



## Wey Kayak Club Rules (last amendment 1/3/2012)

### **CLUB HOUSE**

The Guildford Waterside Centre  
Riverside, Guildford, Surrey  
GU1 1LW

### **Preliminary**

1. The name of the Club shall be 'The Wey Kayak Club'.
2. The clubroom (and headquarters) of the Club shall be at Guildford Waterside Centre, or at such other address as the Club shall in General Meeting determine.
3. The objects of the Club shall be:
  - (a) To promote and encourage interest in canoeing;
  - (b) To provide facilities for canoeing and the storage of canoes;
  - (c) To organise and conduct canoeing events of any type for members and any other persons;
  - (d) To pursue a programme of social events for the benefit of members;
  - (e) To fulfil any object connected with any of the foregoing objects.In the construction of this clause no one of the objects numbered above shall be deemed predominant among them, and no object shall be deemed to be subsidiary to another.
4. The Club shall be a members' club (affiliated to the BCU) and shall consist of ordinary members, together with such honorary members and junior members and associate members as are hereinafter mentioned. All such members shall observe the rules of the B.C.U.

### **Membership**

5. The first ordinary members shall be the following twelve persons: viz, Ian Allen, Ray Beagley, Michael Carvell, Peter Finch, Robin Grainger, Gordon Jackson, Alan Prior, Christopher Rexworthy, Michael Richards, James Rossiter, Roger Smith and Geoffrey Tait, who, having determined to form themselves into a club more than two days before these rules are intended to become operative, are in this rule referred to as the founder members. Every candidate for membership (other than the founder members) must undergo an approval process led by an existing committee member or club coach. The person undertaking the approval shall be recorded. No reasons need be given to any candidate in the event of his rejection.
6. Honorary members, who shall not be liable to pay any entrance fee or subscription, but shall be entitled to all the privileges of membership, may be elected by the Club in General Meeting.
7. Junior members are those under the age of eighteen years on 1 January of the year in which the subscription is due to be paid. They are entitled to all the rights and privileges of ordinary membership, except that they shall not be allowed to serve as officers of the Club.

8. An Associate member is an established club, society or organisation. It is entitled to all the rights and privileges of ordinary membership, except postal voting, and the individuals comprised therein shall not be eligible to serve on the General Committee.
9. Social members do not engage in paddling activities but are entitled to limited use of Club facilities when these facilities are not required by ordinary or junior members. In all other respects they are entitled to all the rights and privileges of ordinary membership.
10. No person shall be admitted to ordinary, junior or associate membership until, (being a founder member or) having been elected as provided in Rule 5, he shall have paid to the Treasurer his first annual subscription.

### **Committee and Officers**

11. There shall be a Chairman, a Secretary, a Treasurer and an Assistant Treasurer, who shall be elected from time to time by the Club in General Meeting from among the ordinary members of the Club; and such other officers of the Club, including a Commodore, as the Club may in General Meeting appoint. The Secretary, the Treasurer, the Assistant Treasurer and every such officer shall act in all matters in accordance with the directions of the General Committee of the Club.
12. The affairs of the Club, in all matters not in these rules reserved for the Club in General Meeting, shall be managed by the General Committee of the Club.
13. The General Committee shall consist of not less than five ordinary members of the Club (which number shall include the Chairman, Secretary, Treasurer, and Assistant Treasurer and also the Commodore, if appointed) who shall be elected annually at the Annual General Meeting of the Club. They shall all go out of office in every year, but shall be eligible for re-election.
14. The General Committee may appoint one or more sub-committees for such purposes as it may deem appropriate. Three members shall constitute a quorum of the General Committee, and two a quorum of a sub-committee.
15. Any member of any class or any officer of the club who is appointed to carry out any activity on behalf of the club which requires the making of payments or acceptance of receipts, shall at a frequency specified by the Treasurer or the date at which their appointment should cease, submit to Treasurer an accurate statement of receipts and expenditure, sufficient to permit the Club's appointed auditor to complete an audit of those activities.

### **Trustees**

16. There shall be two Trustees of the Club who shall be appointed from time to time, as necessary by the Club, in General Meeting from among ordinary or honorary members who are willing to be so appointed. A Trustee shall hold office during his life, or until he shall resign by notice in writing given to the General Committee, or until a resolution removing him from office shall be passed at a General Meeting of the Club by a majority comprising two-thirds of the members present and entitled to vote.
17. All property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee, the General Committee shall take steps to procure the appointment by the Club in General Meeting of a new Trustee in his place; and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees, as constituted after the said appointment.

