



(1) NAME

The name of the club shall be Tullamore Canoe Club, and it will be affiliated to the Irish Canoe Union - the governing body of canoeing in Ireland. The club may also be known as TCC.

(2) OBJECTIVES

- To provide water sports training of a high standard
- To provide a safe learning environment and maintain the safety standards of the ICU
- 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.

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 January 1st to December 31st.

- (ii) Minimum age.

The minimum age for joining the club will be equal to the minimum age set by the Irish Canoe Union (ICU). This age may change from time to time to reflect changes in ICU 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, the Irish Canoe Union, shall not be eligible for membership.

(v) Acceptance

The General 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 TCC and the Irish Canoe Union (as notified by TCC) will automatically lapse for any members who have not paid their subscription in full within thirty days of the date of notice. 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 31 of January 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 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 well being 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 Irish Canoe Union 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 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) TCC 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 TCC, TCC members (including instructors and assistants) or the ICU 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 TCC.

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 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) TCC COMMITTEE OFFICERS.

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 (Executive member)
- f) Public Relations Officer (Executive member)
- g) Technical Officer (Executive member)
- h) Site and Facilities Officer (Executive member)
- i) Scouts Liaison Officer (Executive member)
- j) Other members

(D) DUTIES OF THE GENERAL COMMITTEE

(i) Chairperson

The Chair 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 Irish Canoe Union General Meetings. He/she shall ex officio be a member of any other committee of the club.

(ii) Secretary

The 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.

(iii) 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 General Committee aware of any existing or potential financial or cash flow problems.

(iv) 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 Irish Canoe Union's Award Scheme and encourage participation in the Scheme by Club members.

(v) Safety Officer

The Safety Officer will be responsible for promoting safe practices amongst club members. The Safety Officer will ensure that club equipment and facilities complies

with all current safety recommendations.

(vi) Public Relations Officer

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

(vii) Scouts Liaison Officer

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

(viii) Technical Officer

The Technical Officer will oversee all technical matters arising in the club and with equipment.

(ix) Site and Facilities Officer

The Site and Facilities Officer will oversee the site and building developments,

(x) Duties of other Officers

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

(E) DUPLICATION OF RESPONSIBILITY.

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

(F) MEETINGS.

i) Number of meetings.

The 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 Chairperson, 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 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 committee may co-opt a club member to serve in a vacant position.

(I) SUB COMMITTEES.

The 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 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 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

(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 committee in Tullamore.

(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 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 January where possible, two weeks notice will be given to members.

(B) Voting at 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 Committee, in which case voting will be by secret ballot.

(E) Chair

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.

(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 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 TCC or at a special general meeting called for that purpose, provided that at least one months 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 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.