

# Kirkwall Kayak Club

## Constitution

### 1. NAME

The name of the Club shall be **KIRKWALL KAYAK CLUB**

### 2. AIMS AND OBJECTIVES

- To be a non-profit making organization dedicated to the development of all aspects of paddlesports
- To offer coaching, recreational and competitive opportunities in paddlesports
- To promote the club and the sport within Orkney
- To ensure a duty of care to all members of the club
- To promote and maintain high standards of technical competence and safety in the sport
- To provide equal opportunities for successful participation by all sections of the community
- To ensure that all present and future members receive fair and equal treatment
- To distribute information and maintain contact with the SCA / BCU
- To apply the Kirkwall Kayak Club Child Protection Policy and Child Protection Procedure
- To promote enjoyment and understanding of the natural environment and to apply the Kirkwall Kayak Club Environment Policy

### 3. MEMBERSHIP

Membership should consist of officers and members of the club.

Membership shall be open to any person who wishes to further the interests of the Club. No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.

Any person seeking membership shall make application to the Management Committee, and the Management Committee shall determine whether the application is successful or not.

Each person admitted to membership shall be:

- Bound by the Constitution and By-laws of the Club
- Deemed to accept these regulations and codes of conduct that the club has adopted.
- Liable for such fees and subscriptions as may be fixed by the Club; and entitled to all advantages and privileges of membership

### 4. SUBSCRIPTIONS

The Annual Subscription for Adults and Juniors will be decided by a resolution at the AGM.

### 5. ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting will be held each year, in February.

The purpose of the AGM shall be to elect the Office Bearers - Chairman, Vice Chairman, Secretary, Membership Secretary, Treasurer and Child Protection Officer plus at least three further Committee Members.

The Office Bearers should present their Annual Reports which should be approved by a simple majority.

Prior notification of extra agenda items should be given to the Secretary at least three weeks before the AGM. Members shall receive at least three weeks notice of the date, place and time of the AGM as well as extra agenda items.

Voting at the AGM will take place on the basis of one person, one vote, with a simple majority to decide on Motions. The Chairman shall have a Casting Vote.

#### **6. MANAGEMENT COMMITTEE**

- The Committee should meet on a regular basis, as required.
- A quorum of the Management Committee shall be half its number plus one.
- All meetings shall be minuted.
- Additional Members can be co-opted on to the Management Committee.
- Sub-committees can be formed by the Management Committee.

#### **7. TERM OF OFFICE**

The Office Bearers and Committee Members shall be elected for a period of one year and are eligible for re-election at the AGM.

#### **8. NOMINATION**

Nominations for office Bearers can be given to the Secretary prior to the AGM. Nominations can also be accepted from the floor at the AGM. In the event of more than one Nomination, a vote of members present will be held. A simple majority will decide.

#### **9. EXTRAORDINARY GENERAL MEETING (EGM)**

The Committee or five Members can call an EGM. Fourteen days written notice must be given to the secretary.

#### **10. CHAIRMAN'S DUTIES**

- The Chairman should chair Meetings.
- During Meetings all communications should be directed through the Chair.
- In the absence of the Chairman, the **Vice Chairman** will deputise.

#### **11. SECRETARY'S DUTIES**

- Keep minutes and deal with correspondence.
- Forward all directives, information and news from the SCA to Committee Members.

#### **12. MEMBERSHIP SECRETARY'S DUTIES**

- Maintain a secure database of Members details including medical information and emergency contacts.
- Furnish the Child Protection Officer with full details of all Junior Members.
- Furnish Coaches and Leaders with medical and emergency contact details for all Members.
- Submit a full list of Club Members to SCA.

#### **13. TREASURER'S DUTIES**

- Collect and bank all money due to the Club.
- Arrange for Club creditors to be paid in a timely fashion.
- Maintain an accurate account of Club finances and prepare a detailed report for presentation to Members at the AGM.
- Prepare an interim financial report for all Committee Meetings.

#### **14. CHILD PROTECTION OFFICER'S DUTIES**

- Ensure that the Club's Child Protection Policy is up to date and clearly displayed.

- Volunteers who may have access to children must be aware of the policy.
- Ensure that all aspects of the policy are adhered to by the Club.
- Hold a register of Junior Members and their contact details.
- Ensure that all adults with regular access to children have been Protection of Vulnerable Groups (PVG) Scheme approved.
- Notifying the appropriate authorities of any concerns on child welfare raised by Club volunteers or by the child.

#### **15. ALTERATIONS TO THE CONSTITUTION**

The Constitution can only be altered at an AGM or EGM. A simple majority is required.

#### **16. FINANCES**

- The financial year shall run from 1<sup>st</sup> November to 31<sup>st</sup> October.
- Three elected office bearers shall be signatories and cheques shall require two signatures.
- The accounts shall be verified by a suitably experienced independent person, appointed annually, at the AGM

#### **17. EXPULSIONS**

The Committee shall have the power to cancel Membership if any Club Member acts in an irresponsible or unacceptable manner.

#### **18. WINDING UP**

If the Club should wind up due to lack of interest or any other valid reason, any remaining funds and equipment shall be transferred to the SCA or other suitably constituted organisation with similar aims.

# **KIRKWALL KAYAK CLUB BY-LAWS**

The purpose of these rules is to allow all members to enjoy paddling and do so safely when they are with the Club. Some are concerned with general behaviour, to promote an atmosphere where everyone can feel comfortable. Other rules are concerned with safety – canoeing is an activity that carries risks, and we all need to be aware of the risks and how to reduce or manage them.

## **MEMBERSHIP**

- The minimum age for juniors to participate in Outdoor Club Activities shall be 12. However parents who have children under 12 can accompany them and be responsible for them. The leader of the Group will have a veto over such inclusions.
- All members must be able to swim a distance of 50 metres and be confident in the water.
- Wherever possible new Members should have completed a pool training course, before paddling on sheltered coastal waters.
- Parents written consent is required for Members under 18 years old.
- Information on any medical conditions and an emergency contact address and phone number is required.

## **LEADERSHIP OF KAYAKING GROUPS**

- All Club organised trips or training sessions shall be under the control of approved SCA/BCU qualified leaders and coaches.

## **SAFETY**

- Buoyancy aids must always be worn when paddling outdoors.
- Suitable helmets must always be worn on river or surfing trips and during canoe polo sessions.
- Club equipment. Adult Members are encouraged to have their own equipment, whenever possible, after one year. This leaves club boats and gear available for beginners and juniors.
- All club trips and training sessions should be conducted within SCA / BCU guidelines.