

## *Constitution of Shannon Paddlers Club*

**1. Name:** Shannon Paddlers Club.

**2. Main Object:** The objective of the Club is to enhance physical and mental well-being by establishing paddling activities, and by doing so, to promote the sport and recreation of paddling in all its forms.

**3. Subsidiary Object(s):** In furtherance, exclusively of foregoing main object, the Club will have the following subsidiary objects:

To raise awareness of 'Wellness on the Water' – that is, the health benefits of water-based activities.

To encourage participation in regular paddling activities by the wider community.

To provide appropriate safety and skills training to encourage progression and fitness.

**4. Powers:** To the extent that the same are essential or ancillary to the promotion of the main object of the club as set out above, the Club may exercise the following powers:

To raise funds

To open and operate bank accounts

To purchase and lease and maintain boats and related equipment

To insure boats, equipment, storage and any other risks

To liaise with other organisations to further the main object of the Club

To carry out any other actions necessary to promote and develop and implement the main object of the Club

**5. Membership:** Applications for membership to be completed on the official Shannon Paddlers club application form and submitted to the Secretary and accompanied by annual fee, which is held in Shannon Paddlers bank a/c.

### Classes of Membership

#### **Full Member**

Eligibility: Applicant must be over the age of 18 and meet the requirements for membership of the club which are outlined on the Shannon Paddlers Membership Form. Membership is subject to approval by the committee.

#### Restriction

A person who has been expelled from, or refused membership of, the Irish Canoe Union, shall not be eligible for membership.

## Acceptance

The General Committee may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

## Cessation of Membership

Where membership is unpaid, it lapses immediately.

Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. An appeals process following Irish Canoe Union guidelines may be invoked.

## **6. Executive Committee:**

1. An executive committee with a minimum of 5 and not more than 9 members will conduct the affairs of the Club as necessary to achieve the main object of Shannon Paddlers Club.
2. The executive committee will consist of Officers and ordinary members - Chairperson, Secretary and Treasurer. Other Officers such as PRO and Safety Officer may be elected as deemed necessary.
3. The Officers and ordinary members of the executive committee will initially hold office for 2 years and may apply for re-election at the end of 2 years.
4. For a committee meeting to take place a quorum of 40% or not less than three members of the committee must be present.
5. Meetings of the committee will be held as agreed by the committee but will be at least 3 times per year. The committee may decide matters by email in between meetings.
6. The committee will seek to build consensus on all issues as far as possible but where required a majority vote of members present will decide any issue. In the event of a tie the Chairperson has a second or casting vote.
7. In the case of casual vacancy among the General Committee, the said Committee can at its discretion appoint another eligible person to act until the next AGM.

## Duties of the Officers of the Committee

### Chairperson

The Chairperson will preside at all General Meetings of the Club and at all meetings of the Executive Committee. He or she will be responsible for guiding the activities of the club in accordance with its objectives. The Chairperson will represent or arrange for the representation of the Club at Irish Canoe Union General Meetings. He/she will ex officio be a member of any other committee of the club.

### Secretary

The Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings. In cooperation with the Chairperson, the Secretary will deal with correspondence relating to the general business of the Club. He or she will be

responsible for transmitting all correspondence relating to particular activities to the relevant individuals at the earliest opportunity.

#### Treasurer

The Treasurer will be responsible for the collection of all monies including subscriptions and will keep such books of account as required by the General Meeting. The Treasurer will audit the accounts of the club annually and will produce at the AGM balance sheet showing the financial state of the club and where required this to be accompanied by an Honorary Auditor's report. All cheques drawn on the club's funds should have two signatures. The Treasurer must make the General Committee aware of any existing or potential financial or cash flow problems.

#### Safety Officer

The Safety Officer will be responsible for promoting safe practices amongst club members. The Safety Officer will ensure that club equipment complies with all current safety recommendations. It would also be expected that the Safety Officer would be familiar with the Irish Canoe Union's Award Scheme and encourage participation in the Scheme by Club members.

### **7. General Meetings:**

1. An Annual General Meeting shall be held each year and no later than 18 months after the preceding Annual General Meeting.
2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than 50% per cent of the members entitled to vote.
3. Not less than 14 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
4. Motions for discussion at the Annual General Meeting, not of origin from within the General Committee, shall be lodged with the Secretary at least 21 days preceding the AGM, and be signed by at least two members entitled to vote.
5. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote.
6. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
7. At all General Meetings not less than 20% per cent of the members of the Club shall constitute a quorum.
8. If after a half hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members shall be dissolved. In any other case, the Meeting shall be adjourned. If a quorum is not present with half an hour of the time appointed for an Adjourned Meeting, the members present shall be a quorum.
9. Accidental omission to give notice of a meeting to, or the non receipt of notice of, a meeting by any member shall not invalidate the proceeding of the meeting.

### **8. Liability:**

1. The General 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, but shall be the responsibility of the Club as a whole.

2. All members or other persons who attend club tours or meets do so at their own risk, and neither the Club nor its officers can accept liability for any loss or injury of any kind sustained at its premises or whilst on a Club tour, meet or other activity.

**9. Voting:** Only full members over the age of 18 years are entitled to vote at all meetings.

**10. Income and Property:** The income and property of the club shall be applied solely towards the promotion of its main object as set out in this Constitution. No portion of the club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the club. No Officer shall be appointed to any office of the club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the club. However, nothing shall prevent any payment in good faith by the club of:

a) Reasonable and proper remuneration to any member of the club (not being an Officer) for any services rendered to the club;

b) Interest at a rate not exceeding 5% per annum on money lent by Officers or other members of club to the club;

c) Reasonable and proper rent for the premises demised and let by any member of the club (including any Officer) to the club;

d) Reasonable and proper out- of pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the club;

e) Fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

**7. Termination:** The Club shall not terminate except by resolution of a Special General Meeting convened for the purpose. If upon the dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property or money, it shall not be paid to or distributed among the members of the club. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the club. Members of the club shall select the relevant institution or institutions at or before the time of dissolution.

**8. Additions, alterations or amendments:** No addition, alteration or amendment shall be made to the provisions of the main Objectives clause, the Income and Property clause, the Termination clause, the Keeping of Accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing to the Revenue Commissioners.

A resolution to give effect to a change must be passed by least 5% of the members present at the General Meeting.

**9. Keeping of Accounts:** Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

All payments will be made by cheque or electronic payment approved by at least 2 officers and in compliance with the Bank Mandate