

University of Bristol Canoe Club Constitution

[1] Name

[1.1] The name of the Club shall be The University of Bristol Canoe Club. The Club may also be known as UoBCC (abbreviation of name).

[2] Aims and Objectives

[2.1] To promote paddle sports at all levels of ability and competition amongst members of the University of Bristol Union.

[2.2] The Club shall abide by the Unions Code of Conduct for Student Groups, and any other policies laid down by the Unions Boards of Trustees.

[3] Affiliation

[3.1] The Sports Club shall be represented by the Sports Network. The Club shall form a part of the University of Bristol Students' Union (Bristol SU), and as such, shall adhere to all guidelines and policies approved by its members at The University of Bristol Students' Union Annual Members Meetings.

[3.2] The Club may also be affiliated to Paddle UK, the Nation Governing Body for canoeing within the United Kingdom.

[4] Membership

[4.1] Full membership is open to all full members of the Union by application to the Club, via the online membership system.

[4.2] Associate membership of any Club is open to all other persons. These persons must be Associate members of the Union, which can be purchased through the Union website.

[4.3] No less than three quarters of the Club members shall be full members of the Union.

[4.4] The Club Secretary/Captain shall keep a list of all members, differentiating between full and associate members.

[4.5] There shall be a subscription fee levied for membership. This shall be paid by each member, via the University of Bristol Students' Union website.

[4.6] Members will not be permitted to take part in any Club activity until their subscription has been paid with the exception of periods defined by the Club committee.

[5] Privileges of Membership

[5.1] Only full members may sit on the committee in core roles.

[5.2] All categories of membership shall have equal rights of attending meetings etc, however only full members are permitted to vote in elections.

[6] The Committee

[6.1] There shall be a committee of the Club which shall be the executive decision-making body, responsible for the day to day running of the Club, in accordance with the aims and objectives outlined in this document.

[6.2] The committee shall, collectively, along with their own job roles, be responsible for upholding the University of Bristol Students' Union policies and procedures, as laid out in the Byelaws.

[6.3] Committee members shall be elected at the Club's Annual General Meeting (AGM) and hold office for the period following the handover date until the following handover date set after the next AGM.

[6.4] The Club committee shall have a minimum of four roles, a Club Captain, Treasurer, Communications and EDI and Secretary at any one time.

[6.5] The Club Captain and Treasurer must be full members of the Union and are classified as executive officers.

[6.6] All core committee roles must be held by full members of the Union.

[6.6] Quorum for committee meetings shall be set at 50% of the filled positions plus one, if only three roles are filled all must be in attendance to reach Quorum.

[6.7] All committee meetings must have a minimum of three members and be minuted by the secretary (or other committee member if they are unavailable) and the minutes circulated to the committee before the next committee meeting.

[6.8] The committee shall be composed of the following executive officers: (i) Club Captain (ii) Club Treasurer. There will also be the following non-executive officers: (iii) Club Secretary (iv) Vice-Captain and Wellbeing Champion (v) Social Secretary 1 (vi) Social Secretary 2 (vii) Kit Secretary (viii) Polo Officer (ix) Training and Development Officer (x) Communications and Equality Officer (xi) SUP Secretary

[6.9] Duties of the committee positions include but are not limited to:

- (i) **Club Captain-** Acting as the principal officer, and spokesperson for the Club, as well as key contact with the University of Bristol Students' Union. The Club Captain leads and coordinates the Club, Committee and Members. They shall be responsible for the planning, organising, and chairing of committee meetings, and for protecting the interests of the Club in accordance with its aims and objectives.
- (ii) **Club Treasurer-** The Treasurer oversees and monitors the financial affairs of the Club, ensuring that the University of Bristol Students' Union Financial Guidelines are adhered to.
- (iii) **Club Secretary-** The Secretary's prime function is to administer the running of the Club, keeping accurate records and to communicate with the committee and Club members.
- (iv) **Vice-Captain and Wellbeing Champion -** The Vice Captain shall act as deputy to the Captain. They should be prepared to stand in for the Captain at short notice, should the need arise. The Vice Captain is responsible for the day to day running of the Club as delegated by the committee, as well as workshops and training. . The Wellbeing Champion will deliver proactive initiatives to support members' wellbeing, working with the wider committee to ensure members feel valued and supported.
- (v) **Equality and Communications Officer-** The Equality and Communications officer is responsible for promoting inclusivity and ensuring barriers to participation are removed. Additionally they will be responsible for all Club publicity, both internally and externally, including advertising general meetings, keeping the Club website and social media outlets up to date. The Equality and Communications officer is responsible for media relations and ensuring that new members are informed about the workings of the Club and have access to the Club constitution when they join.
- (vi) **Social Secretaries (x2)-** Responsible for organising social events throughout the year, as well as overseeing Club member engagement.
- (vii) **Kit Secretary-** Responsible for the organisation, maintenance and adequate provisioning of any equipment available to the Club and to ensure access to stores. The kit secretary will also be responsible for organising sponsorship on behalf of the club.
- (viii) **Polo Officer-** Act a central point for all matters involving the discipline of canoe polo, especially new members keen to get involved. Support and advise other key members in the discipline in order to achieve the above. Ensure that relevant records associated with Club within the canoe polo discipline are maintained. Oversee the entry and management of league/tournament entries and competitions for all teams.
- (ix) **Training and Development Officer-** Develop training, courses, trips, and events to promote paddle sports within the Club. Oversee the facilitation of the swimming pool and dock sessions. Work with the Club with regards to development over the long term to ensure stability and sustainability within the Club setting.
- (x) **SUP Secretary -** Responsible for the Stand-Up Paddleboarding activities of the club, a central point for the discipline in engaging new members to get involved. Ensure that relevant records associated with the club are maintained. Oversee discipline trips, entries and skills development in the discipline of paddleboarding.

