

Galway Kayak Club Constitution

1. NAME

The club shall be known as the Galway Kayak Club hereinafter known as THE CLUB.

1. OBJECTIVES

The objectives of the Club are to promote the sport and recreation of canoeing.

1. MEMBERSHIP

1. Qualification

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities may be necessary on a non discriminatory basis.

All members over 14 years of age must also be members of the Commercial Boat Club.

1. Classes of Membership

Adult Members – over the age of 18.

Junior Members- Children under 18 years of age.

Voting rights are limited to members over the age of 18 on 1st October in the relevant club year.

1. Election

Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the General Committee.

1. Restriction

A person who has been expelled from, or refused membership of, the Irish Canoe Union, shall not be eligible for membership.

1. Acceptance

The General Committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of renewal may be made to the members.

1. ENTRANCE FEE

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which shall be determined by the members in General meeting.

1. SUBSCRIPTION

1. The rates of subscription shall be determined by the members in General meeting and shall be due on or before 1st January in each year.

1. Half yearly membership is available to anyone joining between July and August of a given year. This only applies to those holding minimum Level 2 Kayak Skills and only applies to first year of membership. Discount not to include fixed cost of ICU membership unless they have completed a beginner course with the Club.

1. There shall be a 50% reduced membership rate for unwaged / Old Age Pensioners, or full time students on production of evidence of their studies. Discount not to include fixed cost of ICU membership.

1. CESSATION OF MEMBERSHIP

1. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than ten per cent of members who are entitled to vote.
1. A member shall be deemed to have resigned from the Club if, after due notice in writing if he/she has not paid by 1st November the annual subscription which became due on 1st October. He/she may, however, rejoin at any time during that year without payment of any entrance fee, subject to the provision of 3.3 or 5 above.

1. SECTIONS

1. The Club may organise various sections to cover the various activities of canoeing.

1. The affairs of each section shall be conducted by a sub committee of up to five members of whom the Chairperson or his/her deputy shall serve on the General Committee.

1. DISQUALIFICATION FROM HOLDING OFFICE

Only members entitled to vote are eligible to hold office.

1. GENERAL COMMITTEE

1. The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer, Safety Officer and other officers as deemed necessary. Additionally, the General Committee may co opt no more than two members of the Club to its members.

1. Nominations for the position of Chairman, Honorary Secretary, Honorary Treasurer and other officers shall be put forward in the form of a motion under the terms of the Rule 12.4.

1. The term of office shall be for one year and members shall be eligible for re-election. The maximum period office may be held for is four terms, though a member may again be elected after a break of one year.

10. DUTIES OF THE GENERAL COMMITTEE

1. Chairperson

The Chairman will preside at all General Meetings of the Club and at all meetings of the General Committee. He or she shall be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of its members. The Chairperson shall represent or arrange for the representation of the Club at Irish Canoe Union General Meetings. He/she shall ex officio be a member of any other committee of the club.

1. Honorary Secretary / PRO

The Honorary Secretary / PRO will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He or she shall be responsible for transmitting all correspondence relating to particular activities to the relevant individuals at the earliest opportunity. He or she shall also be responsible for communications within and external to the club.

1. Honorary Treasurer

The Honorary Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting.

The Honorary Treasurer shall audit the accounts of the club annually and shall produce at the AGM balance sheet showing the financial state of the club and where required this to be accompanied by an Honorary Auditor's report. All cheques drawn on the club's funds should have two signatures. The Treasurer must make the General Committee aware of any existing or potential financial or cash flow problems.

1. Safety & White Water Officer

The Safety & White Water Officer will be responsible for promoting safe practices amongst club members and ensuring that club equipment complies with all current safety recommendations. The will run White Water activities and be responsible for facilitating club members progress their white water skills They will also be familiar with the Irish Canoe Union's Award Scheme and encourage participation in the Scheme by Club members. All white water equipment will be maintained by this officer

2. Sea Kayaking Officer

This Officer will be responsible for overseeing sea kayaking activities (trips) and events (symposiums, training, assessments) within the club, to help ensure best practices are utilised to ensure safe activity, by being knowledgeable and interested in safe practices, liaising with the safety officer and other experienced paddlers if needed.

The seakayaking officer will also be responsible for the maintenance of all sea kayaking equipment.

