

Port of Plymouth Canoeing Association Constitution¹

RULE 1 NAME:

This organisation shall be known as the 'Port of Plymouth Canoeing Association', hereinafter referred to as the 'PPCA' and shall be affiliated as a club with the British Canoe Union.

RULE 2 AIMS;

The aims of the PPCA are:

- a. To promote paddle-sport through the association of a community of like minded individuals.
- b. To encourage skills development, and promote current best practice.
- c. To offer recreational activities that provide a safe, enjoyable and enlightening experience for members.

RULE 3 MEMBERSHIP:

Membership of the PPCA is open to those interested in the aims of the club and the sport in general.

RULE 4 SUBSCRIPTIONS:

- a. The club treasurer, acting as an elected representative of the members of PPCA, will recommend the amount due for membership subscriptions on the basis of accounts and will adopt a figure only after formal approval of the club committee.
- b. Details of the accounting process will be available at each AGM.
- c. PPCA membership shall fall into one of the following categories;

- i. Honorary
- ii Family
- iii Adult
- iv Youth
- v Introductory
- vi Rainbow

- d. All annual subscriptions shall be due 12 calendar months from the date of the last payment. Members who have not paid their annual subscription one month after this date shall be deemed to have resigned and will not be entitled to enjoy the benefits of the club. Only members aged 16 years or more, at the time of an AGM, are entitled to vote.

RULE 5 SUSPENSION OR EXPULSION

Any person acting in a manner prejudicial to the interests of the club may be expelled by the chairman, vice chairman or club leader. Any member so expelled shall have the right to appeal. Such notice of appeal shall be handed to the club chairman within one week of receiving notice of expulsion. The chairman will bring the matter to the notice of the committee at the earliest opportunity. In the period while the appeal is under consideration by the committee, the member involved will have membership rights suspended. The decision of the committee to expel a member is final.

RULE 6 CONSTITUTIONAL AMENDMENTS

Constitutional rules shall not be added to or altered except upon a motion for amendment signed by not less than ten members and delivered to the chairman one month prior to the AGM. The Chairman will ensure that such proposed revised versions of the constitution will be supplied to the members no later than one week before the appropriate AGM. A motion for change will be put to the vote at the AGM, and shall be carried only on the basis of a majority in favour of change.

RULE 7 CLUB RULES

Club rules will be determined by the committee, on the basis of considered proposals from committee members or club coaches. Such rules will be publicised in the club news letter and shall also be available from the club leader.

RULE 8 ACCOUNTS

All accounts of financial transactions as kept by the PPCA treasurer shall be audited at least once each year, by two other committee members, to ascertain the correctness of income and expenditure accounts and the balance sheet. A copy of the club accounts shall

be made available to all members attending the AGM. Another copy shall be posted in the members boathouse.

RULE 9 CLUB COMMITTEE

a. The honorary club president is not elected, but appointed by the club committee, and holds office for two years. The club president may be re-appointed by club committee at the end of each term.

b. The following honorary officers shall be elected annually at the AGM, and shall form the club committee, this committee is responsible for the overall management of the club.

| | |
|-----------------------------------|--------------------------|
| Chairman | |
| Vice Chairman | Equipment Officer |
| Club Leader | Membership Secretary |
| Treasurer | Welfare Officer |
| Secretary | 'First members' member' |
| Information and Publicity officer | 'Junior members' member' |

c. The club leader will select an assistant from the body of the membership, the assistant club leader will then become a co-opted member of the committee.

d. No one may hold more than one post on the committee.

RULE 10 COMMITTEE MEETINGS

The committee will aim to hold monthly meetings, all committee members are expected to make every effort to attend. At least two thirds of the elected committee are to be present, as a quorum, for issues requiring formal committee approval.

RULE 11 CO-OPTION OF MEMBERS

To deal with extra-ordinary issues, the committee shall have the authority to co-opt club members, with their agreement, to working groups as necessary and according to their talents .

RULE 12 ANNUAL GENERAL MEETINGS

The PPCA will hold an AGM, and shall give members at least one month's notice of the venue, date and time of the meeting. No less than two thirds of the club committee and 6 ordinary members constitute an AGM quorum.

RULE 13 EXTRA-ORDINARY GENERAL MEETINGS

An EGM shall be held within 6 weeks of a requisition presented, in writing, by not less than 15 members, or should the committee deem it necessary. Such a requisition shall state the business to be raised and the names of the signatories. Notice of the date, time and venue for any EGM, and the topic raised shall be communicated to all members at least 3 weeks before that meeting. A committee quorum and no less than 6 ordinary members shall form a quorum for any EGM.

RULE 14 Winding up of Club Assets.

The committee will be responsible for orderly winding up of clubs affairs. After settling all liabilities of the club, the committee shall dispose of the net assets of the club remaining to one or more of the following:
To another club or clubs with similar sports purposes.
To the clubs governing body for the use by them for related community sports.
To another club or clubs with similar sports purposes which is a registered with the "CASC " Community Amateur Sports Clubs.

RULE 15 VOTING

All members over the age of 16 may vote. Family memberships have a maximum entitlement of two votes.

RULE 16 SAFETY RULES

Club activities will follow British Canoe Union safety guidelines, members must also comply with club rules. Ignorance of club rules shall not be taken as an excuse for any breach thereof.