

<b>To be completed by the AU Officer</b>	<b>Date</b>	<b>AU Office Signature</b>
Constitution submitted to AU Officer		
Approved to pass into 3 month rule		
Rejected by AU committee		
Society affiliated to AU		

## **Southampton University Athletic Union**

### **Southampton University Canoe Club Constitution**

**Name:**           **The name of the Club shall be:** Southampton University Canoe Club

Hereinafter referred to as the Club

**1. Sport Type:**

Outdoor/Water/Extreme

**2. Objectives/Aims:** The objectives/Aims of the Club shall be:

The aim is to promote the sport of canoeing amongst all members of the union in a safe manner.

**3. Membership:**

The members of the Athletic Union shall in accordance with section 3(6) of Grant Aid be all of the below members of the Students' Union who have purchased AU membership:

- a) All registered full-time students of the University;
- b) Such registered part-time students of the University as the Union in accordance with its Laws may admit to full membership;
- c) All other registered part-time students of the University wishing to become associate members on payment of the appropriate membership fee;
- d) All members of staff of the University wishing to become associate members on payment of the appropriate membership fee;
- e) Such persons as the Union in accordance with its Laws may admit to either life or temporary membership on payment of the appropriate life or temporary membership fee;

- f) Such persons as the union in accordance with its Laws may elect as honorary members;
- g) Such persons who already members of Students Unions in other institutions of higher or further education as the Union in accordance with its Laws may elect as external members;
- h) Anyone who has been a member of the Club for 3 years and does not use club kit is entitled to free membership;
- i) The person will still be responsible for their Athletic Union's cost.

The Student Activities Co-ordinator must always be provided with an up to date copy of all member names and corresponding student numbers.

**4. Officers:** The officer of the Society shall be:

- a) President

The president is responsible for the day to day running of the Club and shall be the Clubs primary representative to the AU. They shall also chair committee meetings.

- b) Vice President

It shall be the role of the Vice President to make decisions on behalf of the Club when the president is unavailable and to ensure the representation of all club members to the committee.

- c) Treasurer

The treasurer shall maintain the accounts of the club, which shall be available for examination at the AGM. Any funds spent by the club must follow Union regulations (as set out in the Constitution and Grant Aid) and be authorised by the Treasurer and the President.

- d) Secretary

The role entails taking minutes and ensuring all aims of committee meetings are met. They are also responsible for notifying club members of committee meeting outcomes.

- e) Safety Officer

A member of the Committee responsible for monitoring and promoting the awareness of safety hazards or unsafe situations, and for developing measures for ensuring personal safety. The Safety Officer may have Assistants. The committee as a whole also retains the responsibility of ensuring club member's personal safety and assessing safety hazards. This position will be created as of the AGM in 2009.

f) Social Secretary

It shall be the role of the social secretary to provide for the social needs of the Club. They will also be responsible for promoting and maintaining the overall club ethos.

g) Training Secretary

It shall entail the role of promoting the improvement and progression of individual paddling skills, necessary for competence on the water. Also to organise and delegate the responsibility of the Wednesday and Thursday sessions, and any appropriate goals. Applying for the relevant funding for training agreed upon by the committee

h) Webmaster

The role encompasses the running and updating of the SUCC website. This includes electronic sign up and keeping all relevant documents accessible to the club. They are also responsible for maintenance of the club email lists.

i) Kit Secretary

The role entails the maintaining of an accurate kit manifesto and organisation and implementation of regular full kit inspections. The role also involves repairing damaged kit or taking the appropriate action. The kit sec must also organise the capital equipment claim agreed upon by the committee.

**5. Committee:** The administration and management of the Society shall be the responsibility of its committee. The committee shall consist of the officers of the Club.

**6. Club Hand-Over:** Upon election of a new committee, the outgoing committee is responsible for overseeing the handover of responsibilities for a minimum of 2 weeks following the elections. The responsibilities of each outgoing officer are:

- a) Webmaster: The Webmaster must ensure that the e-mail list, computing file store and mailing list are transferred to the new owner.
- b) Treasurer: The Treasurer must ensure that the Club's copy of Grant Aid is up to date and that the new officer has all bank account details transferred to him/her, along with all relevant documentation. The Treasurer must also ensure that a budget application for the following academic year is submitted to the AU Officer before the end of the summer term.

**7. Meetings:**

- a) Annual General Meeting (AGM)
  - i. The Club AGM shall be held after Christmas.

