

# The Canoe Association of Northern Ireland

## Constitution

### Name and Purpose

- 1 The Association shall be called "The Canoe Association of Northern Ireland" hereinafter referred to as "the Association".
- 2 The object of the Association shall be the promotion of canoeing in all its forms in Northern Ireland.
- 3
  - (a) The Association shall be the national governing body for canoeing in Northern Ireland.
  - (b) The Association shall be the Northern Ireland region of the British Canoe Union.
  - (c) The Association shall abide by the constitution and rules of the British Canoe Union.

### Funds and Property

- 4
  - (a) The property of the Association shall belong jointly to the members of the Association.
  - (b) Under no circumstances shall a profit be paid to Members.
  - (c) Any person who ceases to be a member of the Association shall forfeit all claims to the property of the Association.
  - (d) The funds and property of the Association shall be vested in the Council of the Association.

### Membership

- 5 There shall be the following classes of members:-
  - Individual members
  - Junior members
  - Family members
  - Associate members
  - Honorary members
  - Recreational
  - (a) Any person, aged 18 years or over on the first day of January in the current year, shall be eligible for admittance as an Individual Member of the Association.
  - (b) Any person, aged under 18 years on the first day of January in the current year, shall be eligible for admittance as a Junior Member of the Association.
  - (c) The spouse or child, aged under 18 years on the first day of January in the current year, of an Individual Member shall be eligible for admittance as a Family Member of the Association.
  - (d) Any person who is a member of an affiliated club or group shall be eligible for admittance as an Associate Member of the Association.
  - (e) Any person whom the Association wishes to honour may be elected as an Honorary Member, for life or for a specified period, at a general meeting of the Association.
  - (f) Any member may withdraw from the Association by giving

- written notice to the Secretary of the Association.
- (g) Any person, aged 18 years or over on the first day of January in the current year, shall be eligible for admittance as an Recreational Member of the Association This class of membership has no coaching benefits; no canoe focus, but will be eligible to receive CANI newsletter and public liability insurance.
- 6 (a) Any club or other organisation that has an interest in canoeing may apply for affiliation to the Association by presenting a copy of its constitution along with the appropriate fee.
- (b) Any school may apply for affiliation by paying the appropriate fee, which shall confer Individual Membership status on one member of the school's staff.
- 7 (a) All members other than Honorary Members and Life Members shall pay an annual subscription at rates to be determined by the Council of the Association.
- (b) A fee shall be set yearly by Council for each membership class other than Honorary Membership.
- (c) Notification of any change to the membership fees shall be sent to all members of the Association who are entitled to receive such notification at least 4 weeks prior to the date on which the fees become due.
- (d) All membership fees other than those of Associate Members shall be paid directly to the Association on or before the due date.
- (e) Associate membership fees shall be paid to the Association by affiliated clubs or groups on behalf of the Associate Members, on or before the due date.
- (f) Any member who fails to pay the appropriate fee on or before the due date shall be deemed to have withdrawn from the Association.

### Committee Structure

- 8 (a) The Council shall be responsible for the management and representation of the Association and shall control the sport in Northern Ireland on behalf of the Association.
- (b) The Council shall consist of:-
- President
  - Vice-president
  - the Officers of the Association as defined in appendix 1
  - up to three other members of the Association
- (c) The Council shall be empowered to make rules governing the various aspects of the sport.
- (d) The Council shall meet regularly, at least once every three months.
- (e) Minutes of Council meetings shall be recorded and made available for inspection, upon request, by any member of the Association.
- (f) Between Council meetings the chairman or secretary may deal with any urgent matters by consulting a majority of members of Council.
- (g) The Council may delegate such powers as may be deemed appropriate to sub-committees.
- (h) The remit of any such sub-committee shall be recorded in the minutes of the meeting of Council at which such sub-committee is initiated.
- (i) Any Council member who is absent from five consecutive

