



Tullamore Canoe Club Constitution

(1) NAME

The name of the club shall be Tullamore Canoe Club, and it will be affiliated to Canoeing Ireland (CI) - the governing body of canoeing in Ireland. The club may also be known as TuCC.

(2) OBJECTIVES

- To provide water sports training of a high standard
- To provide a safe learning environment and maintain the safety standards of CI
- To improve and develop physical skills
- To recognise and encourage growth and progress
- To provide access to canoeing equipment and training
- To promote and encourage participation in the sport of canoeing
- The Club should be conscious of its role in the local community

(3) MEMBERSHIP

(A) MEMBERSHIP CATEGORIES.

Membership categories are as follows.

- (i) Junior (under 18)
- (ii) Adults

(B) A MEMBER.

A member is a person who has paid their current membership within the time specified by the elected Committee for a given financial year.

(i) Membership term.

The membership term is annual from 1 April to 31 March of each year.

(ii) Minimum age.

The minimum age for joining the club will be equal to the minimum age set by Canoeing Ireland. This age may change from time to time to reflect changes in CI guidelines.

(iii) 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 General Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.

(iv) Restriction

A person who has been expelled from, or refused membership of Canoeing Ireland, shall not be eligible for membership.

(v) Acceptance

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

(vi) Membership Fee

Each applicant for membership shall, if his/her application is accepted, pay a membership fee, the amount of which shall be determined by the members in a General meeting.

(C) MEMBERSHIP SUBSCRIPTIONS

Membership of TuCC and Canoeing Ireland (as notified by TuCC) will automatically lapse for any members who have not paid their subscription in full within thirty days of the date of renewal. New members joining in mid-term will pay the full membership for the current year irrespective of the time of joining.

(D) CLUB REPRESENTATION.

Only members may represent the club in competition.

(E) SUBSCRIPTION RATIFICATION.

The annual subscription to the club shall be renewed annually and will be ratified at the AGM. The rates of subscription shall be determined by the members in a General meeting and shall be due on election and, thereafter, on or before 1 April in each year.

(4) SUSPENSION

Any member being guilty of misconduct or breach of Club Rules shall be given a verbal reprimand on his / her first offence. On his / her second offence a written official warning will be issued. On a third offence a decision will be taken by the Steering Committee on how to proceed on the matter. Members can be given a maximum penalty of one month's suspension. Any member so suspended may appeal to a Special General Meeting if such an appeal is sponsored by not less than 10 per cent of members who are entitled to vote.

(5) CONDUCT

(A) RULES OF THE CLUB.

All members of the club must accept the Rules of the Club at all times. Tullamore Canoe Club is fully committed to safeguarding the wellbeing of its members. Every individual in the club should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland

(B) SAFETY REGULATIONS.

The Club & Club Members shall adhere to the current safety regulations of the Canoeing Ireland at all times. They must be displayed at all times in a prominent location/position on the Club Notice Board.

(C) EXPULSION.

Any member infringing the above Rules or being guilty of misconduct or misdemeanour on any grounds occupied by the Club or rented by the Club for any or a particular function shall be liable to expulsion at the discretion of the Steering Committee. Any member so expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 10 per cent of members who are entitled to vote.

(6) RISK

(A) PERSONAL RISK.

Membership of the club shall be open to individuals who recognise and agree to the following:

- i) Kayaking, canoeing and water activities are adventurous, which by their very nature involve a degree of personal injury, loss or death.
- ii) TuCC cannot ensure their complete safety at all times.
- iii) Accept these risks and agree to be responsible for their own actions, safety and involvement.
- iv) Will not hold TuCC, TuCC members (including instructors and assistants) or CI liable for any injury, loss or even death caused to them or others or their properties due to their participation or involvement in kayaking, canoeing or water activities with TuCC.
- v) All members of the Club where appropriate must sign an Indemnity Statement.

(7) THE STEERING COMMITTEE

(A) CLUB AFFAIRS.

The affairs of the Club shall be managed by a Steering committee. Only members entitled to vote are eligible to hold office, and only members who are over the age of 16 years shall be eligible for election. Nominations for the position on the Steering committee shall be put forward in the form of a motion.

