



# Poole Harbour Canoe Club

Established 1956



Affiliated to the  
**British Canoe Union**

## **CLUB RULES - 2011 Revision**

### **GENERAL**

1. The Club is to be known as Poole Harbour Canoe Club.
2. The aims of the Club are to participate in and to promote the various aspects of canoeing with due regard for safety. The club is non-profit making, any surplus funds are reinvested into the club for the benefit of the members. No surplus or assets will be distributed to members or third parties.
3. Storage of equipment within the club is subject to available room and the agreement of the quarter master. An annual storage fee for canoes will be charged.
4. Any alteration in membership subscriptions and storage fees is to be decided on only by a General Meeting

### **MEMBERSHIP**

5. Membership is to be composed of 3 classes, Junior (i.e. below 18), Senior (i.e. 18 or over) and Family. The junior subscription rate applies to student in full time education. Family membership will normally include up to two adults and their children. Junior membership requires the written consent of parent or guardian.
6. Membership is by application to the Membership Secretary and is open to all.
7. Membership of the Club implies acceptance of the rules of the Club. All members should be given a current copy of the rules upon joining and notified when revised.
8. Subscriptions are due on the first day of April each year. A member not renewing two months from that date shall have his membership terminated. Applications for membership may be made at any time during the year and will pay subscription plus £5 joining fee.

### **SAFETY**

9. All canoeing members must certify their ability to swim 50 metres in canoe clothing and should follow the safety guidelines recommended by the BCU, together with specific guidelines which may be published by the Club from time to time.
10. The following additional rules apply specifically to junior members :-
  - a) No junior member will be issued with a key to the club. However there will be provision for the parent/guardian of a junior member to be issued with a club key at the discretion of the committee.
  - b) Junior members must always wear a buoyancy aid or life jacket approved for canoeing.
  - c) No junior member shall be allowed to canoe from the club premises unless he/she is accompanied by a senior member (who is prepared to take responsibility for the junior's safety)
  - d) No junior shall take a non-club member onto the club premises or allow a non-club member to canoe from the Club premises without the consent of the committee.
11. On all Club trips where there is a nominated leader all participants on the trip must follow his/her instructions at all times. They must also ensure adequate canoe buoyancy and remember at all times of the need to ensure their own safety and that of others. At any time they are canoeing under the club's name, they should act accordingly.

### **ANNUAL GENERAL MEETING.**

12. An Annual General Meeting is to be held as near to the last Wednesday in September as is practicable. Any member wishing to submit a motion to be proposed must do so in writing to the secretary 14 days prior to the meeting.

### **COMMITTEE.**

- 13.a The committee will consist of 12 members. Seven nominated positions; Chairman, Secretary, Treasurer, Quarter Master, Training Officer, Welfare Officer, Junior representative (adult or junior) plus five general members. (General members may or may not necessarily encompass the roles of membership secretary, magazine editor, webmaster, senior coaches, or the coordinator for volunteers, events, courses or duty lists). Proposal, seconding and election by ballot for these positions shall take place at the AGM. The committee is empowered to appoint replacements to the committee in the event of a vacancy occurring.  
A quorum of six members is required to ratify any committee decisions.  
The Committee is empowered to co-opt extra members to undertake specific duties as these might occur. Such co-opted Members shall serve for the time that their duties make their presence at meetings necessary but they have no voting rights and shall take no action on the club's behalf without the authority of the Committee.

- 13b To avoid a conflict of interest, PHCC committee positions shall not be occupied by either a person, or their spouse/partner who sits on the committee/management team of a split away Canoe club. If a PHCC committee member subsequently becomes part of the management team of such a club, they shall declare this and resign from management of PHCC to avoid a conflict of interest. Any member with an interest in a non-PHCC Canoe Club shall declare this in decision making
14. The Committee is automatically returned each year to be eligible to stand for re-election, but the whole committee is to be retired before a fresh election takes place.

#### COMMITTEE AFFAIRS.

15. Disposal of Club Records.
- (a) important correspondence relating to Legal Matters, Club Site etc are to be retained permanently.
  - (b) General correspondence is to be retained for one year, then destroyed at the Secretary's discretion
  - (c) Committee Meeting Minutes, and all matter relating to club finances, to be retained for five years.
  - (d) General Meeting Minutes to be retained permanently
16. The Club accounts are to be audited each year by an independent person to be nominated and approved by the Committee.

#### COMPLAINTS.

17. If any member wishes to register a complaint against the Club Committee, or any individual member, such complaint is first to be delivered in writing to the Secretary, who must bring it to the notice of the committee at the earliest opportunity. The committee shall be empowered to act as it sees fit upon receipt and consideration of the complaint.
18. If any complaint be registered against a member whether by an individual or by the Club committee, the matter is first to be considered by the committee and the member so informed. The action to be taken will be decided by the committee which shall have the power to require the member to relinquish his/her membership permanently. Any member has the right to present his/her case personally to the committee if he/she so wishes and shall not be asked to resign until given the opportunity to respond.
19. Any alteration in the Club Rules may only be made by the assent of a general meeting or by postal ballot.
20. Any matter not covered by the rules shall be dealt with by the elected committee as it sees fit at the time.
21. Dissolution. In the event of the club's demise the balance of any funds or assets shall be given to the BCU for use in community related sports.

Rules as adopted by AGM 1964, amended 1965, retyped April 1974, amended May 1983, amended May 1987, retyped May 1987, retyped May 1988. Amended Oct 1990. Rewritten April 1991. Revised May 1999, Sept 2004, Sept 2005, new logo Feb2006. Amended Sep 2010. Amended Apr 2011.