



# Trim Canoe Club

## Constitution and Rules



### 1. Name

The club shall be known as 'Trim Canoe Club' - hereinafter known as The Club.

### 2. Mission Statement

2.1 The mission of The Club is to assist its members in developing their Canoeing and Kayaking Skills. To do so regardless of their level of ability by facilitating or organising river trips, training, and other activities.

2.2 The Club is also committed to being a responsible river user, member of the Trim Community, and will engage in activities compatible with this secondary goal.

### 3. Club Affiliation, Ethics, Rules, and Ethos

3.1 The Club shall have the status of an Affiliated Member Club of Canoeing Ireland, and is bound by the rules of [Canoeing Ireland](#).

3.2 The Club will abide by Canoeing Ireland's [Child Protection Policies and Procedures](#), [Codes of Conduct](#), and the [Equal Opportunities and Anti-Discrimination Policy](#).

3.3 The Club continues to operate as a non-profit making entity.

3.4 In no circumstances whatsoever can any surplus be distributed to members, any surplus earned shall be contributed to a General Fund for the purpose of furthering the mission of The Club.



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### 4. Membership

4.1 The Club has three types of membership:

4.1.1 **Individual:** People 18 years of age and over.

4.1.2 **Family:** Parents / guardians, and their children between 10 and 18 years of age (hereinafter known as 'juniors')

4.1.3 **Concession:** A discretionary & complimentary membership for people who compete nationally or internationally. In the case of a person under 18, this membership can only be granted if their parent / guardian is a paid member. This membership is granted by a majority committee vote.

4.2 Candidates for membership shall make written application to the Secretary of The Club on the forms provided. The power of election shall rest with the Committee, who may refuse to elect or renew membership of any applicants without assigning a reason for so doing.

4.3 Limits may be set on the number of junior members and their participation in club activities. These limits are at the discretion of the Committee who will be guided by [The Code of Ethics and Good Practice for Children's Sport in Ireland](#).

4.3.1 **In all cases**, junior members must be accompanied on The Club premises by their parent(s) / guardian(s).

4.3.2 **In all cases**, all parent(s) / guardian(s) must paddle with their children when their children are paddling.

4.3.3 **In all cases**, junior members must be **ably & proximally** accompanied by their parent(s) / guardian(s) when on the water.

4.3.4 **In all cases**, junior members do not have voting rights. Junior members cannot hold a position on The Club committee.



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- 4.4 Members in both *Individual* and *Family* categories shall pay Membership fees as fixed at each Annual General Meeting.
- 4.5 All members joining The Club shall be deemed to accept the terms of this Constitution and Rules, and any by-laws that from time to time are adopted by The Club. They will also be required to conduct themselves in accordance with The Club's Ethical framework and the by-laws as to discipline set out therein.
- 4.6 Members shall be admitted by the Committee. Membership is open to all. No application for, or renewal of membership will be refused other than on reasonable grounds. There will be no discrimination on grounds of race, occupation, sexuality, or gender.
- 4.7 The Secretary shall keep a Membership Register. In the event of a member's resignation or expulsion, that member's name shall be removed from the Membership Register.
- 4.8 A person who has been expelled from or refused membership of Canoeing Ireland shall not be eligible for membership. A person's membership will only be valid when registration with Canoeing Ireland is complete.
- 4.9 Fees become due from 1st of December annually. This may be paid in full or in two equal instalments. The first before the end of December, and the second before the end of January. Members paying in full must do so by the end of January.
- 4.10 A member shall be deemed to have resigned from the Club if they have not paid by end of January. They may however re-join at any time during that year without payment of any additional fee, subject to the provisions above.



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4.11 Lapsed members are hereby notified that any personal property left on The Club premises may be categorised as waste after a period of six months. Such property may be disposed of or repurposed without warning.

### **4.12 Termination of Membership:**

4.12.1 Any member violating the Constitution, or any rules of the Club, or being adjudged guilty of unsatisfactory conduct can, by resolution of the Committee, be suspended or expelled.

4.12.2 Any member so suspended or expelled may appeal to an Extraordinary General Meeting if such an appeal is sponsored by not less than 50 per cent of members who are entitled to vote.



