

# University of Ulster Jordanstown Canoe Club

## Club Constitution

### 1. Name

The Club will be known as University of Ulster Jordanstown Canoe Club.

### 2. Affiliations

The club shall be affiliated to the University of Ulster Sports Union (UUSU) and to the Canoe Association Northern Ireland (CANI) a regional body under the British Canoe Union (BCU) and will operate according to their recommendations.

### 3. Aims and objectives

Canoeing is for fun, for fitness and for everybody

The club shall be for the development of members experiences, skills and own interests within canoeing and will be based on expeditions, trips, competitions, running courses, shared experiences and social occasions.

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in canoe sport.
- To promote the club and canoeing within university and paddle sport
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

### 4. Membership

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations, club policies, and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Adult Member
- Junior Member

Junior members shall be defined as being between the ages of 16 and 17 (inclusive).

Membership will consist of officers and members of the club.

### 5. Membership fees

University of Ulster Jordanstown Canoe Club membership fees are paid to the University of Ulster Sports Centre together with Sports Centre & Sports Union membership fees. Members must have paid fees by end of 2nd week of 1st semester of term to be covered by insurance.

Members joining later in year must pay fees before attending training sessions or trips. No person will be allowed to go on trips or use club equipment unless they have paid membership fees for the club.

## 6. Committee

The committee shall conduct the affairs of the club as a whole and shall consist of a President, Vice President, Secretary, Treasurer, Health & Safety Officer, Coaching Officer and Club Development Officer and other officers as deemed necessary. Additionally, the committee may co-opt additional members of the club to its number as it sees fit.

The term of office for all roles shall be for one year.

The office of President, Secretary and Treasurer must be held by a current student at the University of Ulster. Other roles may be held by any paid up full member of the club.

All officers shall be eligible for re-election provided that the President, Secretary and Treasurer roles continue to be filled by a current student at the University of Ulster.

- The Committee will hold no less than 6 meetings per year.
- The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

Officers will be elected annually at the AGM.

### 6b. Sub Committee - Key Members Committee

A sub-committee made up of experienced members together with the current years club president, the current health and safety officer, current secretary and a novice paddler will be formed with the power to appoint club leaders and organisers as defined in section 4 of the clubs operating procedures manual.

They will agree a criteria by which leaders are selected. Leaders must be assessed by this criteria and agreed by mutual agreement.

A list of agreed leaders will be submitted to the club committee and be made available to event organisers so that they can call upon leaders as and when required.

It is proposed that selection meetings will happen once a year, or as and when required. Newly appointed leaders who have served a period of time as leader will be invited to join the sub committee

## 7. General Meetings

An annual general meeting (AGM) shall be held in April each year.

Notice of the AGM will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

- Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- Elections of officers are to take place at the AGM. All fully paid up adult members have the right to vote at the AGM.

An extraordinary general meeting (EGM) shall be called on the instructions of a simple majority of the committee, or on a requisition signed by not less the 25% of the members of the club who are entitled to vote.

At any general meeting, a resolution put to the vote will 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 either by secret ballot or, by a show of hands after the nominees have left the room.

At all general meetings the President/vice President will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present

## **8. Finance**

- All club monies will be banked in an account held in the name of the club.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end on 30th August.
- An statement of annual accounts will be presented by the Treasurer at the AGM.
- Any cheques drawn against club funds should hold the signatures of the Treasurer or President plus one other officer from an agreed list of three nominated Committee members.

## **9. Safeguarding children**

This sports club/organisation is fully committed to safeguarding the well being of its members.

Every individual in the club/organisation 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 organisation and the guidelines provided by our governing body and contained in the Code of Ethics and Good Practice for Children's Sport.

## **10. Equity Policy Statement**

- The club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## **11. Discipline and appeals**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding children and young people policy and procedures.

The club welfare/designated officer is the lead contact for all members in the event of any safeguarding concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Committee will meet to hear complaints and has the power to take appropriate disciplinary action including the termination of membership.

## **12. 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.

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 any liability for any loss or injury of any kind sustained whilst on a club trip, meet or other activity

## **13. Dissolution**

A resolution to dissolve the club can only be passed at an EGM convened for the purpose.

In the event of dissolution, any assets of the club that remain will become the property of the University of Ulster Sports Union.

## **14. Amendments to the constitution**

This constitution shall not be altered, amended or rescinded except by a general meeting or extraordinary general meeting of the club.

## **15. Distribution of Profits**

In no circumstances can any profits be distributed to members, but any profits earned shall be contributed to a general fund for furthering the objectives of the club.

## **16. Power of Decision**

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

Date of adoption: 27th September 2011