

Constitution

1 Name

- 1.1 The Club shall be known as Tynemouth Paddlesports Club hereinafter known as the Club.

2 Objectives

- 2.1 The objectives of the Club are to promote participation in paddlesports including kayaking, canoeing and paddle boarding.

3 Membership

- 3.1 Qualification. Any person who undertakes to behave in the best interests of the club shall be eligible for membership.
- 3.2 Classes of membership.
- a. Full Members - over 18 years of age.
 - b. Youth Members 14 - 18 years of age.
 - c. Junior Members - over 7 years and under 14 years of age.
 - d. Family Members - Parent(s) and child(ren) under 18 years of age.

4 Membership Fee

- 4.1 Each applicant for membership shall, if their application is accepted, pay an annual membership fee, which shall be determined by the membership at the Annual General Meeting and shall be due for payment following that meeting or on election to membership.

5 Cessation Of Membership

- 5.1 Any member violating the Club rules or regulations or being adjudged guilty of unsatisfactory conduct, may by resolution of the Management Committee, be suspended or expelled. Any member so suspended may appeal if such appeal is sponsored by no less than 10 members.
- 5.2 A member shall be deemed to have resigned from the Club if, after due notice, they has not paid within one calendar month the annual subscription that became due at the Annual General Meeting.

6 Sections

- 6.1 The Club shall organise various sections to cover the various paddlesports.
- 6.2 The affairs of each section shall be conducted by a Sub-Committee of at least two members of whom the leader or his deputy shall serve on the Management Committee.

7 Management Committee Personnel

- 7.1 The Management Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer and other officers as necessary.
- 7.2 Section leaders are ex-officio members of the Management Committee.
- 7.3 Nominations for the positions of Secretary, Treasurer and other members shall be put forward in the form of a motion under the terms of Clause 12.4.
- 7.4 The Management Committee shall elect the Chairman and Vice-chairman from among its number.
- 7.5 The terms of office shall be for one year and members shall be eligible for re-election.

8 Duties Of Committee Officers

- 8.1 Chairman - The Chairman shall head all General Meetings of the Club and at all the meetings of the Management Committee. They shall be responsible for guiding the activities of the Club in accordance with the rules and general policy as expressed by the majority of the members and they or their delegate shall represent the Club at meetings of any other organisations. They shall be eligible to be a member of any other Committee of the Club.
- 8.2 Hon. Secretary - The Hon. Secretary will be responsible for the organisation of meetings of the Management Committee and of the Club, the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. They shall also be for submitting to the Section Secretaries all correspondence relating to the particular activities of the section concerned at the earliest opportunity and will receive copies of the minutes relating to the Section
- 8.3 Hon Treasurer - The Hon. Treasurer will be responsible for the collection of monies and shall have the power to examine, after giving one week's notice, the books of each section and shall produce at the Annual General Meeting balance sheets showing the financial state of each section of the general funds.
- 8.4 Health and Safety Officer –The Health and Safety Officer will advise the club on the requirements, policies and procedures for all aspects of health and safety. Assist the club to put in place policies and implementation plans for health and safety issues. Act as first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety. Ensure all accidents are correctly reported in accordance with the BCU guidelines. Ensure safe systems of work are employed by maintaining up to date risk assessments. Ensure confidentiality is maintained and information is only shared on a “need to know” basis.
- 8.5 Welfare Officer - The Welfare Officer will be responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals. To provide information and advice on child protection within the Club and promote a child focus. To ensure that the club adopts and follows the PaddleUK (PUK) Child Protection Policy and Procedures. To promote awareness of the PUK Codes of Conduct and Paddlesafe. To implement recruitment and

screening procedures within the club. To be a confirmation signatory verifying the identity of individuals completing disclosures.

To verify information from Club staff, volunteers, children or parents and carers who have child protection concerns and record it. To follow the PUK Responding and Reporting Concerns flow chart. To ensure that the referral is confirmed in writing using the PUK Safeguarding and Protecting Children Report Form.