- meetings of the Council shall be deemed to have relinquished their office.
- (j) An Individual member of the Association may be co-opted by the Council to fill any Council post that becomes vacant, other than those of the President and Vice-president.
- 9 (a) The Coaching Panel shall be responsible for:-
- provision of support and development programmes for coaches
  - advising the Council on issues related to coaching
  - maintaining standards of coaching and assessment
- (b) The Coaching Panel shall consist of the posts defined in appendix 2.
- (c) All Coaching Panel members shall be individual members of the Association.
- (d) The Coaching Panel shall meet regularly, at least once every three months.
- (e) Minutes of Coaching Panel meetings shall be recorded and submitted to Council which shall make them available for inspection, upon request, by any member of the Association.
- (f) Any Coaching Panel member who is absent from five consecutive meetings of the Coaching Panel shall be deemed to have relinquished their office.

#### **Meetings, Voting and Constitution**

- 10 (a) This constitution shall not be amended except by a general meeting of the Association.
- (b) No part of this constitution other than the appendices shall be amended except by the agreement of a two-thirds majority of those present and entitled to vote.
- (c) The appendices to this constitution may be amended by a simple majority of those present and entitled to vote.
- (d) The appendices to this constitution shall be:-
- Job Description for Council Posts
  - Job Description for the Coaching Panel Posts
  - Child Protection Policy
- (e) No amendment to a proposal to amend this constitution may be considered unless written notification of such amendment is received by the Secretary of the Association at least 28 days prior to the date of the general meeting at which such proposal is to be considered.
- 11 (a) Notice of a General Meeting shall be sent to affiliated clubs and to Individual members at least 28 days prior to said meeting.
- (b) Such notice shall include the date, time and place of the meeting.
- (c) The agenda for a General Meeting shall be sent to affiliated clubs and to Individual members at least 14 days prior to the date of said meeting.
- 12 (a) the following shall be entitled to vote at a General Meeting:
- Individual members
  - Family members who are aged 18 years or over on the first day of January in the current year
  - Affiliated Club representatives
  - Recreational Member
- (b) an affiliated club shall be entitled to send one

- representative for every 10 associate members of the Association recorded on the last nominal roll submitted by the club prior to the date of the meeting.
- (c) all club representatives must be members of the Association, aged 18 years or over on the first day of January in the current year, and be nominated in writing by the Club Secretary or Chairman to the Secretary of the Association before the start of the meeting.
- (d) In the event of deadlock the chairman will be entitled to use a casting vote.
- (e) No individual may cast more than one vote.
- 13 (a) At a general meeting, 10 persons who are entitled to vote at such a meeting shall constitute a quorum.
- (b) In the event of there not being a quorum present, the chairman shall delay the start of a general meeting for one hour or until there is a quorum present.
- (c) In the case of a Special General meeting, if after one hour there is not a quorum present then the meeting shall be abandoned and no business transacted.
- (d) In the case of the Annual General Meeting, if after one hour there is not a quorum present then the Secretary shall be instructed to reconvene the meeting within eight weeks.
- (e) A reconvened Annual General Meeting may take place after the 1<sup>st</sup> March.
- (f) The business of a reconvened Annual General Meeting shall proceed irrespective of the presence of a quorum.
- 14 (a) The Annual General Meeting of the Association shall be held in each year after the 21<sup>st</sup> January and before the 1<sup>st</sup> March.
- (d) Motions for discussion or proposals to amend the constitution not originating from within the Council must be received by the Secretary of the Association at least 21 days prior to the due date of the meeting.
- (c) The meeting shall hear the minutes of the previous Annual General Meeting together with the minutes of any Special General Meeting held since the previous Annual General Meeting.
- (d) The Treasurer shall present to each Annual General Meeting the accounts and Treasurer's report for the previous financial year. Following the presentation of the Treasurers report, the meeting may vary the amount of the subsequent fees and subscription without prior notice of motion.
- (e) The Council members shall be elected by the meeting.
- (f) Council members other than the President and Vice-president shall be elected from those persons entitled to vote at the meeting.
- 15 (a) A Special General Meeting shall be held if a request, signed by at least ten Individual members aged 18 or over is received by the Secretary of the Association before the end of August.
- (b) Such a request shall be in the form of a motion.
- (c) The meeting shall be held within 56 days of the request being received by the Secretary of the Association.
- (d) No other business shall be conducted at such a meeting except such business as arises out of the adoption of the motion.

