

Standing Orders of Durham University Canoe Club

Edited by:
Tom Rawlings: 08/08/2012

1. Name

The Club shall be known as Durham University Canoe Club, hereinafter known as The Club.

2. Status

- 2.1. The Club is an affiliated club of Team Durham, a Student Organisation under the Durham Student Organisations (DSO) Framework approved by the University Council.
- 2.2. These Standing Orders should be interpreted in the light of the Standing Orders of Team Durham and within the Durham Student Organisations Framework agreed by the University Council. Where there is a conflict or perceived conflict between the Standing Orders of the Club and any provision of the Standing Orders of Team Durham Student Organisation or the DSO Framework, the latter shall take precedence.
- 2.3. These Standing Orders were approved on 27/04/2012.

3. Amendment of the Standing Orders

- 3.1. These Standing Orders shall not be altered, amended, or rescinded without details being proposed to all club members beforehand in the weekly email.
- 3.2. If seven or more members of the club object to the proposed alteration as EGM must be called, at which a majority vote is cast as to whether the Standing Orders are altered.
- 3.3. Once the Standing Orders have been altered, the amended elements of the new Standing Orders must be circulated to all members of the club.
- 3.4. Proposed amendments to these Standing Orders must be approved by the Team Durham University Club Committee and the Director of Sport (acting on behalf of the Team Durham Steering Group).

4. Objectives

- 4.1. The Club shall aim to promote the sport and recreation of canoeing to as many members of Durham University, hereinafter known as The University, as possible.
- 4.2. The Club shall organise activities according to the abilities and interests of its members.

- 4.3. Since most members have not had significant canoeing experience before arriving at University, the standard of Club events shall not exceed that which is reasonably attainable within 4 years.

5. Membership

5.1. Qualification:

Any person who is a member of Durham University, and who undertakes to behave in the best interests of canoeing, shall be eligible for membership.

5.2. Election:

Candidates for election to membership shall make application to a member of the Executive Committee, hereinafter known as the Exec. The power of election shall rest with the Exec who may refuse to elect to membership any applicant without assigning a reason for so doing.

5.3. Membership fees:

- 5.3.1. Annual membership is granted on payment on of the sum agreed by the Exec at the beginning of each year. This sum shall not exceed a 50% increase on the previous year's subscription. This subscription is not refundable for non-attendance.
- 5.3.2. Retiring Captains may be granted honorary membership by the incoming Exec if the Exec feels they have held the position of Captain satisfactorily. Honorary members may only vote if present at the AGM.
- 5.3.3. Membership may be extended to those outside the University, on payment of a sum agreed by the Exec, provided that:
- Non-University members do not constitute more than one third of the total number of club members
 - All applicable Team Durham rules are adhered to
 - The Exec agrees that it is in the best interests of the Club

Non-University members shall have the same rights and responsibilities as University members.

5.4. Restriction:

A person who has been expelled from, or refused membership of, The British Canoe Union, shall not be eligible for membership.

5.5. Acceptance:

The Exec may, at it's sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason. Membership implies acceptance of the Standing Orders and rules of the Club.

6. Cessation of Membership

6.1. Resignation:

- 6.1.1. Any member may resign giving one-month clear notice in writing to the Secretary. The Exec shall decide whether a partial or full reimbursement of membership fees shall be given to the resigned.
- 6.1.2. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid the annual subscription, which becomes due on the first day of the Michaelmas term.

6.2. Expulsion:

Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Exec, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if no less than 10 members sponsor such an appeal.

A member may be expelled from the Club if they:

- Act with disregard for the safety of themselves or others (club members or not), while engaged in a club activity, for example disobeying the Club safety Policy.
- Bring the Club or Team Durham into disrepute
- Bring the sport of canoeing into disrepute
- Failure to adhere to Team Durham rules regarding club trip forms
- Any other action which is not appropriate to a member of the club, as judged by the Exec

Expulsion will be notified by letter, which will outline the reason for expulsion. Any member so suspended will be entitled to a partial refund of their membership fee for that year, at the discretion of the Exec.

