



Club Constitution

1) NAME

- The Club shall be known as Phoenix Kayak Club, herein after known as **THE CLUB**.

2) Main Object

- The main object of the Club is to promote the sport of Canoeing.

3) MEMBERSHIP

- Club membership is open to all persons who undertake to behave in the best interests of the Club and canoeing.
- Membership is non discriminatory on grounds of sex, religion, ethnic origin, or age.
- Every effort where safe and practical will be made to accommodate members with physical & mental disabilities.
- A person who has been expelled from, or refused membership of, the Irish Canoe Union, shall not be eligible for membership.

4) CLASSES OF MEMBERSHIP

- 4.1) Full Member: over the age of 18 years
- 4.2) Junior Member: under the age of 18
- 4.3) Full time students over the age of 18

Note: Those under 12 years of age will only be admitted when one or both parents are members.

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5) ELECTION OF OFFICERS

- The Club Officers shall be elected at the Annual General Meeting of the Club and shall be known as the Executive Committee. The Officers shall include:

- 5.1) Hon Chairperson
- 5.2) Hon Secretary
- 5.3) Hon Treasurer
- 5.4) Instructors Representative / Safety Officer
- 5.5) Equipment Officer
- 5.6) Disciplines Development Officer

And:

- 5.7 & 5.8) Child Protection Officers (Independent of Executive Committee)

6) EXECUTIVE COMMITTEE

- The Executive Committee shall conduct the affairs of the Club as a whole and shall consist of:

- 6.1) Chairperson
- 6.2) Secretary
- 6.3) Treasurer
- 6.4) Instructors Representative / Safety Officer
- 6.5) Equipment Officer
- 6.6) Disciplines Officer

And co-opted officers:

Course Organiser, Social Media Co-Ordinator and other co-opted members as deemed necessary by club officers. Co-opted members do not have voting rights at Executive Committee meetings.

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6) EXECUTIVE COMMITTEE cont'd/

- Nominations for the position of Club Officers shall be put forward in the form of nominations fourteen days in advance of the date of the Annual General Meeting. Only Club members will be eligible to nominate members for officer ship. All nominations must have two Club members second the nominations.
- The term of office shall be for one year, and executive committee members shall be eligible for re-election, subject to the conditions of the *Committee Member Rolling Exit Policy* as accepted or amended by the membership at a club EGM/AGM.

7) OVERSIGHT COMMITTEE

- The Oversight Committee shall comprise three members of good standing whose nomination is ratified by democratic vote at club AGM/EGM. The Oversight Committees function is to ensure the club and its finances are appropriately managed. Oversight Committee approval will be required for purchases in excess of €3000.

8) DUTIES OF THE EXECUTIVE COMMITTEE

8.1) Chairperson

- The Chairperson will preside at all Meetings of the Club and at the Annual General Meeting.
- The Chairperson shall be responsible for guiding the policies and activities of the Club in accordance with its rules, by-laws, and general policy.
- The Chairperson shall represent or arrange for the representation of the Club at Irish Canoe Union General Meetings.
- The Chairperson shall ex officio be a member of any other committee of the Club.

8.2) Honorary Secretary

- The Honorary Secretary will be responsible for the organization of meetings of the Executive Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.
- The Honorary Secretary shall be responsible for all correspondence relating to Club business both within the Club membership and externally.
- The Honorary Secretary shall ensure members are aware of club policy and information guides.



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- The Honorary Secretary shall facilitate new member's inclusiveness and orientation, ensuring those joining the club are informed and welcomed.

8.3) Honorary Treasurer

- The Honorary Treasurer will be responsible for the collection of all monies including membership fees and shall keep such books of account as required by the Annual General Meeting.
- The Honorary Treasurer shall have the accounts of the Club audited in advance of the Annual General Meeting and will be answerable to the membership for their financial report.
- All cheques' drawn on the Club's account must have two signatures.
- The Treasurer must make the Executive Committee aware of any existing or potential financial or cash flow problems.
- No payments should be made other than through the Club Account.
- Funds from all sections / events must be paid to the treasurer within 7 days of such events.
- The Treasurer will be responsible for financial projections at the first executive committee meeting post election.

