

Regents Canoe Club Annual General Meeting Minutes



Date: Thursday, 08th May 2014

Time: 20:00 - 21:50

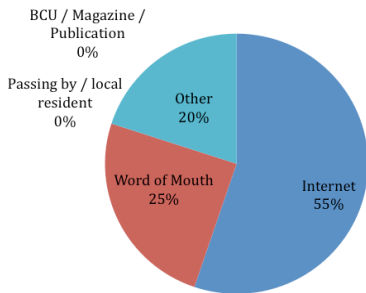
Location: Club Room, Regents Canoe Club, 16-34 Graham Street, London N1 8JX

Item	
1. Welcome & Apologies	
In Attendance:	Sarah Gibbs, Sean Clarke, Claire Taylor, Mark Rowe, Myles Johnson, Clarissa Horilczenko, Lucy Leddy, Gemma Wilson, Steffi Thorhauer-White, Ian Tokelove, Matt Collins, Liza Sumpter, Colin Silcock, Thomas Beaumont, Mel Madgin, Ben McPhee, Ian White, Simon Hall, Eoin Murray, Sarah Ford, Katie Coffield, Christine Dove, Greg Dinner, Amy Lilley, William Nawrocki
Apologies received:	Hannis Whittam, Phil Durrant, Barbara Schraml
Chair:	Sarah Gibbs
Minutes:	Sean Clarke
2. Minutes: 13 th May 2013 Annual General Meeting The minutes of the 13 th May 2013 Annual General Meeting were agreed and signed off.	
3. Matters Arising: 13 th May 2013 Annual General Meeting <u>COMPLETED ITEMS:</u> <ul style="list-style-type: none">• <i>New Committee to organise for several hooks to be located in the pool store room-</i> action completed. SG congratulated all involved in the nearly two year process.• <i>New Committee to write Lesson Plan for Safety & Rescue course and circulate to Committee for agreement by email -</i> action completed.• <i>New Training Officer to contact Tom Beaumont, Christine Dove, Mark Rowe, Dan Tattersall and Claire Taylor to arrange dates for training and assessment of 3 Star White Water Kayak -</i> action completed.• <i>New Committee to agree new club key holders -</i> Key holders were agreed at June 2013 Committee meeting.• <i>New Committee to review Constitution with view to update any ambiguity and align to current practices -</i> Constitution amendments agreed by Committee and now on AGM 2014 Agenda for approval by membership - action closed.	
4. Committee Member Reports <ul style="list-style-type: none">• SG thanked Gemma Wilson, Lucy Leddy and Claire Taylor as outgoing Committee members not standing for roles on the incoming Committee. SG especially thanked Claire for her eight years of dedication to the Club's Committee in the role of Equipment Officer.• <i>Chair: Sarah Gibbs</i> Sarah noted she had Chaired RCC Committee meetings, been responsible for <i>Notes from Canalside</i> on a fortnightly or weekly basis dependent on how much was being communicated. Sarah expressed thanks on behalf of the whole Committee to everyone who has helped out on New Members Evenings and at Pool Sessions.• <i>Secretary: Sean Clarke</i> Attended all 9 RCC Committee meetings, one Special General Meeting and one Annual General Meeting and recorded and published minutes for each. Renewed and maintained the club's YHA and BCU memberships. Renewed club's insurance policies. Responded on behalf of the club to approximately 100 emails from the public, governing bodies, media and fellow paddle sports clubs requesting general information about the club or involvement of the club. Maintained the Duty Rota. Reviewed the Constitution and Handbook - proposals in this year's AGM Agenda• <i>Membership Secretary: Steffi Thorhauer</i> Coordinated all NMEs over the past year in addition to duties of Membership Secretary. ST provided the statistics on the club's membership for the 2013/14 year:	

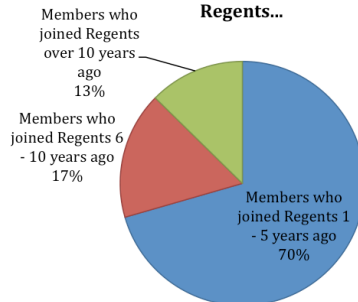


	2013/14	2012/13
Full Members	231	272
Associate Members	6	6
Life Member	1	1
Total	238	279
New Members	143	143
Renewed Members	95	136
Total	238	279
Male	130	158
Female	108	121
Total	238	279
BCU Members	54	50

125 new members and how they found us...