7. The Executive Committee

The Exec is responsible for the general conduct of the Club's business and activities, and shall consist of a Captain, Vice-Captain (Durham), Vice-Captain (Stockton), Treasurer, Treasurer (Stockton), Competition Officer, Recreational Officer, Social Secretary (Durham), Social Secretary (Stockton), Kit Officer (Durham), Kit Officer (Stockton), Information Secretary.

7.1. Elections:

- 7.1.1. An Annual General Meeting (AGM) shall be held in the Epiphany term of each year. The AGM is where the Exec is chosen for the coming year. The venue and time of the AGM are to be announced by the Social Secretary, at least 28 days before the event is due to take place. This shall be done by a general Email to the club's official members mailing list, as well as by placing a notice on the Club notice board and website.
- 7.1.2. Nominations for Exec positions are to open 21 days before the AGM, and close no earlier than the day of the AGM. Nominations must be given in writing to the current Captain. Nominations received less than 7 days before the AGM do not have to appear on postal voting forms.
 - 7.1.2.1. Nominations are to include the names and signatures of proposer and seconder, one of which may be the candidate, who must be a club member of good standing. Both the signatories must also be members of good standing.
 - 7.1.2.2. The nomination may include a short statement or manifesto, and a photograph of the candidate, which may be placed on the Club notice board and website. Manifestos are not to exceed one A4 page. One candidate may stand for any number of positions.
- 7.1.3. At the AGM, voting shall be for the positions in the following order: Captain. Vice-Captain. Treasurer. Secretary. Social Secretary. Information Secretary. Kit Officer, Stockton Rep, Stockton Secretary.
- 7.1.4. The outgoing Captain, or their nominee, shall preside over the voting. Counting of votes will be done by members of the outgoing Exec, excluding the candidate, their proposers and seconders. The outgoing Secretary must take minutes of the AGM.
- 7.1.5. Voting will be by secret ballot, Alternative Vote. Voting slips are to include a Re-Open nominations (RON) option.

If at the end of vote counting the vote is tied between two candidates there will be a re-vote. If the re-vote is tied then the candidate will be selected by a toss of a coin.
- 7.1.6. Results are to be announced immediately after counting is completed. The winning candidate is thus elected to the incoming Exec. Any candidate thus elected must withdraw their candidature from any further elections. The Incoming Exec will take effect immediately after the AGM closes.
- 7.1.7. Unsuccessful candidates may subsequently enter into candidature for any other posts still to be decided. This will be done by informing the outgoing Captain of the intention, and providing a proposer.

- 7.1.8. Should the outcome of voting be that nominations are to re-open, this will happen immediately. Voting shall then take place by postal ballot, single alternative vote only, of all members. This will occur at least one week after the AGM. Candidates in the original election may be re-nominated

7.2. Expulsion of Exec members:

- 7.2.1. The Exec may be removed from their posts, as a whole, by a motion of no confidence. This will cause new elections to be held at the earliest possible opportunity.
- 7.2.2. The whole club shall be balloted by post for such a motion. This is to be administered by DUAU, excluding any members of the Exec who are Team Durham Officers.
- 7.2.3. For such a motion to be carried, over 50% of the total membership of the Club must vote in favour.
- 7.2.4. A motion of no confidence will only be entertained upon presentation to the Team Durham President of a petition to this effect, signed by at least one quarter of the current membership of the Club.
- 7.2.5. Individual Exec members may also be removed from their posts if they are not performing their duties satisfactorily. The rest of the Exec will vote (via secret ballot) on the motion. The vote is to be administered by the Captain (or the Vice Captain if the motion is against the Captain). A non-Exec club member must oversee the process and vote counting. The non-Exec club member will be nominated by the Exec member who is due to be expelled. If the motion is passed by the Exec it will go to the club. 20% of all club members must vote in favour of the individual's expulsion for it to be carried. The expelled Exec member has the right of appeal via an OGM (see section 9.5)

7.3. Resignation of Exec members:

- 7.3.1. An Exec member may resign for their position if they feel they can no longer perform the necessary duties of their role.
- 7.3.2. If an Exec member has to leave the University for academic or personal reasons, they must resign from the Exec.
- 7.3.3. A letter of resignation must be given to the Captain (or Vice-Captain in the case of the Captain's resignation) explaining the reasons for resignation.
- 7.3.4. An Extraordinary General Meeting (EGM) will be called to re elect the Exec position; at least 7 days notice must be given via the club's email list. Nominations will open immediately and will close on the day of the EGM.

