



## **I NAME**

1. The name of the Club (hereinafter called "the Club") is: "Royal Canoe Club"

## **II OBJECTS**

### **2. Definition**

2. The object of the club is to provide facilities for and promote participation of the whole community in the sport of Canoeing

## **III MEANS**

### **3. Competitions - 4. Voyages - 5. Meetings - 6. Logs**

3. To promote and organise and participate in competitive and recreational events.
4. To arrange and record canoe voyages.
5. To hold meetings annually for business and bivouac, for paddling and sailing and for racing and chasing over land and water.
6. Each member is requested to forward from time to time a record of his voyages, travels or races, with any particulars likely to be of use to the Club. Books, pamphlets, pictures, plans or maps etc relating to canoes and canoeing will be gratefully received by the Committee as presents to the Club Library.

## **IV MEMBERSHIP**

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of Canoeing as a particular sport.

### **7. Full Members - 8. Cadet Members - 9. Junior Members - 10 Family Members 11. Outport Members - 12. Social Members - 13. Affiliated Members 14. Honorary Members 15 - Resignation - 16. Expulsion - 17. Competitors 18. Courses - 19. Corporate Use - 20. Power to expel.**

7. FULL MEMBERS. Full membership is open to everyone over the age of 18 years who agrees to abide by the rules of the club and supports the ethos of the organisation.

The Committee reserves the right to refuse membership for good reason.

8. CADET MEMBERS. A candidate between the ages of eight and fourteen is eligible for election as a Cadet Member under the conditions laid down for full Members. In addition applicants must produce a declaration signed by a parent or guardian confirming their ability to swim 50 metres in kit without swimming aids and will be allowed on the water only when accompanied by a parent or guardian or with a recognised Club training group. On attaining the age of fourteen this membership shall cease. An application for Junior Membership may then be made.



9. JUNIOR MEMBERS. A candidate between the ages of fourteen and eighteen is eligible for election as a Junior Member under the conditions laid down for Cadet Members. On attaining the Club proficiency standard - as laid down in the Club proficiency test - members between the ages of fourteen and sixteen will be allowed on the water with other Club groups, but not alone. On attaining the age of eighteen this membership shall cease. An application for Full Membership may be made.

10. FAMILY MEMBERS. A husband and wife and their children under eighteen may be elected as family members under the conditions laid down for Full Members. Ages of children must be shown on the application form. Husband and wife each have the rights and privileges of Full Members. Children under the age of ten may use the Club premises only when accompanied by a parent. Children between the ages of ten and fourteen have the same privileges and restrictions as Cadet Members. Children between the ages of fourteen and eighteen have the same privileges and restrictions as Junior Members.

11. OUTPORT MEMBERS. Any adult who does not have a residential or business address within 40 miles of the Clubhouse may be elected an Outport Member under the conditions laid down for Full Members. An Outport Member has the same rights and privileges as a Full Member.

12. SOCIAL MEMBERS. Any adult may be elected a Social Member under the conditions laid down for Full Members. A Social Member is not entitled to vote at any Annual or Special Meeting of the Club and shall be subject to all the Regulations and Bye-Laws of the Club. A Social Member may not keep a canoe or boat at the Club, use Club canoes or boats other than under conditions laid down for non-members or to enter races restricted to Members of the Club. A Social Member may not use weight training equipment or showers unless the Club Committee give specific permission. A Social Member is eligible for election as a Full Member in accordance with Rule 7.

13. AFFILIATED MEMBERS. The Club Committee may accept the members of any Club or Association as Affiliated Members on such terms and with such privileges as the Committee may approve, except that Affiliated Members shall have no vote.

14. HONORARY MEMBERS. In special cases any person may be elected by the Club Committee, as an Honorary Member.

15. RESIGNATION. A Member may resign on giving written notice to the Hon. Secretary before the date of his annual renewal. Failure to give such notice shall render the Member liable to pay the whole of the subscription due for the following year.

