufficient for the issue of cheques up to, say, €25. A bank manager will be able to advise on the opening of bank accounts.)*.
- V. All members of the Club shall be jointly responsible for the financial liabilities of the Club. *(This clause may require amendment if there is a category of member, e.g. juniors, who are to be excused liability)*.

## 8. Dissolution

- I. The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's facilities or to carry out the objects of the Association to which it is affiliated. No profit or surplus will be distributed other than to another non-profit making body on a winding-up or dissolution of the Club.
- II. If, upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to some other organisation or organisations having objects similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting or in the absence of such a resolution (or that the extent to which it cannot be given effect) to the Association to which the Club is affiliated.



## **Duties of General Committee**

### **1. Chairperson**

The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. He or she shall be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of its members. The Chairperson shall represent or arrange for the representation of the Club at Canoeing Ireland General Meetings. He/she shall ex officio be a member of any other committee of the club.

### **2. Honorary Secretary**

The Honorary Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He or she shall be responsible for transmitting all correspondence relating to particular activities to the relevant individuals at the earliest opportunity.

### **3. Honorary Treasurer**

The Honorary Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The Honorary Treasurer shall audit the accounts of the club annually and shall produce at the AGM balance sheet showing the financial state of the club and where required this to be accompanied by an Honorary Auditor's report. All cheques drawn on the club's funds should have two signatures. The Treasurer must make the General Committee aware of any existing or potential financial or cash flow problems.

### **4. Safety Officer**

The Safety Officer will be responsible for promoting safe practices amongst club members. It would also be expected that the Safety Officer would be familiar with the Canoeing Ireland's Award Scheme and encourage participation in the Scheme by Club members.

### **5. Equipment officer**

the equipment officer will be responsible for checking the gear such as buoyancy aids, paddles, boats, airbags. It is his or her duty to let the chairperson or safety officer know of any gear or equipment that needs replacing. This relieves some pressure off the safety officer while allowing the equipment officer to help In what gear the club has and what it may need to replace/repair.

### **6. Duties of other Officers**

the duties of other officers such as the Public relations officer and the training officer are to do some of the session plans and arrange accommodation for away trips that we may need accommodation arrangements for.



## Declaration

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

Name \_\_\_\_\_

Upon acceptance into membership of the ATU Mayo Canoe and Kayak 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. Please put in writing all medical conditions to the membership officer.