



LAKESIDE PADDLESPORT CLUB CONSTITUTION AND RULES

NAME

- The name of the Club is Lakeside Paddlesport Club hereinafter known as **the Club**.
- The Club was previously known as Newark Canoe Club.

CLUB PURPOSE

- The purposes of the Club are to:
 - promote amateur participation in canoeing, kayaking and stand-up paddle boarding (“the sports”) in the Newark/Lincoln area and
 - encourage community participation in the same.
- 4. The Club shall function as an Unincorporated Association for accounting purposes.
- 5. The General Committee (“the Committee”) shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not however, be the personal liability of the Committee or its members but shall be the responsibility of the Club as a whole.

PERMITTED MEANS OF ADVANCING THE PURPOSES

- 6. The Committee has the power to:
 - a. Acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport and related facilities.
 - b. Provide coaching, training and related social and other facilities.
 - c. Take out any insurance for club members and third parties.
 - d. Raise funds by appeals, grants, subscriptions and charges.
 - e. Buy or lease property, land or other physical assets in the furtherance of the club’s purposes and sell or otherwise dispose of the same.
 - f. Set aside funds for special purposes or as reserves.
 - g. Invest funds in any lawful manner.
 - h. Employ and engage staff and others and provide services.
 - i. Co-operate with or affiliate to:
 - i. Bodies regulating or organising the sports.
 - ii. Government and related agencies.

- j. Do all other things reasonably necessary to advance the purposes.
7. None of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

MEMBERSHIP

8. Membership of the Club shall be open to anyone interested in the sports on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion

or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

9. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.

10. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

11. The Club Committee may refuse membership, or remove it, only for good cause. Such

cause may include, but is not limited to:

- Repeated conduct that presents a hazard to the health and wellbeing of Club members, guests or the general public
- Conduct or behaviour likely to bring the Club or the sports into disrepute
- Conducting private activities for personal gain using Club assets or property without the prior consent of the Committee
- Committing any inappropriate act or acts (whether legal/consensual or not) with other members, guests or the general public on Club property or at Club events.

12. A person who has been expelled from, or refused membership of British Canoeing, shall not be eligible for membership.

13. Appeal against refusal or removal may be made to the Appeals Committee (section 21, below).

14. The Club has five membership categories:

- **Full member** (over 18)
- **Junior member** (under 18). For Juniors under 14 yrs. a parent must be present during general club sessions
- **Family member**. The spouse/partner and/or children under 18 of a full member
- **Student member**-in full time education (24 hrs or more per week)
- **Social member** (non-paddlers)

DISCIPLINE AND APPEALS

15. All complaints regarding the behaviour of members must be submitted in writing (including e-mail) to the Chair.

16. The Chair will appoint a Disciplinary sub-Committee of not less than 3 people including

themselves unless they are the subject to the complaint, in which case the Vice Chair is to coordinate.

17. The Disciplinary sub-Committee will meet to hear complaints within 10 days of a complaint being received by the Chair. In the interests of expediting the complaint, this hearing may be held virtually.

18. Both the complainant and the complainee may attend the Disciplinary sub-Committee meeting and may be asked to contribute to the hearing.

19. The complainee will have visibility of the complaint made against them at least 7 days before the hearing to allow them to prepare a response.

20. The Disciplinary sub-Committee has the authority to take any disciplinary action it

deems appropriate including the termination of membership, subject to a majority vote of Disciplinary sub-Committee members. In the event of a tied vote, the Chair/Vice Chair shall have the deciding vote. If the allegation is found to be vexatious or malicious the Disciplinary sub-Committee has the authority to discipline the complainant to any degree it deems appropriate subject to the same limitations described earlier.

21. The Outcome of a disciplinary hearing will be notified in writing by the Chair to the complainant and the member against whom the complaint was made within 5 days of the hearing.

22. Any member against whom disciplinary action is taken, including termination of membership, shall have the right of appeal within 5 days of being informed in writing by the Chair of such action.

23. Notification of an Appeal must be submitted in writing to the Chair.

24. The Chair will appoint an Appeals sub-Committee of not less than 3 people. Members of the Disciplinary sub-Committee are not eligible to sit on the Appeals sub-Committee for the same disciplinary action.

25. The Appeals sub-Committee will consider the Appeal within 10 days of being appointed. In the interests of expediting the Appeal, this hearing may be held virtually.

26. Neither the complainant nor the complainees may attend the Appeals sub-Committee meeting.

27. The Appeals sub-Committee has the power to either:

- Uphold the original Disciplinary sub-Committee decision, or
- Uphold the Appeal and reverse the Disciplinary sub-Committee decision.

28. The Appeals sub-Committee does not have the power to impose a different disciplinary decision to that made by the Disciplinary sub-Committee.

29. The decision of the Appeals sub-Committee is final and no further appeal may be made.

30. The Outcome of the Appeals sub-Committee hearing will be notified in writing by the Chair to the complainant and the member against whom the complaint was made within 5 days of the hearing.

