



Martlet Kayak Club

294-295 Madeira Drive Brighton BN21DX
martletkayakclubbrighton.com



Club Constitution and Policy

Section 1: Name of Club

Article 1: The club will be called Martlet Kayak Club, (Hereinafter will be referred to as the Club).

Section 2: Aims and Objectives

Article 2: The aims and objectives of the Club will be:

- To offer coaching, recreational and competitive opportunities in paddle-sport
- To promote the sport and recreation of paddle-sport, through community participation and the provision of facilities to local people.
- To manage the facilities.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone

Section 3: Membership of the Club

Article 3: Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in paddle-sport, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Article 4: Any person who actively supports the objects of the Club and undertakes to act in the best interests of paddle-sport and recreation can apply for membership subject to the approval of the General Committee (Committee). Junior members under 18 are admitted on the understanding that a parent or guardian accompanies them or where necessary expressly nominates an appropriate adult to take responsibility for them.

Article 5: All members will be subject to the Articles of the constitution and by joining the Club will be deemed to accept these Articles, the MKC rules and codes of practice that the Club has adopted.

Article 6: Membership shall be refused to persons who have been previously expelled or refused membership of this Club, the British Canoeing Association or any other British Canoeing affiliated club.

Article 7: The Committee will be responsible for disciplinary procedures and appeals. Reimbursement of any remaining subscription will be at the Committee's discretion.

Article 8: The Committee, by two thirds majority (of all the committee members) and with good reason, may at its discretion decline to accept a new or renewal membership from any person without disclosing the reason.

Article 9: All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

Article 10: Classes of membership are agreed from time to time by the Committee and any changes ratified at the Annual General Meeting (AGM) by simple majority.

Membership Classes:

- Senior - members who are 18 or over when their subscription falls due.
- Family - members of any one family normally residing at the same address.
- Junior - members who are under 18 on the date their subscription falls due.
- Social - members primarily aimed at non-paddling members.
- Associate membership - open to schools and other similar organisation where a representative of that school or organisation is also a full senior member.

Members under 18, Social, and Associate members cannot vote on any subject at any AGM, EGM or Committee meetings.

Article 11: A membership is obtained through the Clubs on-line application system or via written application. The power of election shall rest with the Committee.

Section 4: Sports Equity

Article 12: The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, disability, ethnicity, religious belief, sexuality or social/economic status. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

Article 13: All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour according to Club disciplinary procedures.

Section 5: Membership Subscription

Article 14: If accepted for membership each applicant shall make a payment of a membership subscription levied by the Committee. The subscription amount is determined by the Committee.

Section 6: Cessation of membership

Article 15: Any member may resign giving one month's clear notice in writing to the Secretary. Reimbursement of any remaining subscription will be at the Committee's discretion.

Section 7: Administration of the Club

Article 16: The Club shall have a Committee the purpose of which is to direct the on-going activities and foster the aims and objectives of the Club. The Committee shall be appointed at the AGM and comprise of:

- Chairperson
- Secretary
- Treasurer
- Coaching Officer
- Safety Officer
- Safeguarding and Welfare Officer
- Additional Committee members of no less than two and no more than seven other members.

All committee members must be members of the Club. Only the posts listed above will have the right to vote at committee meetings. The term of office shall be for one year, and members shall be eligible for re-election.

Article 17: If the post of any officer or ordinary committee member should fall vacant, or is not filled after such an election, the Committee shall have the power to fill the vacancy until the succeeding AGM meeting or an EGM meeting. The Committee may appoint not more than a third of the

committee as co-opted members. Each appointment of a co-opted member shall be made at a meeting of the Committee and shall take effect from the end of that meeting.

Article 18: Sub-committees may also be formed where the need arises and at the discretion of the General Committee. Sub-committee members will not have the right to vote at committee meetings.

Article 19: The Committee will be responsible for adopting new policy, codes of practice and rules that affect the running of the Club.

Article 20: The Committee will normally aim to meet on the first Tuesday of each month. Meetings are open to all members but voting is by the members of the Committee. Two thirds of the of the Committee need to be in attendance for a vote to be valid. If the vote is equal the Chairperson will have the casting vote. The Committee shall keep minutes of the proceedings of meetings.

Article 21: The AGM shall be held in February or March. At least 21 days notice will be given to all members of the meeting. Any motions not originating from the Committee should be submitted to the Secretary before the 1st January of that year.

Article 22: An EGM maybe called if at least 30% of the voting members or Committee request it. The meeting shall be called within 21 days of the request and all members will be informed at least 7 days before the meeting date. A quorum deemed at least 20% of members shall be present. Any motions to be submitted to an EGM will be publicised to the membership at the time the meeting is called.

Article 23: There shall be laid before the AGM; a statement of accounts made up to the calendar year end; the minutes of the previous AGM; minutes of any EGM, all for approval and an Annual Report by the Chairperson. The Committee for the year will be elected. A quorum deemed at least 20% of voting members shall be present. Each member over 18 will have a vote.

Article 24: Martlet Kayak Club will be affiliated to British Canoeing.

Section 8: Eligibility, Nomination and Election of Officers

Article 25: Eligibility in the case of all officers is derived from all fully paid-up members of the Club over the age of 16.

Article 26: Nominations for office should be made at, or prior, to the AGM and should be made by at least two members with voting rights. If two or more candidates run for the same position a vote will be taken of the members present at the AGM. All such elections will be through secret ballot if requested.

Article 27: The General Committee is elected by the membership at the AGM or an EGM called for that purpose. The term for each office shall be for one year and members may be eligible for re-election.

Section 9: Amendments to the Constitution

Article 28: The Constitution of the Club can be amended or deleted by a simple majority at the AGM or an EGM called for that purpose.

Article 29: Amendments to this Constitution should be proposed by the Committee or by at least 10 members of the Club to the Secretary at least 10 days before the AGM or any EGM.

Article 30: Any matter not provided for in this Constitution or any question over the interpretation of it shall be dealt with by the Committee whose decision will be final.

Section 10: Finance

Article 31: The Club treasurer will be responsible for the finances of the Club. All Club monies will be banked in an account held in the name of the Club.

Article 32: Any payments drawn against Club funds should be approved by another committee member. Any unscheduled payments will be authorised by the committee.

Article 33: All Senior members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

Article 34: The assets of the Club shall belong to the Club as a whole and not to any individual members.

Section 11: Distribution of profits

Article 35: The funds belonging to the Club shall be applied only in furthering its objects, and, in no circumstances, can any profits be distributed to members.

Section 12: Dissolution

Article 36: If the General Committee decides it is necessary or advisable to dissolve the Club, it shall call a meeting of all the members of the Club, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting, the General Committee shall have the power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other organisations having objects similar to the objects of the Club as the members of the Club may determine. A statement of accounts for the final accounting period must be produced and circulated to members of the Club.

Section 13: Declaration

Martlet Kayak Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

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Sign	Date
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Name	Position
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Sign	Date
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