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### 5. Safety Rules

- 5.1 The Committee is empowered to draw up rules for the safe conduct of canoeing activities in accordance with Canoeing Ireland guidance, and the limits of Canoeing Ireland's & The Club's Insurance policies.
- 5.2 Club members must undertake due care and attention when loading / unloading equipment, moving vehicles within The Club yard area, paying attention to other persons, and particularly children.
- 5.3 Trim Canoe Club will endeavour to have one official club trip per month. Any other trips are personal trips or 'peer paddles', and as such do not fall under the title of official club trips.
- 5.4 Club members must inform a trip leader if they suffer from any illness or disability. The trip leader may stop a member from getting on the water if they think it is unsafe for that member.
- 5.5 Never go paddling with less than 3 club members. If less than three go paddling, they are not under the auspices of Trim Canoe Club.
- 5.6 It is the responsibility of each club member to check and ensure that all their equipment is in good condition prior to getting on the water.
- 5.7 All club members must wear correctly fitting and suitable-for-purpose C.E. approved Helmets, and Buoyancy aids.
- 5.8 If a club member is not going to make a trip they must inform the trip leader.
- 5.9 There should be a numbers check before getting on the water, during the trip, and at the end of each trip. Each trip member should be aware of this number.
- 5.10 Any club member carrying a throw rope must also carry a river knife.
- 5.11 Club members must follow the instructions of the trip leader at all times on the water.
- 5.12 Club members should conduct themselves in such a manner as to not compromise the safety of themselves, or the safety of other paddlers in their group, or any other groups of paddlers.
- 5.13 If a club member wishes to join other paddlers while on a club trip they must inform the trip leader.



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- 5.14 If there is an incident all members must eddy out to a safe spot on the river and wait for instructions.
- 5.15 If a paddler capsizes, other group members must help out with any necessary rescues but taking into consideration their own safety and competency first.
- 5.16 If a club member is unsure of their ability to safely negotiate any particular feature on the river they must inform the trip leader and portage if necessary.
- 5.17 Club members must never move out of sight from the group or paddle ahead of the group leader.
- 5.18 The Club uses the following Hand Signals, club members are expected to know them:

- |                                       |   |                            |
|---------------------------------------|---|----------------------------|
| 5.18.1 One hand extended above head   | = | Distress / Need Attention  |
| 5.18.2 One hand on top of head        | = | Are you OK? / Yes, I'm OK. |
| 5.18.3 Two hands above head           | = | Stop                       |
| 5.18.4 Point left / right             | = | Move / Swim that direction |
| 5.18.5 Wave arms + point left / right | = | Eddy out that direction    |
| 5.18.6 Arms crossed in front of chest | = | Need Medical Kit and Help  |

- 5.19 The Club uses the following Whistle Signals, club members are expected to know them:

- |                                      |   |  |
|--------------------------------------|---|--|
| 5.19.1 One Whistle blast             | = | Stop / Attention                       |
| 5.19.2 Two Whistle blasts            | = | Upstream – Move / Look                 |
| 5.19.3 Three Whistle blasts          | = | Downstream – Move / Look               |
| 5.19.4 Three Whistle blasts repeated | = | Emergency, Eddy out / Assemble on bank |



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### 6. The Committee

- 6.1 The Committee shall be responsible for the management of all the affairs of The Club.
- 6.2 The Club will have a committee which consists, at a minimum, of the positions: Chairperson, Treasurer, and Secretary.
- 6.3 Other positions on the committee are: Health & Safety Officer, Children's Officers (1 Female, and 1 Male), Equipment & Clubhouse Officer, Training & Activities Officer, and Public Relations Officer.
- 6.4 All positions are elected at an Annual General Meeting (AGM). Election to the Committee is by nomination at The Club AGM. Should more than one person be nominated for a position then a secret ballot will occur and a member will be elected by simple majority.
- 6.5 All committee members must be (non-junior) members of The Club.
- 6.6 Committee members shall hold office from the date of appointment until the next AGM unless otherwise resolved at a Extraordinary General Meeting. [see 6.4]
- 6.7 In the case of casual vacancy among the Committee, the Committee shall appoint another eligible person to act until the next AGM.
- 6.8 One person may hold no more than two positions on the committee at any time.
- 6.9 The limit is three years (consecutively) for a member to be on the committee.
- 6.10 Decisions of the Club Committee shall be made by a simple majority of those attending a Club Committee meeting. The Chairperson of The Club committee meeting shall have a casting vote in the event of a tie.



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- 6.11 Meetings of The Club Committee shall be chaired by the Chairperson or in their absence the Secretary.
- 6.12 The quorum for the transaction of business of The Club Committee shall be five.
- 6.13 Any matter not provided for in this Constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.
- 6.14 Decisions of The Club Committee of meetings shall be entered into the Minute Book of The Club to be maintained by The Club Secretary.
- 6.15 Any member of The Club Committee may call a meeting of The Club Committee by giving not less than 7 days notice to all members of The Club Committee. The Club Committee shall hold not less than four meetings a year.
- 6.16 Any member of the Committee can, once approved by the overall committee, co-opt up to three other club members to form a Sub-committee to assist them in the execution of their duties. They must remain the Chairperson of this sub-committee. The sub-committee can make proposals to the main committee for adoption, and also must report to it regularly (at a minimum – every time the committee meets in its own sessions).