To advise the club about appropriate training for coaches and volunteers based on the PUK Recommended Training Requirements. To advise the club about Child Protection training opportunities.

9 Committee Meetings

- 9.1 The Management Committee shall meet not less than four times at regular intervals during the year.
- 9.2 Meetings of the Management Committee shall be called by the Hon. Secretary on instructions from the Chairman or not less than three committee members.
- 9.3 Meetings of the Section Committees shall be called by the Secretaries of the Sections concerned, or on the instruction of any member of a Section Committee.
- 9.4 A quorum shall consist of not less than five members in the case of the Management Committee and not less than two in the case of the Section Committee.
- 9.5 In the case of a casual vacancy among the Management Committee the said committee shall appoint another eligible person to act until the next Annual General Meeting.

10 Section Committees

- 10.1 The section Committees shall each consist of two members elected by the section concerned, one of whom shall be the Section Leader.
- 10.2 The appointment of Section Leaders shall be confirmed by the Management Committee.
- 10.3 Section Committee shall nominate other members of the section to serve on the Section Committee.
- 10.4 The Secretary of each section shall keep minutes of all Section Meetings and be prepared to produce these if required at the Management Committee Meetings. He shall also be responsible for the collection of all monies relating to the section and shall submit a balance sheet showing the financial state of the section at the Annual General Meeting. He shall be prepared at all Management Committee meetings to give a statement of the section's finances.
- 10.5 Section Committees may draw up rules and regulations necessary for the efficient management of the section but such rules and regulations shall not become operative until approved by the Management Committee.
- 10.6 Section Committees shall meet at specified intervals.

11 General Meetings

- 11.1 The Annual General Meetings shall be held in the month of September each year. There shall be laid before the meeting a statement of accounts made up to the 31st day of the month immediately preceding the AGM.
- 11.2 An Extraordinary General Meeting shall be called on the instruction of the majority of the Management Committee or on a requisition signed by no less than 50% of the Club membership.
- 11.3 Not less than 14 days clear notice shall be given, specifying time and business of the General Meeting.
- 11.4 Motions for discussion at the Annual General Meeting, not of origin from within the Management Committee, shall be lodged with the Hon. Secretary on or before the 15th day of the month preceding and will be signed by four members.
- 11.5 At any General Meeting a resolution put to the vote of the meeting shall be decided by a show of hands except when more than one nomination has been received for a position on the Management Committee in which case voting will be by secret ballot.
- 11.6 At all General Meetings the Chairman or Vice-Chairman will preside.
- 11.7 At all General Meetings not less than 25% of the Club membership possessing voting rights shall constitute a quorum.
- 11.8 Absence of Quorum. If after half an hour from the appointed time 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 until a time and place to be fixed by the

Management Committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall be a quorum.

11.9 Accidental Omission. Accidental omission to give notice of a meeting, or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of a meeting.

11.10 Only members of the Club who are 16 years old and over and who have 3 months continuous membership shall be entitled to vote.

11.11 Club members unable to attend the Annual General Meeting for valid reasons may apply to the Hon Secretary for a proxy vote paper for the election of members to the Management Committee.

12 Liability

12.1 The Management Committee shall manage the affairs of the Club. Financial or legal liability incurred to 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.

12.2 All the members or other persons who attend the 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 whilst on Club tours or meets.

13 Alteration Of Constitution

13.1 This Constitution shall not be altered, amended or rescinded except by a General Meeting of the Club. Any amendments to be passed by 51% of the Members present at the General Meeting who possess voting rights.

13.2 A resolution to give effect to a change must be passed with at least 51% of the Members present at the General Meeting who possess voting rights, voting on this behalf.

14 Distribution Of Profits

14.1 The club is a non-profit making organisation.

14.2 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; such as the renewal of club owned equipment.

15 Power Of A Decision

15.1 Any matter not provided for in this Constitution, or any question over the interpretation of it shall be dealt with by the Management Committee, whose decision shall be final.