8.4) Instructors Representative / Safety Officer

- The Instructors Representative/Safety Officer shall be the liaison between the instructors and the committee.
- The Instructors Representative/Safety Officer has authority to call meetings on the instructors at which one other Executive Officer will attend.
- The Instructors Representative/Safety Officer will keep records of the Instructors training requirements and advise the Executive Committee of the requirements on each instructor.
- The Instructors Representative/Safety Officer will endeavour to up-skill all the instructors to higher grade levels.
- The Instructors Representative/Safety Officer will be responsible for promoting safe practices amongst club members.
- The Instructors Representative/Safety Officer will ensure that club equipment complies with all current safety recommendations.

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- It would also be expected that the Instructors Representative/Safety Officer would be familiar with the Irish Canoe Union's Award Scheme and encourage participation in the Scheme by Club members.

8.5) Equipment Officer

- The Equipment Officer will have responsibility to maintain documented records of equipment and will ensure that equipment is properly stored.
- The Equipment Officer will ensure that the equipment is properly maintained and will be responsible for the safety and security of the site.

8.6) Disciplines Development Officer

- The Disciplines Development Officer will have the responsibility to develop Kayaking disciplines within the Club and will liaise with other officers to establish training needs and encourage upskilling among members.
- The Disciplines Development Officer shall facilitate new member's inclusiveness and orientation, ensuring those joining the club are welcomed and informed.
- The Disciplines Development Officer will coordinate member's participation at competitions and events.
- The Disciplines Development Officer will oversee creation and focus of development sub-committees as per 15) Sections of this document.

8.7 & 8.8) Child Protection Officers

- The Child Protection Officers shall be responsible for all related matters in conjunction with all child protection legislation and shall remain independent of the Executive Committee.

8.9) Duties of Co-opted Officers

- **Course Organiser** will coordinate queries, bookings and seek to provide course participants with a positive experience and encourage membership. Course Organiser will maintain participant and assessment records for the Executive Committee.
- **Social Media Co-Ordinator** will under the guidance of the Executive Committee promote club activities (e.g. Beginner Courses) and moderate content on media platforms consistent with club policies. Social Media Representative will remove negative material and inform/consult Executive Committee before responding to developing issues.



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9) EXECUTIVE COMMITTEE

- The Executive Committee is responsible for the general conduct of the Club's business and activities.
- The Executive Committee shall meet at monthly intervals.
- The Honorary Secretary on instructions from the Chairperson shall call special meetings of the Executive Committee, or not less than four committee members.
- A quorum shall consist of not less than 5 members of the Executive Committee. The Chairperson will have the casting vote in the event of a tie vote.
- In the event of an Executive Committee member failing to attend 3 executive committee meetings he will be considered to have resigned and the Executive Committee shall co-opt another eligible person to fill the vacancy until the next AGM.

10) ANNUAL GENERAL MEETING

- The Annual General Meeting shall be held each Calendar year between January 01 and January 31 and within 12 months of the previous AGM.
- An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Executive Committee, or on a requisition signed by not less than 20 per cent of the members entitled to vote.
- Not less than 14 days clear notice shall be given, specifying to all members the time and business of the Annual General Meeting.
- Motions for discussion at the Annual General Meeting, shall be lodged with the Honorary Secretary at least fourteen **days** preceding the AGM, and be signed by 3 members entitled to vote. In addition, signed forms will be accepted via email, on the required date of two weeks before the AGM, once the original be presented on the night of the AGM to the Secretary.
- At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands of those entitled to vote.
- At all General Meetings the Chairperson will preside, or in their absence, the voting members present will elect a chairperson for the meeting.
- At all General Meetings, 10 per cent of the members of the Club shall constitute a quorum.
- If after a half-hour from the time appointed for the meeting, a quorum is not present, the General Meeting shall be postponed, and members advised of a new date.
- Accidental omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceeding of the meeting.



