

# **The Constitution of Linlithgow kayak Racing**

Approved at AGM February 2020

## **CONSTITUTION - LINLITHGOW KAYAK RACING**

### 1. Club Name

The Club shall be called 'Linlithgow Kayak Racing'.

### 2. Purpose and Objectives

2.1 The purpose of Linlithgow Kayak Racing is to serve its membership.

The objectives of the Club shall be:

2.2 To promote the sport of competitive canoeing

2.3 To support growth and development of the sport of canoeing in Linlithgow and the surrounding areas, and to encourage community participation

2.4 To provide facilities and equipment for the purpose of promoting and encouraging participation in the sport of canoeing

2.5 To arrange and provide, or to join in arranging and providing, for the holding of courses of instruction, advice on suitable equipment, and in the coaching of racing performance.

2.6 To encourage and help members in promotion of health and wellbeing

2.7 To enhance and protect the interests of members wishing to train for competition.

2.8 To act in ways compatible with the preservation and protection of the countryside and wildlife

2.9 To ensure a duty of care to all members.

### 3. Club Colours

3.1 The Club colours shall be a black vest with the Club logo marked on the right breast.

3.2 As an option the words 'Linlithgow Kayak Racing' can be printed across the rear (3cm to 5cm letter height) in white.

### 4. Affiliations

4.1 The Club shall be affiliated to the Scottish Canoe Association.  
(SCA – Ref 8516, renewable in May each year.)

4.2 In addition the Club may be affiliated to other bodies associated with the Club's objectives.

### 5. Classes of Membership

5.1 The Club shall consist of Adult members, Junior members and Non paddling members.  
Honorary membership can be bestowed by the Committee, on the suggestion of Club members.

5.1.1 Adult membership shall be open to persons over the age of 18 years on 1st January.

Junior membership shall be open to persons under the age of 18 years on 1st January.

5.1.2 Honorary membership, which shall be for life, may be awarded by opening resolution at the Annual General Meeting. Proposals must be submitted in writing to the Secretary by 31<sup>st</sup> October.

## 6. Voting Rights

- 6.1 Adult, Junior, Non paddling members, and Honorary members shall be entitled to vote at any General Meeting regardless of age. All members have each one voting right on Club business at a suitably constituted meeting.
- 6.2 A parent or Guardian may assume the voting right of a junior member under the age of 15 at the date of the meeting.

## 7. Subscription and Fees

- 7.1 Adult, Junior and Non paddling members shall pay an Annual Subscription.
- 7.2 In addition to the Subscriptions, a separate fee will be levied on some or all classes of membership to cover major Club overheads (e.g. shed rent), and for additional specific services (e.g. boat hire, coaching arrangement and boat storage).
- 7.3 The Annual Subscription and any separate fees shall be fixed at the Annual General Meeting.
- 7.4 The Club year shall run 1<sup>st</sup> April until 31<sup>st</sup> March. All Subscriptions and fees shall be due on or before the 30th April each year.
- 7.5 New members applying to join the Club after 31<sup>st</sup> October shall be eligible to pay 40% of the annual membership fee.

## 8. Committee

- 8.1 The affairs of the Club shall be managed by a Committee, which shall consist of Chairperson, Secretary, Treasurer, Membership Secretary, Child Protection Officer, Head Coach and two others, all of whom shall be Members.
- 8.2 Members of the Committee who have served for two years shall retire at the Annual General Meeting and may offer themselves for re-election by notifying the Secretary 30 days prior to the date of the AGM.

## 9. Nomination and Election Procedure to Committee

- 9.1 Nominations for election to positions on the Committee will be received by the Secretary by email or by letter within 30 days of the proposed AGM. Nominations received after that time shall only be accepted with agreement of the outgoing Committee.
- 9.2 The outgoing Secretary shall inform each member nominated in order to give that candidate opportunity to present to the membership their reasons for standing and for the candidate to give some indication to assist members to make a meaningful decision.
- 9.3 The Committee shall have the power to specially co-opt further eligible members to its number into positions for a specific stated purpose, and the person elected by the Committee to fill such a vacancy shall hold office until the date of the next Annual General Meeting.
- 9.4 The Club should also appoint two junior members to liaise with the Committee as representation of junior and young paddlers' views.
- 9.5 At the Annual General Meeting the Committee shall be elected either from members in attendance or from members in absentia who have stated to the outgoing Secretary by email or letter their willingness to serve in the capacity for which they are nominated.
- 9.6 In the event of a failure to elect any office bearers within the Committee, the existing office bearers should remain in office and accountable until such times as replacement office bearers can be elected.

