

Durham University Canoe Club Standing Orders

1. Status

- 1.1 Durham University Canoe Club operates as a Durham Student Organisation under the Durham Student Organisation (DSO) Framework approved by the University Executive.
- 1.2 Durham University Canoe Club is part of the University of Durham and therefore the legal body for all legal and contractual matters is the University of Durham, as represented by Durham University Canoe Club.
- 1.3 The registered address of Durham University Canoe Club is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.
- 1.4 Durham University Canoe Club shall use its best endeavors not to bring the University into disrepute.

2. University Policy

- 2.1 Durham University Canoe Club shall act in accordance with all relevant University policies and regulations.
- 2.2 These Standing Orders should be interpreted within the DSO Framework agreed by the University Executive. Where there is a conflict or perceived conflict between these standing orders and any provision of the DSO Framework, the latter shall take precedence.

3. Objectives

- 3.1 The objectives of Durham University Canoe Club are:
 - 3.1.1 To promote participation, development and excellence in paddlesports for members of all abilities and disciplines. To promote a friendly and supportive club community.
- 3.2 These objectives will be carried out as follows:
 - 3.2.1 Through regular social, training and fitness sessions, as well as socials, residentials and competitions.

4. Membership

- 4.1 Members must be enrolled as students at Durham University.
- 4.2 Members may be selected through a process of trial or audition.
- 4.3 Membership implies acceptance of the Standing Orders, safety policy and rules of the club.
- 4.4 Durham University Canoe Club shall not discriminate against any person on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.
- 4.5 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.
- 4.6 A person who has been expelled from, or refused membership of, Paddle UK, Scotland, Wales or NI, shall not be eligible for membership.

5. Cessation of Membership

5.1 Resignation

5.1.1 Any member may resign giving one-month clear notice in writing to the Captain. The Exec shall decide whether a partial or full re-imbursement of membership fees shall be given to the resigned.

5.1.2 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.

5.2 Expulsion

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

5.2.2 A member may be expelled from the Club if they:

5.2.2.1 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.

5.2.2.2 Bring the Club or Team Durham into disrepute

5.2.2.3 Bring the sport of canoeing into disrepute

5.2.2.4 Perform any other action which is not appropriate to a member of the club, as judged by the Exec

5.2.3 Expulsion will be notified by email, 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.

6. Fees/Subscriptions

6.1 Membership is granted on payment of the sum agreed upon by the Exec at the beginning of each year. This sum shall not exceed a 15% increase on the previous year's subscription or result in an increase of over 50% per 5 years.

6.2 The annual fee will be published on the Durham University Canoe Club website alongside the corresponding services provided.

6.3 If members leave Durham University Canoe Club during the academic year refunds will be issued on a proportionate basis reflecting the services that have already been accessed and those that would have likely been accessed after the time of withdrawal from the Canoe Club. This will be at the discretion of the Exec.

7. Management

7.1 Management of the affairs of Durham University Canoe Club shall be primarily vested in the Executive Committee consisting of the Officers of the Canoe Club who shall be elected annually. Durham University Canoe Club can have as many roles as it determines but must have a minimum of three:

7.1.1 President (known as Captain)

7.1.2 Treasurer

7.1.3 Secretary (known as Vice-Captain)

7.2 President role description:

- 7.2.1 Promote the well-being, development and effective operations of Durham University Canoe Club and perform all such duties as are consistent with this.
- 7.2.2 Represent Durham University Canoe Club to Parent Body staff members and the staff members to the Canoe Club.
- 7.2.3 Overall responsibility and accountability for the finances of Durham University Canoe Club.
- 7.2.4 Report regularly to the designated specialist enrichment staff member and to the Durham University Canoe Club Executive Committee.
- 7.2.5 In carrying out these duties, the President shall at all times respect the confidences of individual students and members of University staff.
- 7.2.6 Oversee the work of Durham University Canoe Club Executive Committee to ensure the best possible service is provided to Canoe Club members.

