

Standing Orders of Durham University Canoe Club

Annex 1

Issue 13

This document forms part of the Standing Orders of Durham University Canoe Club – Any amendments are subject to the procedure defined in Section 10 of the Standing Orders.

Issue Record

Issue Number	Date	Author	TD Approved
1	01/10/1997	G. Ashcroft	
2	10/10/1999	N. Barber	
3	08/01/2002	C. Lomas	
4	28/01/2003	P. Harker	
5	13/02/2004	M. Pigott	
6	27/01/2005	A. Bourne	
7	15/11/2007	G. Genge	
8	10/02/2009	A. Auld	
9	20/02/2010	K. Ellis	
10	08/08/2012	T. Rawlings	20/11/2012
11	07/08/2015	A. Stewart	25/08/2015
12	19/01/2016	A. Stewart	
13	05/06/2018	C. Spooner	11/01/19

1. Name

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

2. Membership pre-requisites

2.1. Qualification:

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

2.2. Membership fees:

2.2.1 Annual membership is granted on payment of the sum agreed 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. This subscription is not refundable for non-attendance.

2.2.2 Reduced membership may be agreed at the execs dicreession for members joining part way through the year.

2.2.3 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.

2.2.4 Persons who are not members of Durham University Membership may become members of the Club, on a payment of the same amount charged to University members, 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

2.3. Restriction:

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

2.4. Acceptance:

The Exec may, at its 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.

3. Cessation of Membership

3.1. Resignation:

3.1.1 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.

3.1.2 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.

3.2. 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 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.

4. Club Coach

Whilst a team coach is employed by Team Durham or any other body, to assist the club, they should do so as indicated by their job description. This will most likely involve co-ordinating competition training and selecting teams and administering entries for BUCS events. The coach should attend as many of the clubs sessions as possible, with their primary focus being the Wednesday skills sessions and any disciplines in which they specialize. The coach should also encourage participation in non-BUCS competitions and events.

The coach should be granted an exec vote as well as membership of the club whilst they are employed. They should also be allowed the freedom to act independently of the exec in order to better the club, however, any spending of club money must be approved by the exec.

5. 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, Treasurer, Trip Officer, Kit & Safety Officer and the club coach. The exec will be assisted by the non-executive officers, consisting of a Social Secretary, Information Secretary and Polo Captain. 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.

5.1. Elections:

5.1.1 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 Vice-Captain, 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 member's mailing list, as well as by placing a notice on the Club notice board, website and any regularly used social media platforms.

5.1.2 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.

5.1.2.1 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.

5.1.2.2 The nomination may include a short statement or manifesto, and a photograph of the candidate, which may be placed on the Club website. Manifestos are not to exceed one A4 page. One candidate may stand for any number of positions.

5.1.3 At the AGM, voting shall be for the positions in the following order: Captain; Vice-Captain; Treasurer; Trip Officer; Kit & Safety Officer; Social Secretary; Information Secretary.

5.1.4 The outgoing Captain, or the Vice-Captain, shall preside over the voting. Counting of votes will be done by members of the outgoing Exec, excluding the candidate, their proposers and seconds. The outgoing Vice-Captain must take minutes of the AGM.

5.1.5 Voting will be by secret ballot, Alternative Vote. Voting slips are to include a ReOpen 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.

5.1.6 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.

5.1.7 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.

5.1.8 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

5.2. Expulsion of Exec members:

- 5.2.1 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
- 5.2.2 The whole club shall be balloted by email for such a motion. This is to be administered by Team Durham, excluding any members of the Exec who are Team Durham Officers.
- 5.2.3 For such a motion to be carried, over 50% of the total membership of the Club must vote in favour.
- 5.2.4 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.
- 5.2.5 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 Durham 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)

5.3. Resignation of Exec members:

- 5.3.1 An Exec member may resign for their position if they feel they can no longer perform the necessary duties of their role.
- 5.3.2 If an Exec member has to leave the University for academic or personal reasons and will no longer be able to perform their role satisfactorily, they must resign from the Exec.
- 5.3.3 A letter of resignation must be emailed to the club, explaining the reasons for resignation. The Captain (or Vice-Captain in the case of the Captain's resignation) should be notified.
- 5.3.4 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.
- 5.3.5 The nomination and voting procedure will follow that for the AGM (see section 7.1).
- 5.3.6 The roles of the resigning member will be covered by the rest of the Exec until a replacement is elected.

5.4. On an exec position not being filled.

If an exec position is not filled at the AGM, an email will be circulated around the mailing list asking for any interested parties to apply. An EGM will be called in order to vote in these members. In the event that after the EGM, the positions still remain vacant, or if no applications are submitted, or in the interim before the EGM can be held, the roles of the vacant position should be shared out between the exec.

6. Duties of the Executive Committee

The Executive Committee is responsible for the general conduct of the Club's business and activities. All the duties discussed below are the responsibility of the respective Exec Member. However, tasks may be delegated, with the respective Exec Member ensuring that the task is completed. 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.

6.1. Positions

6.1.1 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'; 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.

6.1.2 Trip Officer

The Trip Officer is responsible for non-competitive paddling trips run by Club. They should organise regular river trips at a suitable standard for all abilities along with the Wednesday river session and the Weekly recreational pool session. They are responsible for the organisation of recreational weekends away, which may include the Fresher's and Refresher's Weekends Away, Tyne Tour and NTTT.

6.1.3 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. 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.

6.1.4 Kit & 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 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. They should also ensure that all kit available to club members is safe and fit-for-purpose.

6.1.5 Vice-Captain

The Durham 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 held in Durham, 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.

