



# Wey Kayak Club

[www.weykayak.co.uk](http://www.weykayak.co.uk)

## **CLUB HOUSE**

The Guildford Waterside Centre  
Riverside, Guildford, Surrey  
GU1 1LW

## WEY KAYAK CLUB RULES

(last amendment Jan/2024)

### **Preliminary**

1. The Wey Kayak Club is a Charitable Incorporated Organisation bound by a Constitution and controlled by a number of trustees. The Club was set up in 1972 and the first ordinary members were the following twelve persons: viz, Ian Allen, Ray Beagley, Michael Carvell, Peter Finch, Robin Grainger, Gordon Jackson, Alan Prior, Christopher Rexworthy, Michael Richards, James Rossiter, Roger Smith and Geoffrey Tait.
1. Within the constitution there are powers to allow the trustees to delegate powers and functions to a committee or committee under stated terms and conditions.
2. The Trustees have determined to delegate all of the powers and functions stated below to a Management committee as follows.
3. The Club shall be a members' club (affiliated to British Canoeing (BC)) and shall consist of ordinary members, together with such honorary members and junior members and associate members as are hereinafter mentioned. All such members shall observe the rules of the BC.

### **Committee and Officers**

4. There shall be a Chairperson, a Secretary, a Treasurer and a Vice Chairperson, who shall be elected from time to time by the Club in General Meeting from among the trustees of the Club; and such other officers of the Club, including a Commodore, as the Club may in General Meeting appoint. The Chairperson, the Secretary, the Treasurer, the Vice Chairperson and every such officer shall act in all matters in accordance with the directions of the General Committee of the Club.
5. The affairs of the Club, in all matters not in these rules reserved for the CIO in the Constitution, shall be managed by the General Committee of the Club.
6. The General Committee shall consist of not less than five ordinary members of the Club (which number shall include the Chairperson, Secretary, Treasurer, and Vice Chairperson and also the Commodore, if appointed) who shall be elected annually at the Annual General Meeting of the Club. They shall all go out of office in every year, but shall be eligible for re-election.
7. The General Committee may appoint one or more sub-committees for such purposes as it may deem appropriate. Three members shall constitute a quorum of the General Committee, and two a quorum of a sub-committee.
8. Any member of any class or any officer of the club who is appointed to carry out any activity on behalf of the club which requires the making of payments or acceptance of receipts, shall at a frequency specified by the Treasurer or the date at which their

appointment should cease, submit to Treasurer an accurate statement of receipts and expenditure, sufficient to permit the Club's appointed auditor to complete an audit of those activities.

### **Subscriptions, Finances and Accounts**

9. The annual subscriptions for ordinary, junior and student members shall be such sums as the General Committee shall from time to time determine. At the discretion of the General Committee an ordinary or junior or student member may be allowed to pay a reduced subscription for any period less than a year.
10. Annual subscriptions shall be payable on election, and thereafter without demand on 1st July in every year. Subscriptions shall be paid annually in advance or monthly via Direct Debit. The General Committee may terminate the membership of any ordinary or junior or associate member whose annual subscription remains unpaid on 1 September.
11. The General Committee can invite ordinary members to take out life membership. The status of a life member is an ordinary member in all other respects of these rules.
12. The Treasurer shall keep such proper books of account as will enable him/her to present at every Annual General Meeting of the Club, or at any other time if required (on reasonable notice to him/her) by the General Committee, an accurate report and statement concerning the finances of the Club for the preceding year, or for the current year as the case may be and shall present such report and statement accordingly. There shall be an audit of the Club's accounts carried out by an independent person annually and at such additional times as may be decided upon by the General Committee.
13. The General Committee may prescribe additional fees at its discretion for members availing themselves of any of the facilities, activities or services which the Club may from time to time provide.

### **Visitors**

14. Members may introduce and entertain guests at the Club. The member introducing a guest shall be responsible for his guest strictly observing these rules and the Club byelaws, and shall not leave the Club premises before his guest. No person whose membership of the Club has been terminated under Rule 20 or is for the time being suspended under Rule 18, or whose application for membership has at any time been rejected, shall be introduced as a guest.

### **Bye-laws**

15. The General Committee may from time to time make vary and revoke bye-laws (not inconsistent with these rules) for the regulation of the internal affairs of the Club and the conduct of members, and the byelaws for the time being in force shall be binding on all members.

### **Conduct of Members**

16. No betting shall be allowed in the Club. No lottery shall be promoted by any member or officer on behalf of or in any way connected with the Club or with any entertainment or event held by or in connection with the Club without the previous written authority of the General Committee.
17. All members shall behave towards each other and the general public with courtesy and respect and shall not behave in any way that brings themselves or the club into disrepute. The club Policy and Code of Conduct gives the behaviour expectations; however:
  - i) If an allegation of disreputable behaviour by an adult member is made (either by another club member or a member of the public) then in the first instance the Chairperson and another member (appointed by the Chairperson and normally but not necessarily from Committee members) shall consider the allegation (consulting with interested parties as deemed fit) and shall decide upon the course of action to be taken.

- ii) If the allegation is considered to be sufficiently serious then, with the agreement of the Committee, suspension of membership shall be determined and communicated to the affected member. Unless an appeal is made, the procedure in Rule 19-20 shall then be followed.
- iii) Otherwise, the Chairperson and member shall attempt to resolve the issue in a fair and just manner.
- iv) Following any decision above, there will be a period of 1 week in which to lodge an appeal with a Committee Appeal panel (consisting of 3 other Committee members separate from those involved in the initial consideration). An appeal can be made by either side in the allegation.
- v) If an appeal is lodged then the Panel will consider the allegation again in the light of any new evidence with the outcome being as per either (b) or (c) above. Only one appeal is allowed to a side in the allegation.
- vi) If the Chairperson is party to or has an interest in the allegation then the Commodore shall act instead.

Allegations involving children and vulnerable adults are handled by the procedures laid down in the Policy and Code of Conduct.

18. Immediately upon the suspension under Rule 18 of the membership of any member, the General Committee shall:
- i) Cause a General Meeting of the Club to be summoned for a day not later than the twenty-first day following the suspension;
  - ii) Give notice to the suspended member at his address as last notified to the Secretary of his suspension, and
  - iii) inform him that if he so desires he may be present at the said meeting.
19. At any such Meeting any allegations against the suspended member shall be related (in his presence if he attends) to the Meeting by a member of the General Committee, and the suspended member shall (if he desires) be heard in answer, a reasonable adjournment to enable him to prepare his answer being allowed him at the discretion of the Meeting. The decision of the Club at the said Meeting or at any adjourned Meeting whether to re-instate the suspended member or to terminate his membership shall be taken by vote and shall be final and conclusive.
20. The Club shall operate under the BC Equality Policy, dated August 2011, or any subsequent amendments or revisions to this policy.
21. The members of the club agree to observe the current Health and Safety Policy of the Club.
22. The members of the club agree to observe the current "Code of Conduct" and "Safeguarding" policy.

### **Alteration of Rules**

23. These rules may be revoked, added to or altered by a majority at a duly called meeting of the Management Committee.

### **Exclusion of Liability**

24. Neither the Club nor any officer thereof shall be liable to any member or guest of a member for any loss of or damage to any property occurring, from whatever cause, in or about the Club's premises, nor for any injury sustained by any member or guest whilst on or entering or leaving the Club premises.

Dated January 2024