7.3 Treasurer role description:

- 7.3.1 Responsible to the Canoe Club President for all financial transactions of Durham University Canoe Club.
- 7.3.2 Maintain the accounts of Durham University Canoe Club in line with the requirements outlined within the DSO Framework.
- 7.3.3 Ensure Durham University Canoe Club financial documents are made available to any member of the Canoe Club, Parent Body Department Officers and University Finance staff upon request.
- 7.3.4 Prepare an income and expenditure account and the balance sheet as at the last day of the financial year (31 July).
- 7.3.5 Prepare a financial plan prior to the beginning of Michaelmas term, which is to be reviewed/approved by Durham University Canoe Club Executive Committee and presented to the Parent Body Department.
- 7.3.6 Review annually Durham University Canoe Club membership fee to ensure that it is set at an appropriate level for the functioning of the Canoe Club.

7.4 Secretary role description:

- 7.4.1 Call and advertise all General, Extraordinary, Constitutional, and Committee Meetings.
- 7.4.2 Advise Durham University Canoe Club members on matters concerning the Constitution, Standing Orders, Policy Documents, and the day-to-day running of the Canoe Club.
- 7.4.3 Maintain the Standing Orders and ensure the most recent version is easily available to all Canoe Club members on the Canoe Club website.
- 7.4.4 Support Durham University Canoe Club Committee Elections, handle complaints, Vote of No Confidence and Censure.

- 7.5 The Executive Committee will meet as required at the request of the President, all members of the committee should attend.
- 7.6 Other members of the DSO and University staff may attend Executive Committee meetings, should the topics of discussion concern them directly.

8. Types Of Meetings

8.1 General Meetings

8.1.1 There shall be at least one General Meeting in each term.

8.1.1.1 Further meetings may be scheduled at the discretion of the Executive Committee.

8.1.1.2 The date and time of the meetings shall also be at the discretion of the Executive Committee.

8.1.1.3 At least seven days preliminary public notice should be given before all General Meetings.

8.1.2 Emergency Meetings

8.1.2.1 Emergency Meetings shall be held at the discretion of the Executive Committee or on a mandate from at least 10 members of the Canoe Club, to discuss a matter of extreme urgency.

8.1.2.2 At least forty-eight hours' notice must be given.

8.1.2.3 There will be no other business other than that for which the meeting was called.

8.2 Procedure to Convene Meetings

8.2.1 A date for submission of motions for the above meetings to the President and Secretary shall be stated at least seven days before the meeting.

8.2.2 The agenda for the meetings shall be placed on the Canoe Club website not less than two days before the meeting. The agenda shall be drawn up by the Secretary.

8.2.3 Apologies for non-attendance must be sent to the President and Secretary and must be received at least one hour before the meeting.

9. Procedure at Meetings

9.1 Control of the Meeting

9.1.1 The President shall chair the meetings, both General and Emergency.

9.1.2 In the event of either the temporary or complete absence of the President from the meeting, another member of the executive committee shall assume the responsibility of Chair.

9.2 Minutes

9.2.1 The Canoe Club Secretary shall take the minutes of all Canoe Club Meetings, to be approved by the Canoe Club at the beginning of the subsequent meeting.

9.2.2 Past copies of minutes shall be available to all members on the Canoe Club website.

9.2.3 Minutes of the previous Canoe Club meeting should be displayed on the Canoe Club website no less than ten working days before the next meeting.

9.3 Quorum

9.3.1 There shall be a quorum of not less than per cent of members of the Canoe Club for both General and Emergency meetings for any matters involving a vote.

9.3.2 No motion or discussion shall be considered binding on the Canoe Club if made at an inquorate meeting unless it is subsequently ratified at a quorate meeting.

9.4 Reports

9.4.1 All Executive officers shall report to the Canoe Club at each General Meeting.

9.4.2 Each report shall be followed by questions to the officer.

9.4.3 If an officer is unable to attend the meeting where they shall report they must ensure that apologies are given to the President and Secretary and that a full, written report is submitted to the President before the start of the meeting. This report shall be read out by the President.