- ii. Notice of the AGM shall be issued at least 14 clear days in advance and advertised to Union members.
- iii. Officers of the Club and committee members shall be elected at the AGM. The Vice President shall invite nominations at least 7 days before the meeting.
- iv. Nominations must be given to the Vice President before the start of the meeting.
- v. Each member of the committee may be invited by the Chairperson to make a short speech concerning his or her activities during the previous year. This speech is compulsory for the Treasurer, who must also present the year's accounts for examination if requested.
- vi. The AU Officer shall be invited to the AGM.
- vii. Minutes of the AGM shall be made available in the month following the meeting.

b) Extraordinary General Meetings (EGM)

- i. An EGM can be called by the President or Vice President of the Club, or by written application to the president of at least 6 members of the Club, together with a written statement of the objects for which the meeting is being called.
- ii. At the EGM no business other than that specified in the written statement shall be discussed.
- iii. At least 24 hours notice of an EGM shall be given. The meeting must be held within 7 days of the request being given to the Society President.
- iv. The AU Officer shall be informed of the meeting and the reason for it being called, before it is held.

c) Conduct of Meetings

- i. Voting: Every full member of the Club present at a meeting shall be entitled to one vote upon every voting matter. Only full members are entitled to vote and no proxy votes shall be accepted for any purpose.
- ii. Quorum: The quorum at all meetings shall be 60% of the full members.
- iii. Minutes: The Secretary of the Society shall keep minutes of all Society meetings, which shall be available to the AU Officer and the AU Committee.

## **8. Elections:**

- a) Elections for Club Officers and committee members shall be held at the AGM. The secretary shall invite nominations at least 7 days before the meeting. Nominations must be given to the Vice President before the meeting, on the nomination form provided.
- b) The elections will be advertised to all Union members.
- c) The elections shall be carried out by show of hands or secret ballot, to be decided by the Chair at the start of the meeting. Should there be a tied result, the Chairperson may vote in favour of one of the candidates or may declare the post unfilled.
- d) If a full committee is not elected for any reason, a Vice President shall be elected and they will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term.
- e) Results of the elections, together with names, student numbers and contact details of those elected, shall be submitted to the AU Officer within 14 days of election.

## **9. Financial Matters:**

- a) The Treasurer of the Club shall be responsible for maintaining the accounts of the Club, which shall be available to the AU Officer and the AU Committee.
- b) An annual statement of the Club accounts must be presented to the AGM by the Treasurer.
- c) The officers of the Club are jointly liable for the proper management of the Club's finances and ensuring that the Athletic Union's Grant Aid regulations are applied.

## **10. Expulsion of Members:**

- a) The committee shall have the power to expel any member from the Club, after discussion with the AU Officer, on the grounds of misconduct, or for conduct of a nature opposed to the objects of the AU and the Students' Union.
- b) Where any member of the Club is expelled by the committee, a report of the matter shall be made to the next General Meeting of the Club.
- c) Students who are expelled from any club have the right of appeal to the AU Committee.

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### **11. Minibus/Van Accidents and procedures:**

- a) The driver of any minibus/van will check that the vehicle is in working order and that all appropriate pieces of equipment are in place (i.e first aid kit and fire extinguisher) before embarking on any journey.
- b) Any person travelling in a vehicle on a club activity must obey the driver instructions within reason.
- c) If damage occurs to a minibus/van used in a club activity the club will cover the insurance cost as long as it was not caused due to negligence of the driver.
- d) If a vehicle is damaged again by the same person within a period of 3 months the committee reserves the right to hold a meeting to assess the situation and will notify the party involved within 3 days of the decision
- e) If a meeting is required it will involve all available committee members plus one independent person of reputable nature to insure fair play.

### **12. Kit Safety Inspection:**

- a) The committee will maintain an up to date equipment list with the estimated lifetime and condition of all kit and date of purchase.
- b) The committee will carry out two full kit inspections each year, the first in October and the second in February.
- c) The Full kit inspection must be undertaken with at least 3 committee members in attendance.
- d) Any kit taken on trips will be inspected before hand to check for defects.
- e) Any kit found with a defect will be removed from the kit shed or appropriately labelled as damaged and unfit for use.
- f) Any damaged kit will be assessed to determine whether repair or replacement is required.

### **13. Safety rules:**

- a) The Club will at all times adhere to the official club safety rules and procedures unless agreed by the committee

- b) Please refer to appendix A. This is a living document please refer to <http://canoe.susu.org/safety-rules/> for the most up to date version.