16. EXPULSION. The Club Committee has power to expel from the Club any Member who breaks the rules of the Club, or whose conduct in the opinion of the Committee renders him unfit for membership.

The Hon. Secretary will give the Member 28 day's written notice to attend a meeting of the Committee: this notice will give details of the complaints made against him. No Member will be expelled without first having had an opportunity of appearing before the Committee and answering the complaints made against him, nor unless at least two thirds of the Committee present who vote, in secret ballot, in favour of his expulsion.



Any member, having been expelled, after having put his case to the Committee, has the right of written appeal, against his expulsion, to an Appeal Panel consisting of The Chairman of Royal Canoe Club Trust and Two Directors of Royal Canoe Club Trust, none of whom should have been involved in the original decision made by the committee.

17. COMPETITORS. Any person who is a competitor in any race sponsored by or on behalf of the Club is entitled to the use of Club premises and to purchase intoxicating liquor for consumption on the premises by such person within a period of 24 hours before and after the race in which he is competing.

18. COURSES. Any person who attends a course of instruction sponsored by or on behalf of the Club is entitled to the use of Club premises and to purchase intoxicating liquor for consumption on the premises by such person for the duration of the course.

19. CORPORATE USE. Persons nominated by a corporate body may be authorised to use the premises of the Club by the Hon Secretary. Such authorisation shall specify between which times and dates (not being more than 48 hours apart) the said persons may so use the premises.

20. POWER TO EXPEL. The Honorary Secretary, or any other person authorised by him, may expel, temporarily or permanently, any person who has the right to the use of the Club premises only under rules 17 18 & 19.

## **V OFFICERS & COMMITTEES**

### **21. Officers - 22. Trustees - 23. Club Committee - 24. Licensing Hours**

21. OFFICERS The officers shall consist of Commodore, Vice-Commodore who shall each be elected at the Annual General Meeting for a term of 2 years, in alternate years; Captains (whose number and areas of responsibility shall be determined by the Club Committee) and who shall be elected at the Annual General Meeting; Honorary Treasurer and Honorary Secretary who shall be elected annually at the Annual General Meeting.

Nominations for Commodore, Vice-Commodore, Honorary Secretary and Honorary Treasurer (duly proposed and seconded by Full Members of the Club and with their consent) shall have been received by the Honorary Secretary at least 30 days before the Annual General Meeting at which they are due to retire. Such nominations, together with the names of proposer and seconder shall be posted in the Clubhouse at least 21 days before the date of the General Meeting and a copy sent to every Club member with the Agenda.

All Officers of the Club shall be eligible for re-election.

22. TRUSTEES. The property of the Club shall be vested in the names of not less than four or more than six Trustees, who shall be elected by the Club in General Meeting. They shall remain in office until death, resignation or revocation of their appointment, after due notice by a two-thirds majority of the Club in General Meeting assembled. The Trustees shall be ex-officio members of the Club Committee.



23. THE CLUB COMMITTEE shall consist of the Officers, the Trustees the Directors of Royal Canoe Club Trust Ltd and four full Members. They shall have power to fill vacancies in their number by co-option, but without voting rights. Six shall form a quorum at any meeting.

Candidates for election to the Committee annually (not being Officers or Trustees of the Club or Directors of Royal Canoe Club Trust Ltd) shall be those members of the retiring Committee who offer themselves for re-election and such other Full members whose nominations (duly proposed and seconded in writing by Full members of the Club) with their consent in writing shall have been received by the Honorary Secretary at least 30 days before the date of the Annual General Meeting in each year. Such nominations, together with the names of proposer and seconder shall be posted in the Clubhouse at least 21 days before the date of the Annual General Meeting, together with the names of those members of the retiring committee who offer themselves for re-election and a copy sent to every Club member with the Agenda.

If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot.

In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot.

It is the duty of the Club Committee to deal with all matters concerning the business and amenities of the Club: to elect candidates for membership: and to consider the statement of accounts, including all Sections of the Club, for submission to the Annual General Meeting.