10. Canoe Club Elections and Appointments

10.1 Elections

10.1.1 Schedule: The elections for the Canoe Club Executive will be held in the Annual General Meeting (AGM) in the month of March prior to the end of Epiphany term. The following describes the schedule and the venue for hustings:

10.1.2 Roles: The following roles shall be put forward for election:

10.1.2.1 President (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: communications with 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'; and chairing the AGM and Exec meetings. The Captain is also responsible for the 5-year plan. The Captain should organise the annual club summer trip but may delegate this responsibility as they see fit. See also 6.2.

10.1.2.2 Trip Officer: The Trip Officer is responsible for non-competitive paddling trips run by the Club. They should organise regular river trips at a suitable standard for all abilities. They are responsible for the organisation of recreational weekends away, which may include the Freshers' and Refreshers' Weekends.

10.1.2.3 Training Officer: The Training Officer is responsible for organising weekly pool sessions, Wednesday paddles and other sessions and ensuring there are sufficient leaders to run these sessions. This includes adding events to the website and communicating the calendar to the Media Secretary for publication

10.1.2.4 Treasurer: See 6.3.

10.1.2.5 Kit and Safety Officer: The Kit and Safety Officer is responsible for maintaining the Club boathouse (fixtures, equipment and general tidiness) and Club fleet which reside in Durham. They are also responsible for the maintenance and

repair of all other Club equipment including canoeing equipment. The Kit & Safety Officer should sort out any kit related insurance issues that arise throughout the year through loss or damage to kit that resides on the Durham Insurance policy. They should also ensure that all kit available to club members is safe and fit-for-purpose.

10.1.2.6 Secretary (Vice-Captain): 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 on the club website. 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 (personalised clothing). 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. The VC is responsible for the organisation of the AGM. The VC is also responsible for liaising with the Friends of Durham University Canoe Club group (FoDUCC); keeping the Club up to date with FoDUCC, and vice versa. See also 6.4.

10.1.2.7 Social Secretary: The Social Secretary is responsible for all the Club's social events. Events may include, but are not limited to: weekly socials; Christmas meal; AGM after-party; summer barbeque; evening entertainments during club weekends away.

10.1.2.8 Canoe Polo Secretary: The Canoe Polo Secretary will act as the point of contact for canoe polo training and competitions. They should plan and regularly attend indoor and outdoor training and actively encourage the participation of club members in canoe polo. Where timetabling allows, the canoe polo secretary should actively participate in the organisation of the training week prior to BUCS canoe polo. The canoe polo secretary may also be asked to assist with the administration and logistics of an event as delegated by other members of the exec. They must, in good time, consult with other members of the exec and senior club members to select a suitable team for competitions. They should contribute to the management of the team and tactics on and off the water at competitions and should provide encouragement and advice. They should be willing to accept guidance from more experienced team members where appropriate

10.1.2.9 Welfare Officer: Welfare Officer is there to keep all club members feeling included and supported. This requires an active awareness of making events more accessible on and off the water, as well as online, and a commitment to ensuring the club is an understanding and welcoming community. The Welfare Officer will be expected to attend club events in a supportive capacity and be willing to undertake relevant welfare training to promote a healthy group, both physically and mentally.

10.1.2.10 Media Secretary: The Media Secretary is responsible for maintaining the Club's website and the Club email account. They are also responsible for liaising with other Canoe Clubs and informing members of issues relating to canoeing which arise outside of the University. They are responsible for the collation of trip reports, articles and photographs to be used for publicity purposes. The Media Secretary is required to maintain any club social network accounts and ensure that they are regularly updated and to post regular updates onto the club website.

10.1.3 Nominations and Publicity

- 10.1.3.1 For all elections, a manifesto shall be submitted consisting of a single page poster outlining a candidate's experience and suitability for the selected role. Manifestos must contain the names of a proposer and seconder. Manifestos may be submitted until the AGM is opened.
- 10.1.3.2 A copy of candidates' manifestos shall be displayed within 24 hours of the close of nominations.
- 10.1.3.3 Neither the proposer nor the seconder may be the current position holder, an elected member of the Canoe Club Executive or a candidate standing for the same position.
- 10.1.3.4 The candidates' names, photographs and manifestos shall be placed on the Canoe Club website from after nominations close until voting closes. Note: The appearance of these must be similar in nature.