**14. Constitution Amendments:**

- a) The Club committee at a general meeting shall first approve amendments to the constitution.
- b) The committee shall hold a vote to pass any constitutional changes. This shall be done by ballot or show of hands, at the discretion of person chairing the meeting. Should there be a tie, the Chairperson may vote.
- c) Amendments to this constitution shall be submitted to the AU Officer in writing, for consideration and approval by the AU Committee.
- d) The Vice President of the Club and the AU Officer shall both keep a copy of the constitution.

A general meeting of the Club approved the above constitution on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

# Appendix A

## Safety Rules

1. Canoeists must be able to swim unaided a distance of 50m, in light clothing.
2. Club members must wear a buoyancy aid in accordance with current BCU guidelines. It must also comply with BACT standard BA83, CEN 50N type minimum.
3. Club members must wear helmets, which comply with current BCU safety standards, in accordance with current BCU guidelines.
4. Canoeists must be proficient in capsize drills before attending river or sea trips. Water based practice / teaching may take place on flat grade 1 waters, but only by experienced canoeists.
5. Beginners and inexperienced canoeists should attend a course of teaching sessions to bring the canoeists skills to an equivalent level to the BCU 2 star closed cockpit kayak award. These courses may be provided by the club, or any other registered BCU course provider.
6. There must be a minimum of three canoeists on the water for any paddling activity. At all times, at least one of these should be an experienced canoeist. The ratio of experienced canoeist to beginners should be by agreement between experienced canoeist and the committee, and depend on location and level of experience and training. (As a guideline, a level 2 coach may be limited to 8 beginners with a competent assistant on flat water, a canoeist holding a 3 star and CST may be limited to 3 beginners without an assistant. On low grade moving water a ratio of 1:3 would be sensible.)
7. Rule 6 may be waived at the discretion of the committee, providing the following guidelines are adhered to
  - Applies solely to the stretch of water upstream of Northam bridge (excluding private waterways).
  - The activity is undertaken at the participants' own risk.
  - Any damage to non-personal kit will be charged to the canoeist.
  - Any damage to club kit is to be reported to the committee within 24 hours. Failure to do so will, at the discretion of the committee, result in a fine in addition to the cost of repair, and may result in exclusion from the club.
  - It is the canoeists' responsibility to ensure the club keys are returned immediately after use.
  - There will be no canoeing without an experienced canoeist present.
8. Suitable emergency / rescue equipment should be carried, by suitably trained canoeists, as suitable for the water in question.
9. River and sea expeditions must have a ratio of experienced canoeists to competent canoeists as to maintain rule 6. At least one canoeist per trip should be first aid trained and equipped.
10. Expedition organisers must seek and obey the advice of BCU sea and river access officers, obtaining permits where needed. Organisers should obtain information regarding local water conditions, and, where necessary, climatic and weather conditions.



11. When surfing, each novice should be paired with an experienced canoeist, or up to two competent canoeists with an experienced canoeist (At the discretion of the committee.).
12. Both the committee and river leaders reserve the right to question the experience of any club member. Both reserve the right to refuse any member for a trip, or, if deemed necessary, instruct a member to leave the water. The amount of experience required for any activity is initially the decision of the committee, who are advised to seek experience of others where necessary.
13. Any disabled/handicapped paddler's needs will be catered for, on discussion with the appropriate BCU officers.

### **Definitions Experienced**

#### **Canoeists:**

- A Canoeist who demonstrates good technical knowledge with at least 4 star standard personal skills.
- Any experienced canoeist who wishes to lead groups should also have good river experience, canoe safety training (at least equivalent to BCU CST) and have good group leadership skills. At least one canoeist with first aid training is required on each trip, this may not be the leader.
- Any experienced canoeist who wishes to teach should have excellent personal skills, good group control skills, and should have some coaching training. (e.g. level 2 coach training, or at least have experience as a coaching assistant on an organised teaching course, e.g. a Canoe club course.)

#### **Competent Canoeists:**

- One whose personal skills are equivalent to a (pass) BCU 3 Star award. Should also have a good understanding of low-level rescue work and some training in canoe safety.

#### **Others:**

- Any canoeist who does not fall into the above categories is classed as a Novice / Beginner.

#### **Note:**

The club encourages members to obtain higher qualifications: BCU Inland / Sea / Surf (S.K. or S.S.) 4 and 5 star awards; BCU Canoe Safety Test; BCU Instructor Training; Recognised First Aid Qualifications; Other suitable awards. Also progressive training awards: BCU C.C.K, P.W.K, S.S. 1, 2 and 3 star awards.