

University of Birmingham Kayak Club
Constitution 2015/16

1 NAME

The name of the Club shall be University of Birmingham Kayak Club referred to here after as 'the Club'.

2 ADDRESS

University of Birmingham Kayak Club
C/O The Athletic Union Office
Munrow Sports Centre
The University of Birmingham
Edgbaston
Birmingham B15 2TT
Tel. 0121 414 3870

3 AIMS AND OBJECTIVES

- a) To promote all aspects of paddlesports, with particular emphasis on white water kayaking and canoe polo.
- b) To provide, to the best of the Club's abilities, coaching, recreational and competitive opportunities in kayaking activities, to benefit the interests and abilities of the Club's members.
- c) To ensure a duty of care to all members.
- d) To ensure that all present and future members receive fair and equal treatment.
- e) To foster a social atmosphere that will complement the kayaking activities, with the specific aim of integrating all Club members.

4 MEMBERSHIP

- a) All members are subject to the regulations of the constitution. By joining they will be deemed to accept the regulations and code of conduct the Club has adopted.
- b) All members of the University are eligible for membership of the Club, providing they hold Athletic Union membership, have paid the current club subscription fee and have filled in the relevant information forms.

c) Non-students may join the Club, providing they meet the requirements set out above and those of the Athletic Union regarding this matter.

i) Non-student members may not represent the University at University-level Competition's, but may do so at any other levels.

d) Membership fees will be set annually as agreed by the committee.

5 COMMITTEE

a) The Committee is responsible for the general running and financial policy of the Club.

b) Any work done by a Committee member for the Club will be the property of the Club and not the individual Committee member.

c) The Committee shall be composed of:

i) President, Secretary, Treasurer and at least four other positions.

ii) No person may hold more than one Committee position. If after all reasonable measures have been made to ensure these positions are filled any position remains unfilled, it is the responsibility of the committee to ensure that the tasks of this position are carried out. In this situation it is recommended that an additional general member be elected.

d) Elections for the new committee shall take place at the Annual General Meeting (AGM). The present President shall be responsible for the organisation of the election procedure.

i) Any changes to the present composition of the committee should be proposed in writing to the President prior to the AGM, and dealt with at the discretion of the President at the AGM.

ii) Nominees for committee positions shall be proposed a week before the AGM. If no nominees are received by this date, nominations may be taken from the floor at the AGM. If a nominee is unsuccessful in the elections, they may re-stand for another position without notice.

iii) Voting shall be undertaken by members present by secret ballot, and include the option of Re-Open Nominations (RON).

iv) A successful nominee will be denoted by a majority vote by those members present and voting. If a tied vote should occur, a revote should be ordered for the tied nominees. If a tie still occurs, then it is the responsibility of the present President to decide.

e) The handing over of the committee shall take place at the end of the Easter Holidays, unless agreed by both the outgoing and incoming committees. The outgoing committee shall be on

hand throughout the summer term to aid the new committee.

i) The Committee should agree at their first meeting how decisions will be made by them.

f) Committee positions must be re-elected, at a general meeting as outlined above, if: -

i) A committee member decides to resign from their position, giving the Committee at least two weeks notice.

ii) If a person is thought to be neglecting their duties and a majority vote of no confidence is obtained from the Committee.

iii) All current committee must nominate themselves and be re-voted during the AGM to continue their current position.

g) Committee meetings should be publicised to the whole club, any club member may attend and offer opinions, but not to vote in the final decision

6 GENERAL MEETINGS

a) The annual general meeting (AGM) shall be held at the end of the Easter Term

i) At least one months notice must be given for the AGM, and suitable measures must be undertaken to make members of the Club aware of this meeting.

ii) The Treasurer will give a report of the audit of accounts and the President will give a general report of the year.

b) The committee, or at least five members of the club, may arrange an Extra General Meeting (EGM).

i) At least one-week's notice should be given for an EGM, and suitable measures must be undertaken to make members of the Club aware of this meeting.

c) The quorum for general meetings shall be 25% of the total Club membership.

i) Decisions will be made by a vote. All club members (university and non-university) have the right to vote at general meetings.

7 FINANCE

a) All Club monies will be banked in an account held in the name of the Club, in accordance with University regulations.

b) The Treasurer is responsible for keeping accounts of the Club's finances, including its two bank accounts.

i) Any member of the Club may request to see the Club accounts.

c) All outstanding debts to the Club must be paid as soon as possible, unless the treasurer has made a specific allowance.

i) If debts are still outstanding at the end of term, the debtor will be prevented from attending all Club activities until the debt is paid.

ii) At the end of the academic year, a list of debtors will be passed to the University. It should be noted that persons owing money to the University are not permitted graduate.

d) Any member who pays out money on behalf of the club must submit receipts to the treasurer within a week of expenditure. In return the treasurer must submit these to the AU within a week of receiving them.

8 TRIPS

a) Only trips advertised and with the appropriate duty of care will be recognised as a Club trip. All other trips organised by individual Club members will be at individuals' own risk.

i) A duty of care form must be filled in for all Club trips and anytime that a University vehicle is used.

ii) If no duty of care form is completed the trip must be clearly announced as an unofficial trip.

b) Users of University vehicles on trips are subject to the rules and regulations set out by the University.

i) Drivers of University vehicles are responsible for the vehicle at all times whilst in their possession. Neither the Club nor the University will assume responsibility for fines or penalties incurred.

c) Private vehicles used on Club trips are the owner's responsibility. Neither the Club nor the University will assume responsibility for such vehicles. However club kit within these vehicles will remain the responsibility of the individual member borrowing the kit.

d) All Club kit must be treated with respect. Any unnecessary damage will result in the person causing the damage being responsible for replacing the item.

i) Kit used on non-Club trips is the responsibility of the user, whom may be liable for the whole cost of replacement if lost or damaged.

9 CODE OF CONDUCT AND DISCIPLINE

- a) The Club Code of Conduct are provided to allow efficient and safe running of the Club.
- b) Club Code of Conduct must be made freely available to, and adhered by, all members of the Club.
- c) The committee may at its discretion, refer any member of the Club to the AU Disciplinary Committee. Examples of reasons for this include:
 - i) persistent disregard for the Club Constitution or Code of Conduct,
 - ii) bringing the Club, University or sport into disrepute,
 - iii) persistent debtors owing money to the Club.
- d) The Club will not tolerate any prejudice, segregation of members, or other form of untoward behaviour from its members.
- e) The Code of Conduct may be amended by the Committee, and should be updated annually

10 AMENDMENTS

- a) Amendments may only be made at an AGM or EGM by the majority of those members present and voting.
- b) The Athletic Union must approve any such changes.

11 DECLARATION

As a Club Official I agree to abide by and enforce the rules of the Club Constitution and office to which I hold.

President: Stefan Webster

Secretary: Rebekah Lapham

Treasurer: Cameron Horn

Gear Inspection and Maintenance Person: James Bruce

Polo Rep: Connor Brasnell

Rivers Rep: Connor McCoy

Social Secretarys: Miska Butorova and Rosamund Greiner