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### 7. General Meetings

7.1 The Club shall hold an Annual General Meeting (AGM) in the month of September or October to:

- 7.1.1 Approve the minutes of the previous year's AGM.
- 7.1.2 Receive reports from the Chairperson, and Secretary.
- 7.1.3 Receive a report from the Treasurer, and approve the Annual Accounts.
- 7.1.4 Elect the Officers, and form a Committee.
- 7.1.5 Appoint a suitable person to certify The Club's accounts.
- 7.1.6 Fix the membership fee for the ensuing year.
- 7.1.7 Consider changes to the Constitution.
- 7.1.8 Review and consider any Bye-laws.
- 7.1.9 Deal with other relevant business.

7.2 Nominations for election of members as Club Officers can be made in writing (electronically) by a proposer and seconder, both of whom must be existing members of The Club, to The Club Secretary not less than 7 days before the AGM.

7.3 Notice of any resolution to be proposed at the AGM shall be given in writing (electronically) to The Club Secretary not less than 7 days before the Meeting.

7.4 An Extraordinary General Meeting (EGM) may be called at any time by the majority of the Committee. 20% of The Club Members may also call such a meeting. The meeting must take place within 21 days of the Secretary receiving notice of the request. Business at an EGM may be any business that may be transacted at an AGM.

7.5 The Secretary shall send to each member (electronically) written notice of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.

7.6 The quorum for a General Meeting shall be 25% of renewed registered members.

7.7 The Chairperson, or in their absence a member selected by The Club Committee, shall take the chair.



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- 7.8 Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- 7.9 This constitution shall not be altered, amended, or rescinded except by an AGM or EGM of The Club, and with due regard & where applicable approval from the Irish Government's Revenue Commissioners.
- 7.10 Resolutions that give effect to such a change must be passed by at least 51% of the members present at an AGM / EGM.
- 7.11 The Club Secretary, or in their absence a member of The Club Committee, shall enter Minutes of General Meetings into the Minute Book of The Club.



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### 8. Finance and Accounts

- 8.1 The financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December each year.
- 8.2 The Treasurer shall be responsible for the preparation of Annual Accounts of The Club.
- 8.3 The Accounts shall be certified by an appropriate independent accountant elected annually at the Annual General Meeting. An independent accountant is essential to protect the interests of The Club's members. They may be a Club member with knowledge of accountancy, and must not be a member of the Committee.
- 8.4 Annual Accounts shall be kept and made available to the Revenue Commissioners on request. Where the gross annual income exceeds €250,000 the accounts will be audited.
- 8.5 The AGM date must leave sufficient time for certification of the Accounts prior to the end of the financial year.
- 8.6 The Club may decide that the signature of the Treasurer is sufficient for the issuance of funds up to €500.
- 8.7 All other withdrawals from The Club's funds shall be signed by the Treasurer and one of two other nominated office-bearers.
- 8.8 The Treasurer must notify the committee (electronically) of all expenditure, ideally in advance but as soon as is practicable after any such expenditure.



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### 9. Income and Property

9.1 The income and property of the Club shall be applied solely towards the promotion of the object as set forth 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 members of the Club.

9.2 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.

9.3 However, nothing shall prevent any payment in good faith by the Club of:

9.3.1 Reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;

9.3.2 An interest rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club;

9.3.3 Reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club;

9.3.4 Reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;

9.3.5 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.



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### 10. Dissolution (Winding Up clauses)

10.1 The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop The Club's facilities. No profit or surplus will be distributed other than to another non-profit making body with similar objectives or to charities agreed by members on a winding-up or dissolution of The Club.

10.2 The Club shall not terminate except by resolution of an Extraordinary General Meeting (EGM) convened for that purpose, and where a majority of no less than 75% of members with voting rights pass a resolution to dissolve The Club.

10.3 If, upon the winding up or dissolution of The Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever - it shall not be paid to or distributed among the members of the Club. Instead, the same shall be transferred to some other organisation or organisations having objectives similar to those of The Club.

10.4 Such an organisation or organisations are to be determined by the members of The Club by a Resolution passed at an EGM. In the absence of such a resolution (or that the extent to which it cannot be given effect) the transfer will be to the Association to which The Club is affiliated (currently Canoeing Ireland).

10.5 The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on The Club under or by virtue of the Income and Property clause hereof.

