

Fife Sea Kayak Club Constitution

1. Name

1.1 The Club shall be called the Fife Sea Kayak Club (hereinafter referred to as the Club)

2. Club Aim and Objectives

2.1 The Aim of the Club shall be to go sea kayaking safely, and to support members in their own paddling development as part of our peer group

2.2 The Objectives of the club are:

- To encourage members to develop the skills required to meet their own paddling aspirations
- To be open to all, in line with the Equality Act 2010; with the exception that membership is only open to those over the age of 18.

3. Club Participation Statement

3.1 Participants in Club activities are deemed:

- to have made themselves aware of and fully accept the risks
- to be solely responsible for their own decisions, actions and involvement
- to agree to adhere to all relevant Club policies and procedures
- to agree to behave in accordance with any briefings issued on the day

Non-compliance with the any of the foregoing may result in restrictions being placed on the participation or exclusion from the activity or activities in the interests of overall group safety.

4. Membership

4.1 The membership shall consist of the following categories:

- Member
- Visiting Member

4.2 A Member of the Club shall be a person whose membership application has been accepted by the Club and who has paid the membership fees. Only members shall be eligible to vote at Club meetings.

4.3 A visiting member shall be any person who takes part in a Club activity and is not a member of the Club.

4.4 Any person attending as a visiting member may only do so for a maximum of 3 club activities; they must thereafter become a full member of the club.

4.5 All members and visiting members shall accept the terms of this constitution and any policies and procedures from time to time adopted by the Club.

4.6 Membership fees shall be as agreed at each Annual General Meeting.

4.7 The club is affiliated to the National Governing Body (Paddle Scotland) and members who are not individual members of the NGB will be affiliate members by virtue of their club membership.

5. Management

5.1 The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Officers of the Club plus five to seven ordinary members.

5.2 The Officers of the Club, who shall be honorary, shall consist of a Chair, Treasurer and Secretary, who shall be nominated, and elected at the Annual General Meeting, as shall be the said five to seven ordinary members. If any position shall fall vacant the Committee shall have the power to co-opt members.

5.3 All Executive Committee members shall be members of the Club.

6. Meetings

6.1 Annual General Meeting

6.1.1 The Club shall hold an Annual General Meeting in the month of November to:

- Approve the Minutes of the previous year's AGM
- Receive reports from the Chairman and the Secretary
- Receive a report from the Treasurer and approve the Annual Accounts
- Elect the Executive Committee
- Appoint someone responsible for certifying the Club's accounts
- Deal with other relevant business

6.2 Extraordinary General Meeting

6.2.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least four members of the Club. The Executive Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

6.3 Notices

6.3.1 At least 14 days notice shall be given to all voting members of any General Meeting

6.4 Voting

6.4.1 With the exception of changes to the Constitution, decisions put to a vote shall be resolved by a simple majority at General Meetings

6.4.2 The Chair of the Club shall hold a deliberative as well as a casting vote at General and Committee meetings

6.5 Quora

6.5.1 The quorum at General Meetings shall be 10 members and the quorum at committee meetings shall be 5 members. Note that in exceptional circumstances, online attendance and proxy votes shall count towards quora at the discretion of the Chair.

6.6 Changes to the Constitution

6.6.1 Any change to the Constitution shall be decided at a General Meeting and shall require a two-thirds majority of those present and eligible to vote

6.6.2 A proposal to change the Constitution must be submitted in writing to the Secretary who shall circulate the proposal to all members and allow seven days for the submission of any amendments before calling a meeting in accordance with paragraph 6.3 above

6.6.3 All proposals for changes to the Constitution shall be signed by four members eligible to vote at a General Meeting

7. Finance and Accounts

7.1 The financial year shall run from October to September

7.2 The Treasurer shall be responsible for the preparation of the Annual Accounts of the Club

7.3 The Accounts shall be certified by an appropriate person at the Annual General Meeting

7.4 The Club bank accounts shall be operated predominantly online, the Chair, Secretary and Treasurer acting as signatories (electronic where appropriate) to the account

7.5 All members of the club shall be jointly responsible for the net financial liabilities of the club.

8. Policies and Procedures

8.1 The Executive Committee shall have the power to publish and enforce such Policies and Procedures as it feels necessary for the good governance of the Club

9. Dissolution

9.1 In the event of dissolution of the Club, any moveable asset shall be sold to a non-member, individual or institution with no interest in the Fife Sea Kayak Club and the asset realised. These sale funds shall then be added to the existing equity of the Club to form the dissolution assets. These assets shall then be gifted between the RNLI and a Fife Leisure facility offering non-profit outdoor kayaking and/or leisure pursuits. The specific beneficiary to be decided by the Committee at the time of dissolution. These assets shall not be distributed amongst the members of the Club in any way whatsoever.