10.1.4 Canvassing

- 10.1.4.1 All candidates will be advised of the time period where canvassing is permitted to take place. This information will also be placed on the Canoe Club website.
- 10.1.4.2 Voters have the right to refuse to be canvassed.
- 10.1.4.3 No materials may be given out to voters during canvassing.
- 10.1.4.4 A candidate may not utilise poster campaigns nor any form of electronic media.
- 10.1.4.5 Any member of the Canoe Club may complain about breach of the aforementioned rules to the Secretary, who will investigate the breach.
- 10.1.4.6 If the breach is serious the Secretary may eject a candidate from the election in consultation with the Canoe Club Executive Committee.
- 10.1.4.7 The Secretary is responsible for issuing these rules to candidates on application.

10.1.5 Voting

- 10.1.5.1 The elections are conducted under secret ballot and single transferable vote.
- 10.1.5.2 The Secretary shall arrange voting.
- 10.1.5.3 Re-open Nominations shall be included as an option.
- 10.1.5.4 Only members of the Canoe Club Executive Committee who are not standing for election may be permitted to act as returning officers during any election.
- 10.1.5.5 Vote counting and publicising of results shall take place immediately after the voting closes. Only members of the Canoe Club Executive Committee who are not standing for election may be permitted to count votes. Candidates may permit representatives to observe counting.
- 10.1.5.6 Members of the Canoe Club Executive Committee taking part in the running of an election will not be permitted to vote in that election.

10.1.6 Hustings

10.1.6.1 Hustings take the form of a short speech by the candidate followed by questions from the floor which must be relevant to all candidates and non-personal in nature.

10.1.6.2 If a candidate cannot attend hustings, they can submit a report with an initial speech followed by any relevant information.

10.2 Terms of Office

10.2.1 The term of office for each of the Canoe Club Executive positions shall be 12 months.

10.3 Censure / No Confidence

10.3.1 A motion of Censure or No Confidence may only be brought at a quorate Canoe Club meeting.

10.3.2 Such a motion may only be carried by a 2/3 majority of those present at such a meeting.

10.4 Censure

10.4.1 A motion of Censure will constitute a formal complaint against an officer of the Canoe Club. A second motion of Censure will have the same effect as a vote of no confidence.

10.4.2 The names of both the proposer and seconder for such a motion must be handed to the Secretary at least three full days before the date of the meeting.

10.4.3 Such a motion must be included on the agenda.

10.4.4 The identity of both the proposer and seconder shall not be made known to the Canoe Club but shall only be known by the President and Secretary; unless either of them is the subject of the motion, in which case they shall not be informed.

10.4.5 The case presented by the proposer shall be read out by the Secretary.

10.4.6 The officer in question will have the right to present his/her case to the Canoe Club.

10.4.7 Questions from the floor shall be accepted at the discretion of the Secretary.

10.4.8 Where a motion of censure is upheld, that individual should meet with the Canoe Club President inside 1 week to formulate an action plan to resolve all relevant issues.

10.5 No Confidence

10.5.1 A vote of no confidence requires the signatures of 2/3 of members of the Canoe Club in support of the motion.

10.5.2 Such a motion must appear on the agenda.

10.5.3 The names of the supporters shall not be made known to the Canoe Club but shall be known by the President and Secretary; unless either of them is the subject of the motion, in which case they shall not be informed.

10.5.4 The case against the officer in question shall be read out by the Secretary.

10.5.5 The officer in question will have the right to present his/her case to the Canoe Club.

10.5.6 Questions from the floor shall be accepted at the discretion of the Secretary.

10.5.7 The vote shall take place by a secret ballot.

10.5.8 If a vote of no confidence is passed, the officer in question must stand down immediately.

10.6 Resignation

10.6.1 In the event of resignation of members of the Executive Committee, a letter should be given to the President, detailing their reasons for resigning. In the event of the President resigning, the letter should be handed to the remaining executive officers.