10.6 Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.



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### **11. Additions, alterations or amendments.**

11.1 No addition, alteration or amendment shall be made to the provisions of the objects clause, the income and property clause, the winding up 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 by the Revenue Commissioners.



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### 12. Liability

12.1 The 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 individual Committee members (unless negligent), but shall be the responsibility of The Club.

12.2 Only club activities approved by the committee are covered by [Canoeing Ireland Insurance](#).

12.3 All members or other persons who attend club trips, meetings or present themselves at the club premises 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 trip, meet, or other activity.



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### 13. Duties of the Committee

#### 13.1 Chairperson

The Chairperson will preside at all general Meetings of The Club and at all meetings of the Committee. They shall be responsible for guiding the activities of The Club in accordance with its rules and general policy as expressed by the majority of its members. They shall delegate as needed amongst the committee, steer the overall development of the club, and respond to feedback from the membership. The Chairperson will uphold the club constitution. The Chairperson shall represent or arrange for the representation of The Club at Canoeing Ireland General Meetings. They shall, ex officio, be a member of any other committee of The Club.

#### 13.2 Secretary

The Secretary will be responsible for the organisation of meetings of the Committee and of The Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of The Club. They shall be responsible for transmitting all correspondence relating to particular activities to the relevant individuals at the earliest opportunity, and filing all club correspondence. They will ensure that the club insurance policy is maintained and renewed (in liaison with The Treasurer). They will oversee club membership, and maintain such records. They will maintain a record of all club login details, and take bookings for events & courses. The Secretary will apply for and / or assist with grant applications.





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### 13.3 Treasurer

The Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the Annual General Meeting (AGM). The Treasurer shall audit the accounts of The Club annually and shall produce at the AGM a Balance Sheet showing the financial state of The Club, and where required this is to be accompanied by an Auditor's report. All withdrawals on The Club's funds should have two signatures (with the exception of amounts less than €500). The Treasurer must make the Committee promptly aware of all monies withdrawn regardless of amount. The Treasurer must make the Committee immediately aware of any existing or potential financial or cash flow problems. The Treasurer will keep the club within its budget, and maintain a record of all transactions. The Treasurer will apply for and / or assist with grant applications.

### 13.4 Health & Safety Officer

The Health & Safety Officer will be responsible for promoting safe practices amongst club members. The Health & Safety Officer will ensure that club equipment complies with all current safety recommendations. It would also be expected that the Health & Safety Officer would be familiar with the Canoeing Ireland's Award Scheme and encourage participation in the Scheme by Club members. They will ensure that members abide by Canoeing Ireland's [Child Protection Policies and Procedures](#), [Codes of Conduct](#), and the [Equal Opportunities and Anti-Discrimination Policy](#) including on the club's digital fora. They will complete and update the club's risk assessments. They will act as and / or liaise with the club's Child Protection Officers.



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### 13.5 Child Protection Officers / Safeguarding Officer

The Child Protection Officer is the title used if The Club has juniors (under 18s) involved. The Safeguarding officer is the title if no juniors are involved in The Club. Their role is to safeguard the well-being of the members of The Club and to make sure policy and process are followed in child protection / safeguarding issues. In the event that juniors of both genders are members of the club the Child Protection Officer role must have become a pair of officers of each gender.

### 13.6 Training & Activities Officer

The Activities Officer shall schedule & arrange a programme of club river trips, events, training and activities. As well as advise on the suitability of events for members of differing abilities. The Activities Officer will schedule & oversee the delivery of training courses, and sessions with groups from the local community and visitors. The Activities Officer will encourage and organise volunteers from the club to participate in the above as needed. They will also help develop the kayaking skills of current members, upholding our safety standards on the water at all times.



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### 13.7 Equipment & Clubhouse Officer

The Equipment Officer shall ensure that all club equipment is accounted for, maintain such an inventory, and provide for loans of equipment to Club members – as well as remind members of such loans return. The Equipment Officer will also monitor the integrity of the clubhouse, and notify the committee of any changes in the structure / safety of the premises. The Equipment Officer will ensure that equipment is fit for purpose, sufficient & ready for any and all courses & activities. The Equipment Officer will notify the committee of any equipment repairs that are needed, and arrange same. They will arrange for maintenance of the premises & keep record of volunteers' hours.

### 13.8 Public Relations Officer

The Public Relations Officer shall ensure that The Club's public facing websites & other publicity is up-to-date, and that it encourages participation in The Club. Where relevant they shall also update The Club's social media presence with news, videos, and members' sporting / competitive achievements. They shall arrange social events through the year, and promote inter-club relations.