- 7.3.5. The nomination and voting procedure will follow that for the AGM (see section 7.1)
- 7.3.6. The roles of the resigning member will be covered by the rest of the Exec until a replacement is elected.

8. Duties of the Executive Committee

The Executive Committee is responsible for the general conduct of the Club's business and activities. Some positions may only be held by members from a certain campus. All the criteria discussed below are the obligation of that respective position unless it is agreed that job can be done by another member of the exec. It is acknowledged that whilst the club has a coach in employment, all these roles retain these responsibilities but must liaise with the coach to get the maximum benefit for the club.

8.1. Durham and Stockton Positions

8.2. Captain

The Captain is responsible for all matters to do with the running of the club. The rest of the Exec will assist the Captain in this job. The Captain is specifically responsible for the following: weekly emails during term time to all club members, informing them of events the club is organising; representing the club to Team Durham and representing Team Durham to the club; Health and Safety matters; liaising with the Director of Sport and the club's Team Durham 'mentor'; liaising with the Recreational Officer to organise weekends away; the AGM; and Chairing Exec meetings. The Captain is also responsible for the 5-year plan. The Captain should, with the assistance of the recreational secretary, organise the annual club summer trip.

8.3. Competition Officer

The Competition Officer is responsible for competition within the Club, especially BUCS events more specifically River Race and Slalom. This will involve co-ordinating competition training, administering entries to BUCS events, organising accommodation etc during BUCS events and encouraging participation in non-BUCS competitions. The Competition Officer should help organise and aim to attend some of the slalom, racing and polo sessions that are active during the week. The Competition Officer should advertise and coordinate entries for NSR.

8.4. Recreational Officer

The Recreational Officer is responsible for recreational paddling within the Club. They should organise a regular river trip at a suitable standard for all abilities along with the Wednesday river session and the Weekly recreational pool session. They should assist the Captain in the organisation of recreational weekends away that should include the Fresher's and Refresher's Weekend Away, Tyne Tour and NTTT. The recreational secretary should assist the Captain with the organisation of the annual club summer trip.

8.5. Treasurer

The Treasurer is to oversee all financial matters within the Club. They are to keep an up to date record of all transactions involving the Club, which any member is entitled to inspect. They should send a copy of the Personal Accounts spread sheet to the club mailing list regularly and endeavour to ensure that every member pays their debts in a timely manner. They should also hold all receipts, invoices and guarantees for Club equipment. They should hold an up to date membership list, including non-university members and those exempt from membership fees. Any member of the Club is entitled to inspect this list. They must liaise with the Stockton Treasurer to make sure their accounts are correct and incorporated into the whole club accounts. The Treasurer is also responsible for ensuring that the club meet its financial responsibilities as a Durham Student Organisation (DSO). As a DSO the club are bound by the financial regulations set out in annex 3 of the DSO Framework. The DSO framework can be found at: http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_documents/ CIS password required. They should ensure that the Club's financial information is presented to the Division Accounts Team (DAT) in an agreed format, within timescales set and where reasonably possible be available to provide further clarification when required. The Treasurer shall present a written report of the activities, income and expenditure for the year at the AGM. At the discretion of the Treasurer, the Executive may be paid for their expenses. This must be agreed by the Club Captain. The Treasurer shall inform the executive of all financial dealings concerning Club funds. They shall be responsible for ensuring that all financial matters of the club are dealt with in a timely appropriate fashion and provide the Executive with regular updates concerning the Club's financial position. They will raise any queries or concerns regarding the clubs finances to the club captain and / or Dean of Experience Durham / DAT as appropriate. Should a conflict exist between the financial regulations laid down by the Club and Annex 3 of the DSO framework, the latter shall be adhered to.

8.6. Information Secretary

Responsible for maintaining the Club's website and the club e-mail account. Also responsible for liaising with other Canoe Clubs, and informing members of issues relating to canoeing which arise outside of the University. Is also responsible for the collation of trip reports, articles and photographs to be used for publicity purposes. The info sec is required to maintain the club twitter and Facebook accounts and ensure that they are regularly updated.