THE COMMITTEE

30. **Role.** Subject to these Rules, the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

31. **Composition.** The Committee shall consist of at least five and not more than fourteen members (including Officers) subject to the following:

- The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.
- Any Committee member may be re-elected or re-co-opted without limit.
- A Committee member ceases to be such if they cease to be a Club member, resigns by written notice, or removed by the Committee for good cause after the Member concerned has been given the chance of putting their case to the Committee with an appeal to the Club members, or is removed by club members at an Annual General Meeting or an Extraordinary General Meeting.

32. All Committee members, whether elected, appointed or co-opted, shall have a single, equal vote.

33. In the event of a tied vote, the Chair shall have the deciding vote.

34. The principle committee positions are:

- Chair
- Vice Chair
- Secretary

- Treasurer
- Child Protection Officer (appointed position not elected)
- Membership Secretary
- Club events Co-ordinator
- Coaching and Training Co-ordinator
- Equipment Co-ordinator
- Maintenance Co-ordinator
- Communications and Media Co-ordinator

35. Applications for election to the Committee must be made to the Club Secretary no more than 6 weeks and no less than 1 week before an Annual General Meeting.

36. Appointment to Committee positions shall be made by a simple count of an open vote of hands of Club members at the Annual General Meeting.

GENERAL MEETINGS

37. General Meetings shall be held at the discretion of the Chair but never less than every quarter and usually every month during busy periods.

38. Any Club member may attend a General Meeting but is not permitted to contribute or vote.

39. Such meetings need 21 clear days' notice to members in writing or to a registered email address.

40. The quorum for all general meetings is 15% of the total voting membership.

41. The Chair or, in their absence, another member chosen at the meeting shall preside.

42. Except as otherwise provided in these Rules every resolution shall be decided by a simple majority of the votes cast on a show of hands.

43. **Standing Agenda.** The Agenda for a General Meeting will include, at a minimum:

- Apologies
- Open actions from previous meetings
- Financial statement
- Disciplinary matters
- Proposals for new actions or decisions
- Any other business
- Date of next meeting

44. **Annual General Meeting (AGM).** The Club will hold an AGM once in every calendar

year and not more than 15 months after the last AGM. This will normally take place in the autumn.

45. Items for inclusion on the Agenda should be communicated to the Club Secretary in writing no less than 1 week before the AGM. Any Club member may request an item to be included.

46. **Standing Agenda.** The Agenda for an Annual General Meeting will include:

- Introductions and apologies
- Financial statement by the Treasurer
- Annual statement by the Chair on Club activities since the previous AGM
- Items raised by Club members

- Members questions to the Committee

47. **Extraordinary General Meetings (EGM).** An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 15% of voting members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

48. **Conflicts of interest.** Whenever a Committee member has a personal interest in a matter to be discussed they must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned. Failure to declare a conflict of interest will be considered a disciplinary issue.

49. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

- At least 5 members must be present for the meeting to be quorate
- Committee meetings shall be held face to face
- The Chair or whoever else those present choose shall chair meetings
- Decisions shall be by simple majority of those voting

50. A resolution in writing signed by every Committee member shall be valid without a meeting

51. **Delegation.** The Committee may delegate any of their functions to sub-committees

but must specify the scope of its activity and powers, the extent to which it can commit the

funds of the Club, its membership and its duty to report back to the Committee. Such delegation must be recorded in the meeting minutes. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

52. **Disclosure.** Annual club reports and statements of account must be made available

for inspection by any member and all club records may be inspected by any Committee

member.

PROPERTY AND ACTIVITIES

53. The property and funds of the Club cannot be used for the direct or indirect private

benefit of members other than as reasonably allowed by the Rules and all surplus income or

profits are reinvested in the club.

54. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses and insurance cover.

54. The Club may also in connection with the sports purposes of the Club:

- Sell and supply food, drink and related sports clothing and equipment.
- Employ members (though not for participating) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
- Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

55. The Committee will have due regard to all laws on discrimination and child protection.

RULES FOR THURLBY LAKE

56. The Committee shall be empowered to draw up rules and appropriate risk assessments for the safe conduct of the sports at Thurlby Lake and other locations used for organised Club activities.

AMENDMENTS TO RULES

57. These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as an Unincorporated Association

and not in any event to alter its purposes or winding up provisions.

58. The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agree the change by a two-thirds majority of votes cast.

WINDING UP THE CLUB

59. The members may vote to wind up the Club if not less than three quarters of those

present and voting support that proposal at a properly convened Annual or Extraordinary General Meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- To another Club with similar sports purposes which is a registered charity and/or
- To another Club with similar sports purposes which is a registered CASC and/or
- To the Club's governing body for use by them for related community sports

PRIORITY

60. Where there is any conflict between any of the above rules ('Key Rules') and any other rule or rules, the Key Rule(s) will take priority.

Reviewed

On: <TBC>

Signed

Name Dave Blair, Chair

On: 18th March 2024