## 10. Business of The Committee

- 10.1 The Committee shall meet as required for the dispatch of Club business.
- 10.2 The Committee shall be deemed quorate with 4 members of the Committee in attendance.
- 10.3 Decisions at any Committee meeting shall be agreed by a majority vote. In the event of an equality of votes, the Chairperson shall have a second and casting vote.

## 11. Annual General Meeting

- 11.1 The Annual General Meeting shall be held in November. At least ten days notice shall be given to Club members.
- 11.2 Ten members shall form a quorum at the Annual General Meeting and at any General meeting.

## 12. Duties of the Treasurer

- 12.1 This is a constitutional function and shall include;
  - 12.1.1 presentation to the AGM a statement of Income and Expenditure for the preceding financial year which shall be audited
  - 12.1.2 presentation to the AGM an inventory of Club assets
  - 12.1.3 submission (either personally or via the Secretary) of a summary of the Club's current financial situation at each Committee Meeting.

## 13. Duties of other offices

- 13.1 The duties of Chairperson, Secretary, Membership Secretary, Child Protection Officer and Head Coach shall be summarised in an available operational document to be periodically reviewed, and agreed by the Committee.

## 14. Appointment of Auditors

- 14.1 Auditors shall be appointed each year by the Committee, but not from their number.

## 15. Control of Club Assets

- 15.1 The Treasurer has authority to pay money from the Club account electronically to the value of £400. Anything above that figure shall require consultation and authorisation by the Committee.
- 15.2 Any Club asset of current value of £200 or greater shall only be disposed of after a majority vote of the Committee.

## 16. Disciplinary Procedures

- 16.1 The Chairperson, Secretary, Membership Secretary and Child Protection Officer shall meet to exercise disciplinary powers, including suspension and expulsion, over any member for the following offences:
  - 16.1.1 Abuse of Club Property
  - 16.1.2 Abuse of another member's property
  - 16.1.3 Violation of the Code of Conduct.
  - 16.1.4 Irregular conduct detrimental to the character, good order or welfare of the Club.
  - 16.1.5 In the event of any potential conflict of interest between a member of the disciplinary panel and the person under investigation, the panel member must recuse themselves from the process and be replaced by another committee member. Conflicts of interest include personal relationships or direct/indirect involvement in the incident under investigation.
- 16.2 Linlithgow Kayak Racing Code of Conduct surrounds issues of respect, dignity, good behaviour and substance misuse. The Code of Conduct shall be set out in a 'Club Handbook - Information for Members and Parents' and available on the website of the Linlithgow Kayak Racing.
- 16.3 The only claim against the decision of a disciplinary procedure shall be the right to appeal at a General Meeting. Notification of the intention to make such an appeal must be made by email or by letter and lodged with the Secretary within seven days of the disciplinary decision being communicated by email or by letter to the member concerned.

## 17. Calling of Meetings

- 17.1 The Secretary shall have the power to call a Committee Meeting whenever:
  - 17.1.1 The Secretary has any business of importance to lay before it.
  - 17.1.2 Requested to do so by the Chairperson
  - 17.1.3 A written request is received by the Secretary from any two members.
- 17.2 A Special General Meeting of the Club shall be called whenever:
  - 17.2.1 The Committee has business affairs which it wishes to put all members.
  - 17.2.2 A written request stating the object of the meeting is received by the Secretary from any six members.
- 17.3 The date of the Annual General Meeting in November of each year shall be decided by the Committee.
- 17.4 This date shall be not less than ten days after notification to the members and not more than twenty eight days after the receipt of a request for such a meeting.

## 18. Amendments to the Constitution

- 18.1 Amendments to the Constitution shall be made by two-thirds majority vote of those members attending any General Meeting. Members who cannot attend a General Meeting can register their votes by email or letter to the Secretary. Such communication must be with the Secretary not less than two days before the General Meeting.
- 18.2 Proposed amendments to this Constitution must be made in writing and signed by five Club members.
- 18.3 Proposed amendments must be lodged with the Secretary at least ten days prior to the General Meeting.

## 19. Dissolution of the Club

- 19.1 In the event of the dissolution of the Club, the Treasurer shall pay out or distribute moneys or disposable assets standing to the Club's credit at that time, in accordance with any decisions to that end made by the Committee.
- 19.2 In the event of no decision having been made prior to the dissolution of the Club, all moneys or disposable assets standing to the club's credit at that time shall be handed over to a Committee of Trustees. This Committee shall be formed by
- a representative nominated by the Scottish Canoe Association
  - a representative nominated by West Lothian Council
  - a representative with control of the bank accounts of the Club
- 19.3 The Committee of Trustees shall have full powers to hold or dispose of said moneys or assets, but only for the purpose of promoting and encouraging canoeing in such ways as they deem most appropriate.