10.6.2 In the event of a resignation, a by-election shall be held using the same election procedure as laid down in the Standing Orders for the original election. This shall be held as soon as possible after the event.

10.6.3 In the event of an officer resigning their post due to a passed motion of no confidence, no letter shall be deemed necessary.

10.6.4 In the event of the President resigning, the Secretary (Vice-Captain) shall take over as acting President in accordance with their job description.

10.6.5 In the event of any other member of the Executive resigning, their duties should be divided between the other Executive members by the President.

11. Complaints Procedure

11.1 If a student feels that they have been unfairly dealt with by anyone holding a position of responsibility within the Canoe Club, then they shall have the right to complain and to have that complaint dealt with promptly and fairly.

11.2 In the first instance, the complainant shall meet the President who shall endeavor to resolve the complaint to the complainant's satisfaction. If the complainant is still unsatisfied then they and the President shall jointly approach the specialist student enrichment staff member for their advice on the matter. If the officer is unable to advise the Canoe Club and complainant on a suitable course of action, then the complainant shall have the right to seek independent advice.

11.3 In any case of complaint, the complainant must provide evidence to support their claim.

12. Standing Orders

12.1 Up to date copies of the Standing Orders shall be available to all members of the Canoe Club on the Canoe Club website.

12.2 Proposed amendments to the Standing Orders shall be circulated to all members of the Canoe Club on the Agendas of the meeting at which they are to be proposed. The amendments shall be declared carried if a 2/3 majority so decides.

12.3 Proposed amendments to these Standing Orders must be approved by the Parent Body Department Head or their designated nominee.

13. Club Trips

13.1 As a matter of good practice, anyone going on a trip (either a private or a Club trip) should notify someone responsible of their intention. This should include the locations of access and egress, time of departure, and time of arrival.

13.2 Any trip that uses any item of Club equipment shall be classed as a Club trip.

13.3 Any trips advertised via any public Club medium (for example, a Club group on a social network) are considered to be Club trips, requiring a trip form, unless it is explicitly stated that they are not, and that club kit will not be available to be used.

13.4 All Club trips must be approved by a member of the exec who will notify the Captain. This approval may be in the form of direct communication or by a reply on the public Club medium on which the trip was advertised. The Captain has the right to prevent a Club trip from going ahead.

13.5 All Club trips must have an appointed trip organiser. If the trip is organised by an Exec member as part of their duties, then they are the default trip organiser. If the trip is not part of the duties of the Exec members then either: the default trip organiser is the person who first notified an Exec member; the default trip organiser is the person who first notified the Captain if an Exec member was involved in the trip's organisation; the default trip organiser is the Captain if the Captain was involved in the trip's organisation. Notification may consist of direct communication or advertisement of the trip on a public Club medium. The default trip organiser may nominate another member to be the trip organiser, in which case, the Captain should be notified.

13.6 The status of trip organiser does not imply any endorsement of paddling ability from the Club, Team Durham, or any other body.

13.7 Prior to going on any Club trip, a Team Durham trip form must be completed. The trip organiser is responsible for the completion of a trip form. This form must be emailed to the Team Durham staff specified by Team Durham. This must be done before 3pm on the last working day before the trip, or sooner at the request of the staff member. The Exec member who approved the trip should make it clear to the trip organiser that a trip form needs completing and help clarify the protocol for doing so if necessary.

13.8 All trip organisers must:

13.8.1 Be familiar with the Club safety policy.

13.8.2 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.

13.8.3 Be responsible, and willing to take advice on water conditions from experienced paddlers when on a trip.

13.8.4 A small equipment levy may be charged at the discretion of the exec. This is to account for the general wear and tear applied to club equipment through use on trips, and the subsequent costs of repair.

14. Termination

14.1 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.

15. Declaration

15.1 Each member upon joining shall sign the following declaration:

15.1.1 "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. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise."

15.1.2 "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."

15.1.3 "I have read the club safety policy."

15.2 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.