

Constitution of Orkney Sea Kayaking Association

1. Name

1.1. The name of the Club shall be Orkney Sea Kayaking Association, which may be abbreviated to OSKA. Referred to from here on as the Club.

1.2. The Club shall seek affiliation to and be bound by the rules of the Scottish Canoe Association.

2. Aims and Objectives

2.1. To promote all aspects of sea kayaking in Orkney and to be open to other paddle sports as required.

2.2. To provide, to the best of the Club's abilities, coaching and recreational opportunities in kayaking activities, to benefit the interests and abilities of the Club's members.

2.3. To ensure that all present and future members receive fair and equal treatment.

2.4. To foster a supportive social atmosphere that will complement the kayaking activities, with the specific aim of integrating all Club members.

2.5. To encourage the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, and accountability and in a fair and equitable manner.

3. Membership

3.1. Membership shall be open to any individual interested in kayaking.

3.2. A nominated responsible adult must accompany anyone under the age of eighteen on each event.

3.3. Membership fees shall be determined annually by the committee and paid March 1st to 31st March the following year.

3.4. Members are encouraged to join SCA and from March 2008 non SCA members will pay a small levy to cover the cost of OSKA affiliation to SCA.

3.5. A trip will only be deemed a club event if it has been advertised as a club event.

3.6. On a trip, members must agree to be bound by the constitution and rules of the Club.

3.7. A person who has been expelled from any club affiliated to the British Canoe Union or Scottish Canoe Association shall be eligible for membership at the discretion of the committee.

4. Committee

4.1. The Committee is responsible for the general running and financial policy of the Club. The Committee shall be composed of at least: a Chairperson, Secretary, Treasurer who shall be elected at the Annual General Meeting (AGM). If the post of any officer should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding AGM.

4.2. All Committee members must be members of the club.

4.3. The said Officers shall also be the trustees *ex officio*s. They shall all be entitled to personal indemnity out of the funds of the club where they are acting bona fide in their capacity as Officers of the Club.

4.4. The Committee shall have full power to deal with all matters relating to the Club not reserved to a General Meeting in terms of this Constitution, including power to make public and enforce such byelaws as the Committee feel necessary to govern the activities of the Club [including bye-laws relating to discipline].

4.5. Nominees for committee positions shall be proposed before the given date decided by the committee, usually one week. If no nominees are received by this date, the committee will decide how best to proceed with the elections. If a nominee is unsuccessful in the elections, they may re-stand for another position without notice.

4.6. A successful nominee will be denoted by a majority vote by those members present and voting. If a tied vote should occur, a revote should be ordered for the tied nominees. If a tie still occurs, then it is the responsibility of the present Chairman is to decide.

5. General Meetings

5.1. Annual General Meetings

5.1.1. The annual general meeting (AGM) shall be held in the month of February to:

- Approve the minutes of the previous year's AGM
- Receive reports from the Chairperson and Secretary
- Receive a report from the Treasurer and approve the Annual Accounts
- Receive a report from those responsible for certifying the accounts
- Elect the Committee
- Appoint someone responsible for certifying the accounts

- Fix the subscription for the ensuing year
- Consider changes to the constitution
- Review and consider Bye-laws
- Deal with other relevant business

5.2. Extraordinary General Meeting

5.2.1. An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least 2 members of the Club. The Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

5.3. Notices

5.3.1. At least 14 days notice and the Agenda shall be given to all voting members of any General Meeting. No business shall be conducted unless fair notice thereof is contained in the Agenda.

5.4. Voting

5.4.1. With the exception of changes to the Constitution, decisions put to a vote shall be resolved by a simple majority at General Meetings.

5.4.2. The Chairperson of the Club shall hold a casting vote at general and committee meetings; in each case at the time the meeting commences its business.

5.5. Quorum

5.5.1. The quorum for general meetings shall be 50% of the total Club membership.

5.6. Changes to the Constitution

5.6.1. Any change to the Constitution shall require a two thirds' majority of those present, eligible to vote and voting at a General Meeting.

5.6.2. A proposal to change the Constitution must be submitted in writing to the Secretary who shall circulate the proposal to all members and allow seven days for submission of any amendments before calling a meeting in accordance with the Constitution.

5.6.3. All proposals for changes to the Constitution shall be signed by two members eligible to vote at a General Meeting.

6. Finance and accounts

6.1. The financial year shall run from February 1st each year to 31st January the following year.

6.2. The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.

6.3. The Accounts shall be certified by an appropriate independent person elected annually at the Annual General Meeting.

6.4. All outstanding debts to the Club must be paid as soon as possible, unless the treasurer has made a specific allowance. If debts are still outstanding at the end of term, the debtor will be prevented from attending all Club activities until the debt is paid.

6.5. The Treasurer and 2 other nominated office-bearers shall be the signatories for the Club's bank account. All cheques drawn against the Club's funds shall be signed by any 2 of the 3 signatories.

6.6. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7. Dissolution

7.1. 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 or to carry out the objects of the Association to which it is affiliated. No profit or surplus will be distributed other than to another non-profit making body on a winding-up or dissolution of the Club.

7.2. If, upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to the SCA or other nominated and appropriate charity.