[6.10] In addition to the individual responsibilities of committee members, committee members may be asked to perform any other reasonable and suitable task delegated by the committee.

[6.11] The current Club captain must wear a captain's hat (supplied by the social secretary) to the following events: AGM, Fitz, Christmas meal and Annual meal.

[7] Financial

[7.1] All financial arrangements must be administered in accordance with the guidelines set out by the University of Bristol Students' Union.

[7.2] The accounts of the Club shall be audited once a year by an external auditor, arranged by the University of Bristol Students' Union Finance Department.

[7.3] The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance shall be jointly empowered to issue financial instructions on behalf of the Sports Club if:

- (i) the affiliated student group ceases to be affiliated
- (ii) there are concerns that the funds are being managed in breach of the provision set out in the Byelaws
- (iii) the group ceases to exist or there are breaches of any minimum standards set out in the Union policy

[7.4] Club funds may only be distributed amongst members under the following circumstances:

- (i) Refund/Partial refund due to trip/event/product amendment, or
- (ii) Incorrect payment by payee.

[7.5] Officers of the Club are not entitled to receive any payment from the Club, other than genuine out of pocket expenses.

[8] General Meetings

[8.1] General meetings, to which all members are invited, shall be held as and when necessary.

[8.2] There shall be an Annual General Meeting (AGM) held that must include the election of the new committee for the following year.

[8.3] At least two weeks' notice of the AGM shall be given by the Secretary to all members. An agenda must be sent out with at least 7 days' notice.

[8.4] Quorum of such meetings shall be set at twice the committee size plus one.

[8.5] An Extraordinary General Meeting (EGM) may be called by the Committee or by 5% of the membership of the Club by application to the Club Secretary/Captain. An EGM shall be called as specified on the application, but at least 7 days' notice shall be given.

[9] Elections

[9.1] Elections shall be held at the Annual General Meeting (AGM), or online, to elect officers of the committee for the following session. Officers can only be removed from their posts by an EGM or AGM.

[9.2] If committee positions are left unfilled after the AGM then the committee shall have the power to approve Club members onto the committee to fill the vacant posts. Club members must be made aware of new Committee members approved by the Committee.

[9.3] Voting shall be by first past the post. At the discretion of the Committee, or at the request of any Club member, a secret ballot can be carried out. In the case of a tie between candidates, the incumbent Club captain has the deciding vote.

[10] Constitutional Amendments

[10.1] Constitutional amendments can be passed at any General Meeting by two thirds of those present or twice the committee plus one, whichever is greater. Amendments will then require ratification by the Union.

[11] Minibus

[11.1] The Club shall have an account named 'Savings Account'.

[11.2] The Club will maintain the 'Savings Account' account with the value of double the insurance excess through the union vehicle hiring policy.

[12] Club/Team Colours

[12.1] When competing for the University of Bristol, members shall reasonably be expected to wear the university colours of maroon, black, and white unless this is financially or otherwise not possible (excluding existing equipment, boats, and safety wear).

[13] Club Awards

[13.1] The Club may choose to present a member with one of three awards near the end of the academic year. 'The Fitz Award', 'Most Improved White Water Paddler' and 'Most Improved Polo Player'. Award requirements are as follows;

- (i) The Fitz Award can be awarded to any person who has gone above and beyond what is reasonably expected of them in relation to the club.
- (ii) Most Improved White Water Paddler can be awarded to the member who has made the greatest improvement within the discipline at any level.
- (iii) Most Improved Polo Player can be awarded to the member who has made the greatest improvement within the discipline at any level.