



Drumchapel and Clydebank Kayak Club

Affiliated to:



Constitution

1. This club shall be called Drumchapel and Clydebank Kayak Club (hereafter referred to as the club).
2. **Aims**
The aim of the club shall be to promote all aspects of the sport, to teach beginners, to encourage the personal development of individual members and to provide access to kayaking and canoeing activities for the youth of Drumchapel and Clydebank.
3. **Objectives**
 - 3.1. Regular outdoor trips and indoors training sessions.
 - 3.2. Encouraging individuals educationally and physically.
 - 3.3. Encouraging individuals to take part in the British Canoe Union (BCU) award scheme.
 - 3.4. Affiliating to the Scottish Canoe Association (SCA) so allowing members access to the resources of, and competitions run by the SCA.
 - 3.5. Training individuals up to Instructor level and above, thus creating a pool of Instructors benefiting the whole community.
 - 3.6. Providing and supplying information and advice to individuals by any available means.
4. **Membership**
 - 4.1. The membership shall consist of the following categories:
 - 4.1.1. Junior up to 16 years.
 - 4.1.2. Adult (waged) over 16.
 - 4.1.3. Adult (un-waged) over 16 with no income.
 - 4.1.4. Family One Adult + other family at same address.
 - 4.1.5. family (un-waged) As above with no income
 - 4.2. Membership fees shall be agreed at each Annual General Meeting (AGM).
 - 4.3. All members joining the club shall be deemed to accept the terms of this constitution and any byelaws published from time to time by the club.
 - 4.4. All Adult members can vote at the AGM. The date and time of the meeting will be shown in the club newsletter in advance.

5. Management

- 5.1. The affairs of the Club shall be conducted by an Executive Committee, which shall consist of the Officers of the Club and up to 4 other members.
- 5.2. The Officers of the Club who shall be honorary shall consist of a Chairperson, Vice-Chairperson, Treasurer, Secretary and Equipment Officer, all of whom shall be elected annually at the AGM. If the post of any Officer or other Committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy.
- 5.3. All Executive Committee members shall be members of the Club.

6. General Meetings

- 6.1. The Club will hold an AGM during October to:
 - 6.1.1. Approve the minutes of the previous year's AGM.
 - 6.1.2. Receive reports from Chairperson and Secretary.
 - 6.1.3. Receive a report from Treasurer and approve accounts.
 - 6.1.4. Receive a report from an independent Auditor.
 - 6.1.5. Elect the Executive Committee.
 - 6.1.6. Consider any changes to the Constitution.
 - 6.1.7. Appoint an independent Auditor for the Club accounts.
 - 6.1.8. Deal with other relevant business.
- 6.2. Extraordinary General Meeting (EGM)
An EGM shall be called by an application in writing to the Secretary supported by at least two members of the Club. The Executive Committee shall also have the power to call an EGM by simple majority of members.
- 6.3. Notices
At least 30 days notice shall be given to all voting members of any General meetings.
- 6.4. Voting
 - 6.4.1. With the exception of changes to the Constitution, simple majority at General meetings shall solve decisions put to a vote.
 - 6.4.2. The Chairperson of the Club shall hold a deliberative vote as well as a casting vote.
- 6.5. Quora
The quorum at the General meeting shall be one third of the membership or ten members, which ever is the lesser. The quorum for Committee meetings shall be four members.
- 6.6. Changes to the Constitution
 - 6.6.1. Any changes to the Constitution shall require a two-thirds majority of those present and eligible to vote at a General meeting.
 - 6.6.2. Notice shall be given to all voting members of any General meeting as specified in 6.3 and any proposal to change the Constitution shall be submitted in writing to the Secretary at least 15 days prior to the meeting.
 - 6.6.3. All proposals for changes shall be signed by two members eligible to vote at a General meeting.

7. **Finance and Accounts**

- 7.1. The financial year shall start from the 1st October each year.
- 7.2. The Treasurer shall be responsible for the preparation of the annual accounts of the Club.
- 7.3. An independent Auditor elected annually at the AGM shall audit the accounts.
- 7.4. The Treasurer and one other member of the Executive Committee shall sign all cheques drawn against the Club funds.
- 7.5. Pool fees may be changed without notice by a simple majority vote of the Executive committee.
- 7.6. All members of the Club shall be considered to be jointly responsible for the financial liabilities of the Club.
- 7.7. Fees shall be due by end of September. New members joining later in the year receive a discount of one twelfth for each month short of the year.

8. **ByeLaws**

The Executive Committee shall have the power to publish and enforce such byelaws as the membership feels necessary to govern the activities of the Club.

9. **Dissolution**

In the event of the dissolution of the Club any assets thereof shall not be disposed amongst the members in any way whatsoever. In the event of dissolution the assets shall be donated to the Scottish Canoe Association (SCA).

Club Rules and Guidelines

1. **Pool Sessions**

- 1.1. No person apart from those instructing will swim in the pool whilst kayaking is taking place.
- 1.2. Supervision must be maintained at all times when using the pool. To this end there must be one person acting as lifesaver whilst at least one person acts as instructor.
- 1.3. Committee members at pool sessions have the final say in matters of discipline.

2. **Club trips**

- 2.1. There must be a suitably qualified instructor in charge for trips involving junior members. Children under 10 years must be accompanied by their guardian.
- 2.2. When trips are run for adult and senior members the person in charge should have appropriate experience together with First Aid/Lifesaving qualifications.
- 2.3. It is the responsibility of the Executive Committee to determine who has the appropriate experience to lead a Club trip. (This does not preclude individual members from borrowing Club equipment to use on outings)

organised by themselves in conjunction with other members or indeed other canoeists who may not be Club members).

- 2.4. Additional guidelines for Sea Trips:
 - 2.4.1. A person with the appropriate experience should lead All Sea Trips and will be responsible for the planning of the trip with the safety of the group as the topmost priority.
 - 2.4.2. The trip leader will appoint an experienced member of the group as his/her assistant.
 - 2.4.3. The trip leader will ensure that he/she is familiar with the capabilities, qualifications and experience of those taking part to ensure that there is no mismatch between the planned trip and the capabilities of the group, taking into particular account the weakest member of the group.
 - 2.4.4. The trip leader should be in a possession of the Marine Weather Forecast for the relevant area and the group should carry appropriate safety equipment including flares, survival bags, first aid equipment and the means of providing a hot drink.
 - 2.4.5. All kayaks used for sea kayaking should be fitted out in accordance with BCU recommendations and all group members should be suitably clothed with windproof clothing and wear buoyancy aids or lifejackets.
 - 2.4.6. Except in sheltered bays and estuaries, the trip leader will, before setting out, inform the Coastguard of the trip and provide the information recommended in the BCU/Coastguard pamphlet entitled: *Advice for Sea Kayaking and Canoeing*.
- 2.5. Additional Guidelines for River Trips: same as for Sea Trips where appropriate.

3. **Discipline**

All matters of discipline should be referred to the Executive Committee who may determine the appropriate sanction to be taken (if any) against the offending member. The Executive Committee has the final say in such matters.