(B) TERM.

Committee members shall hold office for a period of one year, at the end of which each may offer himself / herself for another year.

(C) TUCC STEERING COMMITTEE OFFICES.

The following officers shall be elected at the AGM.

- a) Chairperson (Executive member)
- b) Secretary (Executive member)
- c) Treasurer (Executive member)
- d) Training Officer (Executive member)
- e) Safety Officer for Children (Executive member)
- f) Public Relations Officer (Executive member)
- g) Site Safety Officer (Executive member)
- h) Scouts Liaison Officer (Executive member)
- i) Youth Liaison office (Executive member)
- j) Equipment office (Executive member)
- k) Fundraising office (Executive member)
- l) Other members

(D) DUTIES OF THE STEERING COMMITTEE

(a) Chairperson

The Chair will preside at all General Meetings of the Club and at all meetings of the Steering 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 Chair 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.

(b) Secretary

The Secretary will be responsible for the organisation of meetings of the Steering 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.

(c) Treasurer

The 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 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 Auditor's report. All cheques drawn on the club's funds should have two signatures, one of which must be the Treasurer's. The Treasurer must make the Steering Committee aware of any existing or potential financial or cash flow problems.

(d) Training Officer

The Training Officer shall arrange a programme of canoeing events and activities. It would also be expected that the Training Officer would be familiar with the Canoeing Ireland's Award Scheme and encourage participation in the Scheme by Club members.

(e) Safety Officer for Children

The Safety Officer for Children will be responsible for promoting safe practices amongst club members, to encourage compliance with all specified guidelines and governance documents on the club's behalf, and to ensure that the club leaders are adequately trained according to national Child Protection guidelines and safe practices.

(f) Public Relations Officer

The Public Relations Officer will be responsible for promoting the club and its members to the local community and the public.

(g) Site Safety Officer

The Safety Officer will ensure that club equipment and facilities complies with all current safety recommendations. The Site Safety Officer will oversee site and building developments, and all safety aspects in compliance with Safety Laws.

(h) Scouts Liaison Officer

The Scouts Liaison Officer will be responsible for promoting the club and its members to the local Scouting organisations.

(i) Youth Liaison Officer (Executive member)

The Youth Liaison Officer will execute all actions necessary to promote communication with Junior members and ensure protection of children.

(j) Equipment Officer

The Equipment Officer is responsible for managing equipment and boats to ensure reliable and safe performance.

(k) Fundraising Officer

The Fundraising Officer is responsible for managing activities to procure funds for the club.

(l) Other members

Officers may be elected to be responsible for the duties such as defined by the Steering Committee.

(E) DUPLICATION OF RESPONSIBILITY.

One person may fill two or more positions. The Steering Committee will decide the overall size of the committee.

(F) MEETINGS.

i) Number of meetings.

The Steering Committee shall meet as often as the committee members deem necessary.

ii) Special meetings

Special meetings of the Committee shall be called by the Secretary on instructions from the Chair, or not less than three committee members.

iii) Starting time of meetings.

A Committee meeting may begin at the appointed time if all members are present, however if a member or members fail to arrive within 15 minutes of the stated start time whether notice of absence was given or not, then the attending members (subject to quorum) may hold the meeting and implement issues as discussed and agreed.

(G) QUORUM.

At meetings of the Steering Committee, three (3) shall constitute a quorum of which at least two are executive members.

(H) LAPSED COMMITTEE MEMBERSHIP.

i) Lapsed committee membership.

Any committee member having been served with due notice of forthcoming meetings who subsequently have two consecutive unexplained absences may upon agreement of a quorum be deemed to have resigned from the committee. A member removed will be notified in writing of the above.

ii) New committee member (s).

The Steering Committee may co-opt a club member to serve in a vacant position.

(I) SUB COMMITTEES.

The Steering Committee, in addition to all other powers conferred on them by the Rules shall have, in the interest of the club, power to appoint sub committees and to delegate to these sub committees the necessary power for the discharge of their functions.