3. Polo Officer

The Polo Officer shall be responsible for the maintenance and development of polo equipment.

4. Junior Officer

The Junior Officer will be responsible for the organisation and planning of junior activities.

5. Racing Officer

The Racing Officer shall be responsible for the maintenance and development of racing equipment.

6. Beginners Officer

The Racing Officer will be responsible for the organisation and planning of beginner activities.

7. Child Liaison Officer

The Child Liaison Officer shall be responsible for the development of the youth in the club and shall carry out the role of Club Child Liaison Officer as spelled out in the Irish Canoe Union Child Protection Policy. It is a requirement that this officer be Garda Vetted and attends relevant child protection course(s). This is not a committee position.

11.GENERAL COMMITTEE

1. The General Committee is responsible for the general conduct of the Club's business and activities.
2. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
3. Special meetings of the General Committee shall be called by the Honorary Secretary on instructions from the Chairperson, or not less than three committee members.
4. A quorum shall consist of not less than four members of the General Committee.
5. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

12. GENERAL MEETINGS

1. An Annual General Meeting shall be held each year and no later than 18 months after the preceding Annual General Meeting.
2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than ten per cent of the members entitled to vote.
3. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
4. Motions for discussion at the Annual General Meeting, not of origin from within the General Committee, shall be lodged with the Honorary Secretary at least 14 days preceding the AGM.
5. At any General Meeting, a resolution put to the vote of the Meeting shall 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 General Committee, in which case voting will be by secret ballot.
6. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
7. At all General Meetings not less than ten per cent of the members of the Club shall constitute a quorum.

8. If after a half hour from the time appointed 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. If a quorum is not present with half an hour of the time appointed for an Adjourned Meeting, the members present shall be a quorum
9. Accidental omission to give notice of a meeting to, or the non receipt of notice of, a meeting by any member shall not invalidate the proceeding of the meeting.
10. Nominations will be published to current members immediately following their acceptance by nominees in order to maintain transparency. These nominations will be disclosed through an online medium where only current members can view the information.
11. The outgoing Executive Committee shall conduct the Annual General Meeting.

13. Procedure for Committee Nominations:

1. Nominations to serve in any position on the committee must be made by two full members of the club whose membership fees are paid up to date and who are not suspended or disqualified.

1. These nominations must be submitted at least 14 days prior to the holding of the AGM with the exception of point 3 below. Nominations must be submitted in writing (email or letter) by this date. All nominees will be informed of their nomination and of the nominators and given adequate time to consider their nomination.

1. In the event of the number of Nominees for any particular Committee position being equal to or less than the number of positions to be filled, such Nominees shall be declared elected, and any positions left unfilled, due to the lack of Nominees or Nominees withdrawing, shall be filled by the new Executive Committee, as soon as is practical after the Annual General Meeting, by way of co-opting.

1. In the event of a tie, whether on a show of hands or on a ballot, the Chairman of the committee will have a casting vote in addition to his vote as a member.

1. Any Member of the Committee who shall have absented himself from three consecutive meetings, without reasonable explanation, shall be deemed to have resigned from the Committee.

1. Should any Member of the Committee resign, be deemed to have resigned, or his position otherwise lapse, the remaining members of the Committee shall, at their discretion, have the power to fill the vacancy, by co-opting a replacement from the body of the Full Membership.

14. LIABILITY

1. The General 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.

1. 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 liability for any loss or injury of any kind sustained at its premises or whilst on a Club tour, meet or other activity.

15. VOTING

Only full members are entitled to vote at all meetings.

16. ALTERATION OF CONSTITUTION

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.

1. A resolution to give effect to a change must be passed by least fifty per cent of the members present at the General Meeting.

17. AUDITOR

Every Annual General Meeting shall appoint an Honorary Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the Balance Sheet.

18. DISTRIBUTION OF PROFITS

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.

19. TERMINATIONS

The Club shall not terminate except by resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objectives or to a charity or charities agreed by the meeting which formally terminates the Club.

20. POWER OF DECISION

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

21. SAFETY RULES

The General Committee shall be empowered to draw up rules for the safe conduct of kayaking activities.

22. DECLARATION

Each member upon joining shall sign an application form containing the following declaration.

Name_____

Upon acceptance into membership of the Galway Kayak Club I understand that kayaking is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise**

Signed_____

*** Should a medical condition exist, this does not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor*