

## **OPEN CANOE SAILING GROUP CONSTITUTION (September 2022)**

### **1. Name**

The name of the group shall be the 'Open Canoe Sailing Group.'

### **2. Aims**

The aims of the group shall be:

- a) To raise and maintain a high standard of canoe sailing.
- b) To develop both competitive and non competitive canoe sailing.
- c) To help and give advice to members and non-members and other organisations.
- d) To promote the sport of canoe sailing.

### **3. Membership**

Membership shall be open to all, on payment of appropriate fees and after approval of the committee (which power they may delegate).

- a) A single membership fee shall be paid for each individual adult.
- b) Honorary members may be elected only by a General Meeting of the Group.
- c) The membership year shall start on March 1<sup>st</sup>, except that memberships paid after the end of the financial year shall not confer voting rights until the following year.
- d) A membership may only be terminated by resignation, non payment of fees for a period exceeding 3 months, or by decision of a general meeting.
- e) The list of members shall be the property of the Membership Secretary. Application for membership implies acceptance that personal records may be stored on a computer.

### **4. Fees**

Membership and other fees shall be decided at the Annual General Meeting of the Group.

### **5. Financial Year.**

The financial year shall end on November 30<sup>th</sup>. Accounts shall be circulated to all members and presented and approved at the Annual General Meeting.

### **6. Officers and Committee**

The officers of the group are:

- a) The Commodore
- b) The Chair
- c) The Treasurer
- d) The Secretary

The Committee shall consist of the officers ex officio, and at least 3 other members of the group.

Officers and committee members shall be elected at the Annual General Meeting, shall be members at the time of the election and shall serve until the following AGM, unless they resign, or are suspended or replaced at a General Meeting of the Group.

### **7. Election of members**

Members standing for election as Officers or Committee members shall declare whether they have any financial interest in the sport of canoe sailing prior to the election.

### **8. Co-opted individuals.**

The committee may co-opt individuals for such tasks as organising meets and issuing sail numbers. Where these individuals are not committee members, the committee remains responsible for actions taken.

### **9. Annual General Meeting.**

The Annual General Meeting shall be held within 11 months of the end of the financial accounting year, at some time and venue convenient to the majority of the members.

The business of the AGM shall be:

- a) To receive the reports of the Officers and Auditor.
- b) To approve the accounts.
- c) To set membership fees for the forthcoming year.
- d) To elect officers and committee members.
- e) To appoint a verifier (who shall not be a committee member, and whose function shall be to scrutinise the financial dealings of the group, verify them and report to members).
- f) Any Other Business defined in the Final Agenda.

### **10. Extraordinary General Meeting.**

An Extraordinary General Meeting shall be called by the committee at some time and venue convenient to the majority of members within two months of the delivery to the secretary of either :

- a) A request signed by at least six members of the group.
- b) A request signed by the Auditor, where there is concern regarding financial matters.

The business of this meeting shall be defined in the Agenda of the meeting and shall include that stated in the request.

### **11. Notice of General Meetings.**

a) The time, venue and Provisional Agenda of the Annual General Meeting shall be notified by email to members at least 4 weeks prior to the AGM. The Final Agenda of the meeting will be notified by email to members at least 7 days prior to the Annual General Meeting.

b) The time, venue and Final Agenda of an Extraordinary General Meeting shall be notified by email to members at least 21 days prior to the meeting.

### **12. Conduct of General Meetings.**

a) At a general meeting the quorum shall be 12 members or 10% of the membership, whichever is greater.

b) Some decisions (as defined in this Constitution) can only be made at a General Meeting.

c) At General Meetings, on request by any two members, a ballot shall be taken on any proposal, for which each member shall have one vote (proxy voting shall not be allowed).

d) All group members shall be eligible to take part in General Meetings.

### **13. Governance.**

- a) The O.C.S.G is run by the members, who delegate their authority to the Committee which they elect at the AGM.
- b) Decisions made by the Committee must be supported by a majority of all committee members. The Chair will establish a majority at a Committee Meeting, or by other means such as electronic mail or by telephone.
- c) At the request of any two members, an open meeting to advise the Committee will be held at a group sailing meeting. All members shall be able to take part in such a meeting, but only the Committee are able to vote on a proposal. Decisions made by the Committee as a result of these open meetings will be reported to members by email.
- d) All forms of meeting will normally be run by the Chair or their nominee, or failing that by another Committee member.

#### **14. Constitutional Changes.**

Changes to the Group's Constitution shall only be made at General Meetings by a 2:1 majority in a ballot of those members represented.

#### **15. Dissolution of the group and limit of liability.**

- a) The group may only dissolve at a General Meeting by a 3:1 majority in a ballot of those members represented.
- b) In the event of dissolution of the group, the net assets of the group shall be shared evenly between the current members.
- c) In the event of a net deficit, each member shall be liable for the debts of the group to a maximum limit of £1.00.

#### **16. Rules of safety and conduct.**

- a) The group may approve such rules and guidelines concerning safety, conduct and racing as it sees fit.
- b) Breach of any such rules does not of itself cause termination of membership.

Revised September 2022