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11) LIABILITY

- The General Committee shall manage the affairs of the Club.
- Financial or Legal liability incurred in the rightful exercise of their office shall not, become the personal liability of the Committee, but shall be the responsibility of the Club as a whole.
- All members or other persons who attend club events do so at their own risk, and neither the Club nor its officers can accept liability for any loss or injury of any kind sustained during Club events/activities.

12) VOTING

- Only full members as described in 4.1, 4.2, and 4.3 are entitled to vote at all meetings.

13) Membership Fees

- Applicants for membership shall on completion of their application for membership pay a membership fee.
- The fee rates for membership shall be determined by the members at the Annual General Meeting and shall be due for payment as set down at the AGM.

14) CESSATION OF MEMBERSHIP

- Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may by resolution of the Executive Committee be suspended or expelled.
- Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 10 per cent of members who are entitled to vote.
- A member shall be deemed to have resigned from the Club if, after due notice in writing they have not paid by February the annual subscription which became due post AGM. They may however, re-join at any time during that year subject to a penalty fee to be decided by the Executive Committee
- All Keys to be handed back to committee immediately and gear removed from property on termination of membership

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15) SECTIONS

- The Club may organize various sections to cover the various activities of canoeing; a sub-committee shall conduct the affairs of each section.
- It shall consist of 3 members of whom the Chairperson or his/her deputy may be co-opted to serve on the Executive Committee.

16) DISQUALIFICATION FROM HOLDING OFFICE

- Only members entitled to vote are eligible to hold office.
- Any member, who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club.

17) AMENDMENTS OF CONSTITUTION

- This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
- A resolution to give effect to a change must be passed by at least 5% of the members present at the General Meeting.
- No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the constitution for the time being in force unless the same shall have been previously approved in writing by the revenue commissioners.

18) AUDITOR

- Every Annual General Meeting shall appoint an Honorary Auditor who shall examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the Balance Sheet.

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19) INCOME AND PROPERTY

19.1) The income and property of the Club shall be applied solely towards the main promotion of the main object(s) as forth in this constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club. No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:

- Reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club.
- Interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club.
- Reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club.
- Reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club.
- Fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company.

19.2) In the event of a breach of the code as per 19.1, the Club Chairperson will on the advice and agreement of a majority of the Executive Officers, request the resignation of the officer / member.

19.3) In the event of an occurrence as per 19.3, the said officer / member will be barred from office for a period not less than three years

20) KEEPING OF ACCOUNTS

- Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

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21) TERMINATIONS

- The Club shall not be terminated except by resolution of a Special General Meeting convened for the purpose, and if upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof. Members of the club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

22) POWER OF DECISION

- Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Executive Committee whose decision shall be final.

23) SAFETY RULES

- The Executive Committee shall be empowered to draw up rules for the safe conduct of club activities.

24) Bye Laws

- The Executive Committee shall be responsible for the preparation and updating of club Byelaws.

25) Social Inclusion

- That a night be set aside insofar as is possible as a club night to accommodate the marginalised, disenfranchised, and all those from marginalised groups and areas.
- This social inclusion programme is recognised as an important part of the development of the club, and this activity will be encouraged.

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26) DECLARATION

Each member upon joining shall sign an application form containing the following declaration.

Name: _____

Upon acceptance into membership of the Phoenix Canoe Club I understand that canoeing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition, which may render me, unfit for strenuous exercise**

Signed: _____ Parent / Guardian (if under 18)

*** Should a medical condition exist, this does not necessarily preclude you from Membership / participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.*

27) SIGNED

Signature: _____

Name in Print: _____

Position: Chairperson Secretary Treasurer

Date: _____

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