The Club Committee may from time to time constitute, establish and appoint such standing committees and other committees and sub-committees as it may deem necessary and may delegate to any such committee such of the powers and duties of the Club Committee as it may think fit.

Such committees and sub-committees shall consist of such members of the Club Committee or of the Club as the Club Committee may think it desirable to appoint or as may be elected or appointed in accordance with constituting rules approved by the Club Committee and such other person or persons (if any) as the Club Committee may think it desirable to appoint or may be appointed under the said rules taking into account the position and qualifications of any such person or persons and the purpose or purposes for which any such committee or sub-committee has been appointed or constituted. The Commodore and Vice Commodore shall be ex-officio members of all such committees and sub-committees.

Such committees and sub-committees may, if so authorised by the Club Committee, raise funds and maintain bank accounts. Accounts shall be kept in such forms as may be approved from time to time by the Club's Treasurer and shall be submitted immediately following the end of the financial year for examination and incorporation into the Club's accounts. The Club Committee may call for a current financial report at any time during the financial year.



24. LICENSING HOURS the permitted hours for the supply and consumption of intoxicating liquor on the Club premises (except when a special licence has been granted) are as follows:

Monday to Saturday: 11 a.m. to 11 p.m.  
Sunday and Good Friday: 12 noon to 10.30 p.m.  
Christmas Day: 12 noon to 3 p.m. and 7 p.m. 10.30 p.m.

or at such other times as the appropriate authority may permit

Intoxicating liquor may not be supplied to any person under 18 years of age.

## **VI ACCOUNTS**

### **25. Accounts**

25. Once at least in every year the accounts of the Club shall be examined and the correctness of the income and expenditure account and the balance sheet ascertained by one or more chartered accountants.

## **VII MEETINGS**

### **26. Annual General Meeting - 27. Special Meetings - 28. Motions - 29. Quorum - 30 Changes to rules - 31. Competency to vote.**

26. THE ANNUAL GENERAL MEETING shall be held preferably not later than the end of April in each year. The business to be dealt with shall be to elect the Commodore and Vice Commodore as appropriate; the Honorary Secretary, Honorary Treasurer, four Committee Members and Auditors; to consider the consolidated annual accounts of the Club; to receive Reports and to transact other appropriate business.

27. A SPECIAL MEETING may be called by the Club Committee and shall be called by them as soon as conveniently possible on a requisition signed by not less than ten Full Members of the Club. Such requisition submitted to the Honorary Secretary shall state the subject to be dealt with in the form of a motion which will be notified to the membership 14 days before the date of the Special Meeting. Only one Special Meeting shall be called for any one subject.

28. MOTIONS. A copy of every motion intended to be brought forward shall be sent by the proposer to the Honorary Secretary for the Annual General Meeting not later than 1st January. The Honorary Secretary shall send to every Club Member a copy of every such motion and notice of Meeting at least 21 days before the date of any meeting.

29. QUORUM. The quorum for an Annual General Meeting shall be the members present and entitled to vote. The quorum for a Special Meeting shall be twenty members present and entitled to vote.

30. CHANGES TO RULES. No rules of the Club may be altered or amended unless the motion proposing such alteration or amendment shall have been carried by a two-thirds majority of those present who vote. Motions to change the rules may only be considered at the Annual General Meeting..

31. COMPETENCY TO VOTE. No Member shall be competent to vote until he shall have paid his annual subscription.



## **VIII FEES AND SUBSCRIPTIONS**

### **32. Fees and subscriptions - 33. Storage of Canoes and Boats**

32. FEES AND SUBSCRIPTIONS. Entrance Fees and Subscriptions shall be such amounts as may be, from time to time, determined by the Club Committee as may be required by the directors of Royal Canoe Club Trust to meet the obligations under the agreement with the London Borough of Richmond and the Sports Council.