(J) CO-OPTED MEMBERS VOTE.

Resigned members shall be replaced by a co-opted member to fill a casual vacancy on the Steering Committee until the next AGM. Persons co-opted shall have a vote.

(K) SOCIAL FUNCTIONS.

The committee shall operate social functions for the benefit of its members.

(L) LIABILITY

(i) Club Liability

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.

(ii) Member Liability

All members or other persons who attend club events 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 on its premises or whilst on a Club event.

(8) CLUB ACCOUNTS & FINANCES

(A) CLUB ACCOUNTS

Account books shall be kept showing the club financial affairs and receipts and disbursements of the club.

(B) MONIES

All monies collected shall be lodged at once to a bank account, which has been approved by the Steering Committee.

(C) CLUB CHEQUES.

All outgoing cheques must be signed by at least two executive officers, one of which must be the Treasurer. Cheques in excess of €50.00 must be ratified by the Committee.

(D) BORROWINGS.

The Steering Committee is not authorised to borrow monies from any source or become indebted to any individual or organisation. Proposals to become indebted must be passed at an AGM or EGM / SGM.

(9) CLUB AGM

(A) AGM

The AGM shall be held during the month of April where possible, two weeks' notice will be given to members.

(B) Voting at the AGM.

Only members shall have voting powers at the Annual General Meeting (AGM), Special General Meeting (SGM), Extraordinary General Meeting (EGM) or General meeting (GM).

(C) Motions for the AGM

Motions for discussion at the Annual General Meeting, not of origin from within the General Committee, shall be lodged with the Secretary at least 21 days preceding the AGM, and be signed by at least 3 members entitled to vote.

(D) Voting

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 Steering Committee, in which case voting will be by secret ballot.

(E) Chair

At all General Meetings the Chair will preside or, in his/her absence, a Chair for the meeting will be elected by the voting members present.

(F) Quorum

At all General Meetings not less than 50 percent of the members of the Club shall constitute a quorum.

(G) Attendance

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 with half an hour of the time appointed for an Adjourned Meeting, the members present shall be a quorum.

(H) Notice

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.

(10) SPECIAL MEETINGS

A special General Meeting may be called at any time by the Steering Committee on its own initiative or at the written request of not less than ten members. At least ten days' notice of such a Meeting must be given, stating the purpose for which the Meeting has been called. At such a special general meeting, no matter shall be discussed other than that for which the meeting has been called, unless arising directly from the discussion thereof.

(11) ALTERATIONS TO THE CONSTITUTION AND RULES

Alterations or additions to the Constitution may be made at the AGM of the TUCC or at a Special General Meeting called for that purpose, provided that at least one month's notice in writing is given setting out the grounds for such proposals and listing the names of ten members of the club who support the proposal. A two-thirds majority of those present must be in favour of the proposed change.

(12) COMPLAINTS

The Steering Committee shall receive, investigate and deal with complaints provided that they have been submitted in writing and signed. The Committee must formalise (where necessary) a course of action / decision by majority vote. This is to be recorded by the Secretary in the Minutes.

(13) DISSOLUTION OF THE CLUB

The club could be dissolved by a two-thirds majority vote at an AGM or EGM / SGM (provided it is notified and duly circulated to the entire membership for a period of at least four weeks prior to the AGM / EGM / SGM) whereupon the committee will arrange to dispose of any net assets. Any liabilities at the time of dissolution shall be the joint responsibility of all the members.

(14) PROPERTY AGREEMENTS

The General Committee as Trustees of the Tullamore Canoe Club is authorised to enter into agreements with other bodies, Governmental entities or commercial companies concerning leasing or renting property for the purpose of club development, establishing a Club House or securing storage facilities.

The Trustees have the power to enter into a Deed of Indemnity, and/or to execute a licence or lease for the premise as required by the providing agency.

The Trustees for Tullamore Canoe Club are designated as holding the Offices below:

The Chair

The Secretary

The Treasurer

This Constitution was drafted and updated on 8/10/2015.

Van Gillessen

Chair

Tullamore Canoe Club