18. The Trustees shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club with the consent of the General Committee; but no purchaser, lessee or mortgagee shall be concerned to enquire whether consent has been given.

### **Subscriptions, Finances and Accounts**

19. The annual subscriptions for ordinary, junior and associate members shall be such sums as the General Committee shall from time to time determine. At the discretion of the General Committee an ordinary or junior or associate member may be allowed to pay a reduced subscription for any period less than a year.
20. Annual subscriptions shall be payable on election, as provided in Rule 8, and thereafter without demand on 1st January in every year. The General Committee may terminate the membership of any ordinary or junior or associate member whose annual subscription remains unpaid on 1 March.
21. The general committee can invite ordinary members to take out life membership. The status of a life member is an ordinary member in all other respects of these rules.
22. The Treasurer shall keep such proper books of account as will enable him to present at every Annual General Meeting of the Club, or at any other time if required (on reasonable notice to him) by the General Committee, an accurate report and statement concerning the finances of the Club for the preceding year, or for the current year as the case may be, and shall present such report and statement accordingly. There shall be an audit of the Club's accounts carried but by an independent person annually and at such additional times as may be decided upon by the General Committee.
23. The General Committee may prescribe additional fees at its discretion for members availing themselves of any of the facilities, activities or services which the Club may from time to time provide.

### **General Meetings**

24. An Annual General Meeting of the Club shall be held in every year, and there shall not be more than fifteen months between one Annual General Meeting and the next. Notice of the day and time of the Annual General Meeting shall be posted in the Club in the manner prescribed in Rule 42 for a period of at least twenty-eight days before such day.
25. A General Meeting of the Club may be summoned at any time by the General Committee and shall be so summoned immediately upon any seven ordinary members delivering to the General Committee a written request in that behalf" A General Meeting shall be summoned by causing a notice thereof to be posted in the Club premises in the manner prescribed in Rule 42 for a period of at least fourteen days immediately before the day appointed for the meeting, but this period may be abridged in the discretion of the General Committee if the urgency of the business to be discussed in their opinion so requires PROVIDED ALWAYS that, should this period be abridged, notice of the meeting shall be given to all members in the same manner and to the same effect as prescribed by Rule 45.
26. No business shall be conducted at any General Meeting where there are six or less members present.

27. At any General Meeting of the Club every member of the Club shall be entitled to be present, and every ordinary or honorary member shall be entitled to one vote upon every question raised, and every associate member shall be entitled to one such vote but such vote must be transmitted through a nominee whose name has been delivered to the Secretary at least two days before the General Meeting. In the case of equality of voting, the Chairman of the meeting (who shall be the Commodore or if there be no Commodore a member elected for the occasion by the meeting before any other business is opened) shall have a casting vote; in any other case the Chairman will have no vote. The Secretary shall take minutes of the proceedings at all General Meetings of the Club.
28. At any General Meeting a resolution put to the vote shall be decided on a show of hands unless, before or on the declaration of the result of the show of hands, a poll is demanded by the Chairman or two or more members. Unless a poll is taken the declaration of the result of a show of hands by the Chairman is final.
29. A poll on the question of adjournment or election of the Chairman must be taken forthwith. A poll on any other question shall be taken forthwith unless the Chairman shall decide that the matter be dealt with by postal ballot. Any other business may be proceeded with pending the result of the poll, provided that it has no relation to the subject of the poll. Procedure for the poll shall be decided by the Chairman.
30. Where a postal ballot is held, a voting form shall be sent to each ordinary member and honorary member by the Secretary or other officer of the Club as soon as possible after the decision to hold such a ballot, and in any event not later than 21 days after such a decision. Completed ballot papers shall be sent to the Returning Officer appointed by the General Committee. Papers must be received no later than 28 days after such a decision.
31. The result of a postal ballot shall be signed by the Returning Officer and be posted in accordance with Rule 42.
32. The effect of a postal ballot shall be retrospective insofar as the decision thereby taken shall take effect from the date of the decision to hold the postal ballot.
33. The accidental omission to send a voting form to, or the non-receipt of a voting form by any member, shall not invalidate a ballot.
34. An ordinary or honorary member shall be entitled to appoint another such member as his proxy to speak and vote for him at a General Meeting. A proxy shall only be entitled to vote on a poll. The instrument of proxy shall be in a form to be prescribed by the General Committee and must be lodged with the Secretary at least two clear days before the General Meeting.