6.1.6 Social Secretary (Non exec)

Responsible for all the Club's social events. Events may include, but are not limited to:

- 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 club weekends away
- A summer barbecue, to be held after University exams at the end of the Easter term.
- A paddling film night.

6.1.7 Information Secretary (Non exec)

Responsible for maintaining the Club's website and the Club e-mail 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 Information 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.

6.1.8 Polo Captain (Non exec)

The Polo Captain will be chosen by the club coach (the exec may chose if for any reason the club coach is not able to) prior to a specific competition, they should actively encourage the participation of club members at training sessions leading up to the competition. The polo captain may also be asked to assist with the administration and logistics of an event as delegated by the club coach.

In the event a club coach is not present within the club the Polo Captain will be elected annually by an informal vote at BUCS Polo tournament. Any interested members can vote. They are responsible for assisting the exec in choosing the team to enter into all polo competitions, as well as assisting in the organisation of suitable training, team entries into any leagues or tournaments, men's and ladies' teams for BUCS Polo tournament, and maintenance and procurement of all polo equipment.

7. Meetings

7.1 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.

7.2 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.

7.3 At all meetings the Captain will preside.

7.4 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.

7.5 An Ordinary General Meeting (OGM) may be called by the Exec, at any time, to discuss any issue within the Club.

7.5.1 An OGM must also be held at the request of 10 or more club members

7.5.2 At least one week clear notice of an OGM must be given to all club members, via the Club email list, specifying the time, venue and business.

7.5.3 At all OGM's not less than 20 per cent of the Club's members shall constitute a quorum.

7.5.4 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.

7.5.5 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.

8. Club Chequeing Account

8.1 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.

8.2 The Club chequebook is to be held by the Treasurer. Each cheque 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 Dean of Experience Durham for a cheque of £1000 or more. The account signatories will be the Captain, Treasurer and the Dean of Experience Durham. Other signatories may be proposed by the Club Executive Committee and approved by the Dean of Experience Durham. When the Captain or Treasurer leaves the Executive Committee, the bank is to be notified as soon as possible and the old signatories removed.

8.3 No money is to leave the club account, nor should any agreement stating that the club will pay money be made, without the exec having voted on it. The only exception to this is to repay money owed to club members.

9. Transport

9.1 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.

9.2 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.

9.3 Private vehicles may be used for transport for Club events, subject to the following:

9.3.1 All applicable laws are followed, particularly relating to towing and roof rack loads.

9.3.2 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.

9.3.3 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.

9.3.4 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.

9.3.5 The responsibility for accidents arising is entirely the drivers.

9.3.6 A Private Vehicle Registration form has been completed and passed on to Team Durham.

10.Club Trips

10.1 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: location of access and egress, time of departure, and time of arrival.

10.2 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 or the River Tees in Stockton-on-Tees (excluding the Tees Barrage International White Water Course).

10.3 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.

10.4 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.

10.5 All Club trips must have an appointed trip organiser. If the trip is organised by an Exec member as part of their duties (outlined in section 8), 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.

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

10.7 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. 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.

10.8 All trip organisers must:

10.8.1 Be familiar with the Club safety policy.

10.8.2 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.

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

11. Summer Trip

11.1 There will be an extended annual trip, in the summer vacation (The Summer Trip), subject to sufficient demand. This is to be organised by members chosen by the captain who shall remain responsible for it, regardless of the Club Exec being changed.

11.2 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.

11.3 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.

11.4 The participation of any person on the Summer Trip is entirely at the discretion of the organiser.

- 11.5 The Club Safety Policy is to be adhered to at all times.
- 11.6 The transport arrangements in section 13 of these standing orders are adhered to, with the following additions.⁷
- 11.7 Any additional insurance premiums necessary, green cards, and a service prior to the trip are to be paid for by the Summer Trip.
- 11.8 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 overspend on the trip.

12.Boathouse Keys

- 12.1 The Club shall have control of a number of sets of boathouse keys, in addition to the sets available from Maiden Castle Reception.
- 12.2 The Keys will be distributed amongst the members of the Club, at the discretion of the Captain.
- 12.3 The Captain, Coach, Trip Officer and Kit & Safety Officer will always hold a set of keys. In the event of a position being held jointly, the members sharing the position will be given a set of keys to share between them. Members of the Club, who require out-of-hours access to the boathouse may be allocated the remaining keys.
- 12.4 The distribution of keys is to be reviewed at the beginning of every term.
- 12.5 During University holidays, a majority of boathouse keys (at least 50% where possible) 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 Captain should inform club members of the holiday key holders list through the club mailing list. This should include the key holders' contact details.
- 12.6 The distribution of keys will be such that access to them is maximized for all members of the Club, both geographically and socially.
- 12.7 The keys are not to be duplicated without the express permission of the Executive Committee and Team Durham.

13.Club User Account

- 13.1. The Club email account should be hosted by the University. The login details should be available to all members of the Executive Committee, Club Coach and Non-Executive Officers. The login details should not be shared outside of this group, unless this is necessary in an emergency which require access to the medical

information of a member (the password should be changed as soon as possible after this). If an exec member leaves, the password should be changed as soon as possible (this includes the changing of exec members due to an AGM). After the login details have been changed, people mentioned above should be told the changed login details.

14.Liability

14.1 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.

14.2 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.

15.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.

16.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 or as a separate document available on the website. Amendments to the Club Safety Policy or Club Rules should follow the same procedure as defined in sections 10.1 to 10.3 (not 10.4 or 10.5) in the Standing Orders.

17.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.