8.7. Durham Only Positions

8.7.1. Vice-Captain (Durham)

The Vice-Captain is to support the role of Captain, and to step in when the Captain is absent. The VC is to take minutes of all Exec. meetings, including topics discussed and decisions made (but excluding voting details apart from the final result). These minutes are to be word-processed and made available to any member of the Club who requests them. This is to be done not more than one week after the date of any meeting. The VC is responsible for both club and Team Durham Stash and should send out a club newsletter at least once a term. The VC should liaise with the relevant companies and organise minibuses for club events requiring them. The VC is also responsible for the maintenance of current sponsorship agreements and for gaining the club new ones, with both local companies and larger national companies.

8.7.2. Social Secretary (Durham)

Responsible for all the Club's social events, including:

- Weekly socials to be held throughout the year.
- A Freshers' Social near the start of the Michaelmas term. This may be held in association with other outdoor sports clubs.
- A Christmas Meal at the end of Michaelmas term.
- The AGM Meal, to be held near the end of the Epiphany term.
- The evening entertainments during Not the Tyne Tour and any other club weekends away.
- A Summer barbecue, to be held after University exams at the end of the Easter term.
- At least one paddling film night each term.

The social sec must aim to bring the both the Durham and Stockton sides of the club together through social events.

8.7.3. Kit Officer (Durham)

Responsible for maintaining the Club boathouse and Club fleet which reside in Durham, especially fibreglass craft. They are also responsible for the maintenance and repair of all other Club equipment including canoeing equipment. The kit officer should sort out any kit related insurance issues that arise throughout the year through loss or damage to kit that resides is on the Durham Insurance Policy.

8.8. Stockton Only Positions

8.8.1. Vice-Captain (Stockton)

The Stockton Vice-Captain is responsible for all matters associated with the running of the club at Queen's Campus, Stockton. The rest of the Stockton Exec

will assist the Captain in this job. The Stockton Vice-Captain is specifically responsible for the following: keeping a list of the members of the club who are based at Queen's Campus; representing the views of members at Queen's Campus to the Exec; reporting decisions of the Exec to members in Stockton; liaising with University staff in Stockton; determining the best timing for coaching sessions based on availability of members in Stockton; and ensuring the provision of transport for members from Stockton to events taking place elsewhere.

8.8.2. Treasurer (Stockton)

The Stockton Treasurer is responsible; collecting moneys owed to the club by members from Stockton and passing these to the Durham Treasurer in a timely fashion;

8.8.3. Kit Officer (Stockton)

The Stockton Kit Officer is responsible for maintaining the Club boathouse and Club fleet which reside in Stockton, especially fibreglass craft. They are also responsible for the maintenance and repair of all other Club equipment including canoeing equipment. The Stockton kit officer should sort out any kit related insurance issues that arise throughout the year through loss or damage to kit that is on the Stockton Insurance Policy. They are also responsible for keeping a list of all members who are entitled to access the boathouse in Stockton and ensuring that access is available to the relevant people.

8.8.4. Social Secretary (Stockton)

The Stockton Social Secretary is responsible for organising socials at Queen's Campus.

9. Meetings

- 9.1. The Exec are to have a formal meeting, with the Captain and at least 4 other members of the Exec attending, at least twice a term. . At least one meeting per year, preferably in Michaelmas term or at the beginning of the new Exec's term, will be held at Queen's Campus, Stockton. Minutes are to be taken (See section 8.7.1).
- 9.2. When agreement on an issue is not unanimous, decision is reached by voting, with a clear majority required. Voting will be by show of hands of those entitled to vote, or if necessary, a secret ballot. Only a final result is to be shown in the minutes.

