



Kayak Northumbria Constitution

1. Name

- 1.1. The Club shall be called Kayak Northumbria herein after referred to as “The Club”.
- 1.2. Person’s elected to represent The Club in officer roles shall be known as “The Committee”.

2. Aims and Objectives

- 2.1. To promote and actively encourage participation in paddle sport to members of all abilities.
- 2.2. To provide coaching in recreational and competitive paddle sport to members.
- 2.3. To further social opportunities for all members through the organisation of events and meetings.
- 2.4. The Club shall be run as a non-profit organisation with no members of The Club or The Committee receiving a salary. Any funds raised shall be invested back into The Club or to any suitable charitable purpose as decided upon by The Committee.

3. Membership

- 3.1. Membership of The Club shall be open to all, ages 18 and above.
- 3.2. In accordance with the aims and objectives of The Club, membership shall not be restricted regardless of sex, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 3.3. A limitation on membership numbers may be imposed by The Club based upon availability of facilities; this will be decided by The Committee and be imposed in a non-discriminatory basis.
- 3.4. All members must abide by The Club constitution and agree with the aims and objectives of The Club.
- 3.5. All members must conduct themselves in a responsible manner in the interests of safety when engaging in any activity within The Club.
- 3.6. All new members of The Club must agree to and sign a declaration to demonstrate their understanding that kayaking is an adventurous and potentially high risk sport, and that any activity undertaken within The Club is at the members own risk.
- 3.7. All members of The Club must agree to details given on their membership form being held as copies on paper and on a computer system.
- 3.8. Records of this data will be destroyed once a member is no longer part of The Club.

4. Membership Fees

- 4.1. Membership fee levels shall be agreed at the Annual General Meeting and shall take effect from 1st of September each year.
- 4.2. Membership fees must be paid prior to any member undertaking any outdoor club trip.
- 4.3. The Committee have the right to revoke or suspend membership upon any non-payment of fees. Should a valid reason be given then this will be decided by The Committee on an individual case basis.
- 4.4. Discounted membership may be offered should an application be received part way through the year. This will be decided upon by The Committee based upon the date of application.



5. The Committee

- 5.1. The Committee shall be comprised of all persons in roles of office.
- 5.2. The Committee shall be responsible for the running of all affairs within The Club and shall act in the best interests of all members, in accordance with the aims and objectives of The Club.
- 5.3. Election of The Committee for the upcoming year will take place at the Annual General Meeting.
- 5.4. The Committee shall meet regularly throughout the year based upon level of business to be completed.
- 5.5. The Committee shall comprise of; President, Secretary, Treasurer, Trip Co-Ordinator, two Kit Officers, two Social Officers, two Liaison/Welfare Officers, Polo Officer.
- 5.6. At all club meetings, a minimum of three members of The Committee must be present to form a quorum.

6. Roles of Club Committee

President

- To preside over meetings of The Club, The Committee and the Annual General Meeting.
- To represent The Club on matters involving third parties.
- To oversee the progression of skills development for club members.
- To organise activities within pool sessions and to ensure such are conducted in good practice.
- To act as the first point of contact for potential new members along with the Secretary.

Secretary

- To keep an accurate record of Minutes from both the Annual General Meeting and meetings of The Committee.
- To distribute club documents to members of The Club as required.
- To oversee the officer roles undertaken by committee members.
- To act as the first point of contact for potential new members along with the President.

Treasurer

- Responsible for collection of membership fees and monies.
- To keep an accurate record of transactions within The Club bank account.
- To act as a signatory for any cheques being paid out of the bank account.
- To produce a report on club finances to be presented at the Annual General Meeting.
- Must have been a member of The Club for at least one year.

Trip Co-Ordinator

- To arrange club trips and to liaise with the kit officer regarding equipment and organisation of the trip.
- Conduct a dynamic risk assessment of local conditions upon arrival of put in point.



- To assess the abilities of members of The Club based upon the grade of water being undertaken to ensure safety of all paddlers.

Kit Officer

- To ensure all equipment to be used is in suitable condition for purpose.
- To keep an up-to-date inventory of all assets belonging to The Club.
- To liaise with the Trip Co-Ordinator to ensure that a suitable amount of kit is available for the activity being undertaken.

Social Officer

- To organise non-paddle sport related social events on a regular basis.
- To make provisions for special events within the year, including the Christmas party.

Liaison/Welfare Officer

- To represent the views of all members of The Club.
- To ensure that the Aims and Objectives of The Club are upheld.
- To encourage the communication between all members of The Club, in particular the integration of new members within The Club.

Polo Officer

- To organise activities within polo sessions and to ensure such are conducted in good practice.
- To oversee the progression of polo development for club members.
- To organise friendly matches and tournament participation.

7. Annual General Meeting

7.1. The Annual General Meeting of The Club shall be held in the month of April or May.

7.2. All members of The Club shall be invited to attend.

7.3. Notice of time and location of the Annual General Meeting will be given to all members at least a month in advance.

7.4. For voting procedures, 50% of members represent a quorum. If 50% of members is less than three, three members will form a quorum.

7.5. Guests may attend but will not have voting rights.

7.6. Any member wishing to stand for election to The Committee must attend unless in exceptional circumstances.

7.7. The budget for the forthcoming year is to be decided at the Annual General Meeting and will be proposed to all members of The Club after discussion by The Committee.

7.8. An Extraordinary General Meeting may be called by The Committee should circumstances require. Notice to convene a meeting will be given to members of The Club in advance.



8. Election Process

- 8.1. Any member of The Club may stand for election to the committee.
- 8.2. Any member wishing to stand for election can inform the President or Secretary prior to the meeting, nominations will be accepted from the floor.
- 8.3. Existing committee members may stand for re-election.
- 8.4. Candidates for office must be nominated by a club member at the Annual General Meeting; all nominations must be seconded by a different club member.
- 8.5. In the case of multiple candidates, the position will be decided upon by a vote of club members. A majority voted is classed as over half.
- 8.6. All members of The Club have equal voting rights and are entitled to one vote.
- 8.7. Newly elected officers shall undertake their roles on the 1st of September in line with the new club year.

9. Amendments to the Constitution

- 9.1. The constitution is to be reviewed yearly and any changes may only be passed at the Annual General Meeting.
- 9.2. Amendments to the constitution are to be decided upon by members of The Club, where over half represents a majority verdict.

10. Club Rules

- 10.1. All members must inform a committee member of any injury or condition which may affect the well-being of the individual involved in any club activity, a river leader must additionally be informed should the activity be an outdoor trip.
- 10.2. All members participating in a club trip are required to wear suitable kit including a helmet, buoyancy aid, sensible footwear and appropriate outer wear for the conditions.
- 10.3. All paddlers are required to follow instructions given by the designated river leaders on outdoor trips.
- 10.4. Each vehicle being used on a club trip must hold a copy of the emergency contact details for each members taking part in the activity.

11. Club Kit Policy

- 11.1. Any member wishing to borrow club kit must sign any item out in order to provide The Club with record of traceability.
- 11.2. It is the responsibility of any member borrowing club kit to inform a committee member should loss or damage occur to any item.

12. Charitable Dissolution Clause

- 12.1. In the event of the dissolution of Kayak Northumbria, after all debts and liabilities have been paid, The Committee shall distribute all assets of The Club to any organisation or organisations deemed to be of suitable purposes in common with the Aims and Objectives of Kayak Northumbria. These assets distributed will be as a charitable donation.