Candidates for membership must pay the appropriate entrance fee and first year's subscription on submitting their application form. This sum will be refunded in full should the application be refused.

Annual subscriptions shall be payable annually on the first day of the month in which the Member's application was accepted by the Committee.

Should the subscription of any Member remain unpaid for one month he shall be notified of the default. Should any Member's subscription or other sum due to the Club remain unpaid for two months the Club Committee may cancel that membership after due notice. The Committee at their discretion may post the names of defaulters in the Clubhouse.

The Club Committee have power to extend the time for payment of any money due to the Club from any Member or to waive payment of the subscription of any Member in their discretion.

The Club shall participate in the Direct Debiting Scheme as an Originator for the purpose of collecting subscriptions for any class of membership and/or any other amounts due to the Club. In furtherance of this object the Club may enter into any indemnity required by the Banks upon whom Direct Debits are to be originated. Such indemnity may be executed on behalf of the Club by officers nominated in an appropriate resolution.

**33. STORAGE OF CANOES AND BOATS.** Member's canoes and boats may be stored on the Club premises or moored alongside at the discretion of the Club Committee at rates to be set by the Club Committee and payable in advance as the Committee may direct. Every canoe and boat must be clearly marked with the Member's name and the Club Committee may arrange for the removal from the premises of those which are not so marked and may similarly order the removal of Members craft at any time when accounts for storage are unpaid for one month after the due date, without being liable for any loss or damage to the craft howsoever caused.

After giving one month's notice in writing to the member or former member at his last known address as shown in the Club Register, the Committee may thereafter sell the craft and deduct any monies due to the Club from the net proceeds of the sale before accounting for the balance to the member or former member.

Each member must ensure that his canoe or boat is adequately covered by third party insurance and carries an Environment Agency licence.

## **IX VISITORS**

### **34. Visitors - 35. "Open" days.**

34. ALL VISITORS shall sign the Visitors' Book upon entering the Club premises and the introducing member shall be responsible for their doing so.

35. THE CLUB COMMITTEE may, at its discretion, declare certain days "open". Apart from such days no one visitor may be introduced more than five times in any calendar year without express permission of the Club Committee.

## **X CLUB CYPHER - BURGEE & COLOURS**

### **36. Design of cypher - 37 Burgee - 38 Colours**

36. THE CLUB Cypher is as depicted:

37. THE CLUB BURGEE is a navy blue field with cipher in white. (Adopted in 1869)

38. THE CLUB COLOURS are navy blue and white.

## **XI PROPERTY DAMAGE**

### **39 – Own Risk – 40 Members' property**

39. ALL PERSONS using the Club premises or property do so entirely at their own risk.

40. THE CLUB cannot be held responsible for loss or damage to Members' or guests' property.

## **X11 CANOES**

### **41 Definition of a canoe**

The definition of a Canoe adopted by the Club in 1880 was 'A vessel with or without sails capable of being propelled with a paddle or paddles by one or more person, who face forward, according to the number that it is intended to carry.

## **XIII INDEMNITY**

### **42. Indemnity**

#### **XIIa) NOT FOR PROFIT**

42aThe income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in these rules and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

42.THE TRUSTEES, the Honorary Secretary, the Honorary Treasurer and the holder of any office of the Club shall be entitled to be indemnified against all costs charges losses expenses and liabilities properly incurred by him in the execution and discharge of his responsibilities relating to the Club. Any expenses claimed must be approved in advance or retrospectively by the Club Committee or a sub-committee established for this purpose.

## **XIV DISSOLUTION OF THE CLUB**

43. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

1. A registered charitable organisation (s)
2. Another Club which is a registered CASC
3. The sports national governing body for use by them for related community sports

## **XV DATA PROTECTION ACT**

44. ACCEPTANCE of these rules by the Member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the *Data Protection Act 1998*.

## **XVI INTERPRETATION**

45. ANY WORDS which may imply the masculine gender also include the feminine