- 9.3. At all meetings the Captain will preside, or in his/her absence a Chairperson for the meeting will be elected by the voting members present.
- 9.4. Any member of the Club may at their request, attend an Exec meeting in order to present an argument to the Exec or to observe the proceedings. Such a member is entitled to partake in any debate but is not entitled to vote.
- 9.5. An Ordinary General Meeting (OGM) may be called by the Exec, at any time, to discuss any issue within the Club.
 - 9.5.1. An OGM must also be held at the request of 10 or more club members
 - 9.5.2. At least one weeks clear notice of an OGM must be given to all club members, via the Club E-mail list and Club notice board, specifying the time, venue and business.
 - 9.5.3. At all OGM's not less than 20 percent of the Club's members shall constitute a quorum.
 - 9.5.4. Absences of Quorum: If after half an hour from the time appointed for the meeting a Quorum is not present, the meeting shall be adjourned. If after half an hour from the time appointed for the adjourned meeting a quorum is not present, the members present shall constitute a Quorum.
 - 9.5.5. Accidental Omission: Accidental omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

10. Non-Executive Officers

Non-executive officers will be given specific responsibility for a specific area of the club. They will be encouraged to attend Exec Meetings but will not be able to vote.

10.1. Polo Captains

Polo Captains as required are elected annually by an informal vote at BUCS Polo tournament. Any interested members can vote. Polo Captains are responsible for organising suitable training, possible team entry into any leagues or tournaments, men's' and ladies' teams for BUCS Polo tournament, and maintenance and procurement of all polo equipment.

10.2. Club Coach

If a club coach is employed by Team Durham to assist the club, they should assist the club as indicated by their job description.

11. Finances

- 11.1. The Club shall maintain a deposit chequeing account with Barclays Bank plc, at their Durham University Branch. The account is the responsibility of the Treasurer to administer.
- 11.2. The Club chequebook, to be held by the Treasurer, requires one signature on a cheque of £500 or less, two signatures on a cheque for between £500 and £1000 and one signature plus the signature of the Director of Sport for a cheque of £1000 or more. All other signatories are to be members of the Exec, and are to include the Treasurer and Captain. When a new Exec is elected, the bank is to be notified as soon as possible and the old signatories removed.

12. Assets

- 12.1. Annex 3 Section 16 of the DSO framework covers the clubs responsibilities with regard to physical assets.
- 12.2. All expenditure over £10,000 must be communicated to the Divisional accounts team along with copies of invoices.
- 12.3. Sales of assets must be agreed by the Club captain and communicated to the Divisional accounts team. A sold note must be completed and sent to the Divisional accounts team and the Director of Sport, the form can be found using the following link.
<http://www.dur.ac.uk/procurement/local/staff/forms/>. Proceeds of the sale with remain with the club.

13. Transport

- 13.1. Transport to and from club events will be organised by the organiser of that event, or their nominee. A fee will be charged for this, from every person signed up for the trip, on the trip list. This fee is for transport of equipment and people only.
- 13.2. Members organising their own transport to Club events must notify the organiser of that event in good time. A charge may still be levied for transport of equipment.
- 13.3. Private vehicles may be used for transport for Club events, subject to the following Rules:
 - 13.3.1. All applicable laws are followed, particularly relating to towing and roof rack loads

- 13.3.2. Safety of roof racks and boats thereupon, is entirely the responsibility of the driver. The Club will not be held liable for the failure of private roof racks.
- 13.3.3. The Club will pay fuel costs. These fuel rates will not exceed an amount agreed by the Exec and all drivers at the beginning of each term, and should take into consideration vehicles with roof racks and boats, or towing a trailer, at the request of the club.
- 13.3.4. The decision to drive to any location is entirely the decision of the driver. Drivers must not be coerced into taking their vehicle anywhere that is private property, unsuitable for their vehicle, or subject to adverse weather conditions etc.
- 13.3.5. The responsibility for accidents arising is entirely the drivers.
- 13.3.6. A Private Vehicle Registration form has been completed and passed on to Team Durham.