**Discipline**

- 16 (a) Any member whom the Council considers to have displayed unacceptable behaviour or to have brought the sport into disrepute may be expelled or suspended from membership of the Association.
- (b) Such an expulsion or suspension may take place only at a Council meeting convened specifically to consider such action and at which no other business shall be transacted.
- (c) The member whose conduct is the subject of such a meeting shall be invited to attend the meeting, along with a representative, if desired, or to make written representation to the meeting.
- (d) A person who is expelled or suspended from membership of the Association by the Council shall have the right of appeal to a Special General Meeting of the Association
- (e) Written notice of the intent to appeal such an expulsion or suspension must be received by the Secretary of the Association within three months of the expulsion or suspension.
- (f) Upon receiving such notice of intent, the Secretary of the Association shall convene a Special General Meeting to consider the motion that "The Council's decision to expel or suspend the member be overturned".
- (g) The decision of such a Special General Meeting shall be final.
- 17 The Association shall not terminate except by a Special General Meeting convened for the purpose and in such an event any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities.
- 18 The Canoe Association of Northern Ireland shall operate a policy in respect of drug abuse and drug testing as may be laid down by the International Canoe Federation, the British Canoe Union or The Sports Council for Northern Ireland.
- 19 Two Child Protection Officers shall be appointed by the Council.
- 20 Any matter not provided for in these rules or any questions over the interpretation of these rules shall be dealt with by the Council of the Association, whose decision shall be final.

## Appendices

### **Appendix 1 - Officers of The Association**

**Chairman**

Responsible for chairing meetings of the Association and of the Council.

**Vice-chairman**

Responsible for chairing meetings of the Association and of the Council if the Chairman is not available.

**Secretary**

Responsible for supervision of the clerical functions of the Association and of the Council. In particular, responsible for ensuring that accurate records of meetings are kept and that due procedures are followed to convene meetings of the Association and of the Council.

**Treasurer**

Responsible for managing the finances of the Association.

**Regional Coaching Organiser**

Responsible for representing the Association to the National Coaching Committee, for advising the Association and the Council on coaching policy and for authorising coach training and assessment.

### **Appendix 2 - Coaching Panel**

**Chairman****Secretary****Regional Coaching Organiser****Local Coaching Organiser for Greater Belfast****Local Coaching Organiser for County North West****Local Coaching Organiser for County East incl. Armagh****Local Coaching Organiser for County West**

### **Appendix 3 - Child Protection Policy**

C.A.N.I. recognises that everyone has a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of gender, racial origin, culture, religious belief, language, disability or sexual identity.

Abuse can and does occur within many situations. Some individuals seek employment or voluntary work with children in order to do them harm. Everyone involved in canoeing, in whatever capacity, has a role to play in safeguarding the welfare of children and preventing abuse.

It is every adult's responsibility to protect children from abuse. Our role is NOT to investigate but to report suspected cases of abuse.

Children are defined as anyone under the age of 18 years old, or adults with a learning disability.

The Canoe Association of Northern Ireland recognise that we have a responsibility to:

Safeguard and promote the interests and well being of children with whom we are working:

Take all reasonable practical steps to protect children from harm, discrimination or degrading treatment: and respect children's rights, wishes and feelings.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All affiliated clubs must have a Child Protection Policy and Procedures developed in line with the C.A.N.I. Child Protection Policy and Procedures document.