### **Visitors**

35. Members may introduce and entertain guests at the Club. The member introducing a guest shall be responsible for his guest strictly observing these rules and the Club byelaws, and shall not leave the Club premises before his guest. No person whose membership of the Club has been terminated under Rule 40 or is for the time being suspended under Rule 38, or whose application for membership has at any time been rejected, shall be introduced as a guest.

### **Bye-laws**

36. The General Committee may from time to time make vary and revoke bye-laws (not inconsistent with these rules) for the regulation of the internal affairs of the Club and the conduct of members, and the byelaws for the time being in force shall be binding on all members.

## **Conduct of Members**

37. No betting shall be allowed in the Club. No lottery shall be promoted by any member or officer on behalf of or in any way connected with the Club or with any entertainment or event held by or in connection with the Club without the previous written authority of the General Committee.
38. The General Committee may suspend the membership of any member whose conduct, whether on the Club premises or elsewhere, is or has been in the opinion of the Committee contrary to the interests of the Club, or injurious to its reputation.
39. Immediately upon the suspension under Rule 38 of the membership of any member, the General Committee shall:
  - (a) Cause a General Meeting of the Club to be summoned for a day not later than the twenty-first day following the suspension;
  - (b) Give notice to the suspended member at his address as last notified to the Secretary under Rule 42 of his suspension, and inform him that if he so desires he may be present at the said meeting.
40. At any such Meeting any allegations against the suspended member shall be related (in his presence if he attends) to the Meeting by a member of the General Committee, and the suspended member shall (if he desires) be heard in answer, a reasonable adjournment to enable him to prepare his answer being allowed him at the discretion of the Meeting. The decision of the Club at the said Meeting or at any adjourned Meeting whether to re-instate the suspended member or to terminate his membership shall be taken by vote, and shall be final and conclusive.
41. The Club shall operate under the BCU Equality Policy, dated August 2011, or any subsequent amendments or revisions to this policy.

## **Notices**

42. Each member shall keep the Membership Secretary informed of that member's private address, email address or of some other address at which communications may be addressed for him. Nevertheless, it shall not be necessary to send any notice intended for members generally to any member, by post or otherwise, except in the case of the notice convening any General Meeting for any of the purposes of Rule 45 or any General Meeting convened under Rule 25 when the period of notice has been abridged. All notices shall be posted by being affixed in a prominent position on the Club premises in a part of the Club which is frequented by members, and it shall be the duty of the Secretary to ensure that any such notice remains so exhibited throughout any period required in that behalf by or under these Rules.

## **Alteration of Rules**

43. These rules may be revoked, added to or altered by a majority comprising two-thirds or more of the members present and or entitled to vote at any General Meeting of the Club, of which notice has been duly given under Rule 24 or Rule 25, specifying the intention to propose the revocation, addition or alteration, together with full particulars thereof.

## **Exclusion of Liability**

44. Neither the Club nor any officer thereof shall be liable to any member or guest of a member for any loss of or damage to any property occurring, from whatever cause, in or about the Club's premises, nor for any injury sustained by any member or guest whilst on or entering or leaving the Club premises

## **Dissolution**

45. The Club shall not terminate except by a resolution of a General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects or a charity or charities agreed by the General Meeting which formally terminates the Club.
46. A copy of the notice convening any General Meeting under this rule shall be sent by the Secretary by post to every member at his address last notified to the Secretary under Rule 42 not less than twenty-eight days before the date appointed for the Meeting; but any accidental omission to send such copy or the non-receipt of the same shall not invalidate any proceedings or resolution.

Dated January 1983

Amended March 2004

Bye Laws introduced by the General Committee on 12<sup>th</sup> February 2004

1. The members of the club agree to observe the current Health and Safety Policy of the Club.
2. The members of the club agree to observe the current "Code of Conduct" and "Child Protection and Vulnerable Adults policy".

Amended March 2012