14. Club Trips

- 14.1. As a matter of good practice, anyone going on a trip should notify someone responsible of their intention. This should include location, access, egress, time of departure and time of arrival.
- 14.2. Any trip that uses any item of Club equipment shall be classed as a club trip, apart from trips on the River Wear in Durham City.
- 14.3. Prior to going on any Club trip, a Team Durham trip list form must be completed. This must be done by the trip organiser. This form must be handed in at Team Durham before the trip departs. This is a Team Durham requirement.
- 14.4. All Club trips must have someone with a minimum of a Team Durham approved 4-hour emergency first aid certificate present.
- 14.5. All Club trips must have an appointed trip organiser. The trip organiser may not necessarily be the most experienced paddler on the trip.
- 14.6. The status of trip organiser does not imply any endorsement of paddling ability, either from the Club, Team Durham, or any other body.
- 14.7. Anyone wishing to be included on this list, must:
 - 14.7.1. Inform the secretary that they are willing to organise trips, and for what grade of water.
 - 14.7.2. Be familiar with the Club safety policy.

- 14.7.3. Have been a member of the club for at least one term, and have been on at least three club trips, excluding the River Wear in Durham.
- 14.7.4. Be responsible, and willing to take advice on water conditions from experienced paddlers when on a trip.

15. Summer Trip

- 15.1. There will be an extended annual trip, in the Summer vacation (The Summer Trip). This is to be organised by an Exec nominated organiser (default the Captain).
- 15.2. The Summer trip shall receive no subsidy from, nor contribute to, the running costs of the Club. The costs of the Summer trip are to be borne exclusively by those participating.
- 15.3. Club equipment may be used for this Trip, only on the condition that appropriate additional insurance is obtained. The cost of this is to be borne by the Summer Trip.
- 15.4. The participation of any person on the Summer Trip is entirely at the discretion of the organiser.
- 15.5. The Club Safety Policy is to be adhered to at all times.
- 15.6. The transport arrangements in section 13 of these standing orders are adhered to, with the following additions.
 - 15.6.1. Any additional insurance premiums necessary, green cards, and a service prior to the trip are to be paid for by the Summer Trip.
- 15.7. The cost of the trip will be announced prior to the Trip. This will include a contingency allowance. The full balance of this must be paid in cleared funds, into the club account, by each participant, before the Trip departs. Any excess money from the Summer Trip after all bills have been paid will be divided equally amongst all participants, only if the sum amounts to £10 or more. Additionally, the participants will be expected to equally cover any over-spend on the trip.

16. Boathouse Keys

- 16.1. The Club shall have control of 5 sets of boathouse keys, in addition to the key available from Maiden Castle Reception.

- 16.2. The Keys will be distributed amongst the members of the Club, at the discretion of the Captain.
- 16.3. The Captain, Polo Captain and Kit Officer will always hold one set of keys each. Members of the Club, who for reasons such as extensive training require regular access to the clubhouse, will hold the remaining 2 sets.
- 16.4. The distribution of keys is to be reviewed at the beginning of every term.
- 16.5. During University holidays, a majority of boathouse keys should remain in Durham. These should be distributed to members who will remain in Durham, so that the boathouse remains accessible to any member who wishes to gain access to it. The Vice Captain should post a list of holiday key holders on the message board and through the club mailing list, and the key holders' contact details should be made available on the club website
- 16.6. The distribution of keys will be such that access to them is maximized for all members of the Club, both geographically and socially.
- 16.7. The keys are not to be duplicated without the express permission of the Exec.

17. Liability

- 17.1. The Exec 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 Exec, but shall be the responsibility of the Club as a whole.
- 17.2. All members or other persons who attend club tours or meets, do so at their own risk, and neither the Club nor its officers can accept any liability for any loss or injury of any kind, sustained at the boathouse or whilst on a club tour, meet or other activity.

18. Termination

The Club shall not terminate except by a resolution of 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 agreed by the meeting which formally terminates the Club.

19. Rules

The Exec shall be empowered to draw up rules for the safe conduct of canoeing activities. These are to be specified in the Club Safety Policy.

20. Declaration

Each member upon joining shall sign the following declaration:

"Upon acceptance into membership of Durham University Canoe Club, I understand that the sport of canoeing has inherent risks that could cause death or injury. I understand that at any time I have the right to ask questions as to ascertain the level of risk involved in any particular trip, and confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise."

"Should a medical condition exist, this will not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your General Practitioner"

"I have read the club safety policy"

Any matter not provided for in these Standing Orders, or any question over the interpretation of them shall be dealt with by the Executive Committee, whose decision shall be final.