



DORSET DISABLED CANOE UNIT
Affiliated To Canoe England Southwest Region,
And Working In Association with Poole Harbour Canoe Club

RULES AND
CONSTITUTION
OF
DORSET DISABLED
CANOE UNIT

January 2000
Updated May 2005
Updated March 2007
Updated March 2009
Updated March 2011
Updated March 2012
Updated March 2014
Reviewed March 2016

Rules and Constitution of Dorset Disabled Canoe Unit

1 Name:

The Club shall be known as the Dorset Disabled Canoe Unit

2 Objects:

The object of the Club shall be to promote and encourage the sport and recreation of Canoeing and Kayaking to the Disabled and their Families in all of its disciplines on a nonprofit making basis.

3 Membership:

A Qualification:

Any Disabled person and their family who shows an interest in Canoeing shall be eligible for membership. Applicants must be able to swim 50M, wearing a buoyancy aid or be prepared to learn, unless impaired by a physical disability.

B Classes of Membership

- 1 Full Member All persons over the age of 18
- 2 Junior Members All persons between the ages of 8 and 17 inclusive

C Election:

Candidates for election to membership shall make a written application to the Secretary of the Unit on the form provided. The power of election shall rest with the General Committee, who may refuse to elect or reject to membership, any applicant without assigning a reason for doing so.

4 Subscription:

A The rates of subscription shall be determined by the committee and advised to all its membership. This shall be due on February 1st yearly. All membership fees must be paid before going on the water for insurance cover.

B All monies raised will be used exclusively to further the aims and objectives of the Dorset Disabled Canoeing Unit and no other purpose.

5 Cessation of Membership:

A Any member may resign giving clear notice in writing to the Secretary

B Any member violating any of the rules of the Unit or being adjudged guilty of unsatisfactory conduct may, by resolution of the general committee, be suspended or expelled. Any member so suspended or expelled may appeal to the General Committee not less than after 1 year after the date of expulsion.

Rules and Constitution of Dorset Disabled Canoe Unit

A member shall be deemed to have resigned from the Unit if, after due notice, he/she has not paid by 4 weeks after the subscription became due. He/she may, however, rejoin at any time subject to the payment of the membership fee, and any back fees due

6 Disqualification From Holding Office:

- A Only members entitled to vote are eligible to hold office, except that a junior section chairperson may be elected by the junior members of the Unit, and are entitled to vote at the General Committee meetings.
- B Any member who is under the age of 18 years, shall not be eligible for election to the General Committee of the Unit

7 Sections:

- A The Unit may organize numerous sections to cover the various disciplines of Canoeing and Kayaking.
- B A representative, working in conjunction with the General Committee, shall conduct the affairs of each section.
- C The committee will appoint Representatives. In the event of more than one person willing to become a representative, the committee will, (in their opinion) appoint the person most suitable to represent the particular section.

8 Duties of the Committee:

The duties of the Committee are to serve the Unit in the best of its ability.

9 The Committee:

- A The Committee is responsible for the general conduct of the Unit's business and activities.
- B The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- C The General Committee shall conduct the affairs of the Unit as a whole and shall consist of a. Chairperson, Secretary, Treasurer, and other officers as deemed necessary. Additionally, the General Committee may co-opt no more than 3 members of the Unit to its numbers
- D The term of office shall be for one year, and members shall be eligible for re-election.

Rules and Constitution of Dorset Disabled Canoe Unit

- E In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.
- F The Hon Secretary shall call Special meetings of the General Committee on instructions from the Chairperson, or not less than 3 Committee members.
- G A quorum shall consist of not less than 50% of the committee

10 Section Representatives:

- A The Section's representatives will have a duty to promote, and to help members to progress, in their chosen discipline of canoeing and kayaking.
- B Section representatives will not be a member of the Committee, but will be asked to report on the section progress to the Chairman, and/or Committee on a regular basis.
- C The principle sections being
 - 1 Youth
 - 2 Disabled
 - 3 General Recreation
 - 4 River Paddling
 - 5 Sea Paddling
 - 6 Training

11 General Meetings:

- A An Annual General Meeting shall be held each year. There shall be laid before the meeting a statement of accounts made up to the last day of January immediately proceeding and approved by the Committee.
- B An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than a 50% of the members of the Unit entitled to vote.
- C Not less than 21 days clear notice shall be given, specifying to all members the time and place of the General Meeting.
- D Motions for discussion at the Annual General Meetings, not of origin from within the Committee, shall be lodged with Hon Secretary at least 1 week preceding the AGM, and signed by 2 members entitled to vote.
- E 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.

Rules and Constitution of Dorset Disabled Canoe Unit

- F At all General Meetings the Chairperson shall preside or, in his/her absence a Chairperson for the meeting will be elected by the voting members present.
- G At all General Meetings not less than 10% of the members of the Unit shall constitute a quorum.
- H **Absence of a Quorum:**
If after half an 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 until a time and place to be fixed by the General Committee. If a quorum is not present within half an hour from the time appointed for the adjourned Meeting, the members present shall be a quorum.
- I **Accidental Omission:**
Accidental Omission to give notice of a meeting to, or in a non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

12 Liability:

- A The General Committee shall manage the affairs of the Unit. 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.
- B All members or other persons who attend Unit tours, events or meets do so at their own risk. Neither the Unit nor its Officers can accept any liability for any loss or injury of any kind sustained at the Units headquarters or whilst on a Unit tour, event, meeting or activity.

13 Voting:

Only full members over the age 18 years are entitled to vote at all meetings.

14 Safety:

- A All participants whilst carrying out a Unit event shall use the appropriate safety equipment including a approved buoyancy aid/life jacket, which should be correctly fastened, unless taking part in a event that the governing body states this is not required i.e. marathon, sprint racing.
- B All events should be carried out under the supervision of the correctly qualified coaches.
- C No Juniors shall paddle without an adult being present.

Rules and Constitution of Dorset Disabled Canoe Unit

15 Alteration of Constitution;

- A The Constitution shall not be altered, amended, or rescinded except by a General Meeting of the Unit.
- B A resolution to give effect to a change must be passed by at least seventy five percent of the members present at the General Meeting, and voting on this behalf.

16 Distribution of Profits:

In no circumstances can any profits be distributed to members, but any profits earned shall be contributed to the General Fund for furthering the objects of the Unit.

17 Termination:

The Unit shall not terminate itself except by a resolution of a Special General Meeting convened for the purpose. In such event, the equipment loaned to us and any surplus assets shall be handed over to the Southwest Region of Canoe England (Disabled Section) for redistributing to such other disabled units at their discretion.

Signed: *Alex Burnside* Chairman

Name *ALEX BURNSIDE*

Date *30/3/16*