How long the 95 renewing members have been at Regents...



- Equipment Officer: Claire Taylor**
 Managed the hire, maintenance and purchase of club kit. Year-on-year there were fewer equipment hires this year. More people have been involved in helping with equipment hires. Ran the SGM to propose and agree major capital expenditure on boats and associated kit. Also agreed which older boats to sell/dispose of. With the help of the BCU, wrote and implemented the RCC Equality Plan and accompanying Action Plan.
- Safety and Training Officer: Mark Rowe**
 MR noted that he collated the Incident and Accident reports for the year and submitted all Training Subsidies to the Committee for approval. MR also ran a Training meeting to gauge member interest in training and coordinated or ran first aid, 3* training and assessment, a leadership and rolling courses.
- IBC Liaison: Clarissa Horilczenko**
 CH noted that her role had greatly been reduced since RCC are now no longer asked to attend IBC meetings. CH clarified that this was the primary reason for the role being proposed to be no longer required. CH has reviewed the Cash Handling Risk Assessment and developed the club's Cash Handling Policy.
- Website and Publicity Officer: Ian Tokelove**
 Responded to many requests for information about the club and membership. Managed PayPal for IWWK courses, managed Eventbrite for NMEs and managed the website.
- Events Co-ordinator: Lucy Leddy**
 LL noted that the club had held several successful events over the year including two BBQs over the summer, a quiz night and the Christmas Party.
- Newsletter Editor: Gemma Wilson**
 GW noted the redesign of the newsletter and that discussions have taken place to turn the newsletter into

more of an online blog in order to alleviate some of the administrative burden and to ensure that articles are published sooner after the event for which they were written. GW noted she was stepping down from the role but would like to see the post still utilised even if not by a Committee member.

- **Treasurer: Myles Johnson**

MJ presented the club's accounts highlighting that the club had made a loss of £2,745 for the year. The club's asset base is protected by the investment of £7,280 in new boats. Despite the deficit, the club remains in a healthy financial position with a strong bank balance and a secure activity base.

The full accounts are an Appendix to these minutes.

5. Accounts

Auditors Report and Approval of Accounts. Amy Lilley presented the Auditor of the Club Accounts report:

Auditor's Report and Comments – FY 13/14

Firstly thank you to Myles who has done a great job as treasurer this year.

Managing the club financials and completing the annual accounts is a big commitment and this year's accounts are accurate and well organised.

I have reviewed the accounts and can confirm that they are in agreement with the underlying books and records as well as the club's bank statement.

Overall financials

In the previous few years the club has always had surplus funds at year end, but this year we had a deficit of £2,745. There are a number of reasons for this, but the main change is a reduction in membership.

The club should be aiming to break even financially, which suggests changes are needed in 14/15 to increase income e.g. from membership fees or reduce expenses.

Financial controls

Financial controls have improved this year although there was still some bad debt (money owed to the club that was never received and had to be written off in the accounts). As mentioned in previous years it helps the treasurer when money/expense claims for activities and trips are handed to the treasurer as soon as possible. Club activities can also be more accurately reflected in the accounts when trip organisers put all trip money through the club, rather than keeping cash and netting off trip expenses against this.

The Auditor's report was accepted by simple majority show of hands by the membership.

The membership agreed by simple majority show of hands to reappoint Amy Lilley as the club's Auditor for the new financial year.

6. Proposals for amendments to Fees

Equipment Hire Fees:

The Management Committee proposed no changes to the current Equipment Hire Fee structure.

Annual Membership - Concessions:

The Management Committee proposed no changes to the current concession fee structure (50% for unemployed and full time students and £15 annual fee for Associate members whose permanent home address is outside of the M25).

Annual Membership Fees

MJ presented the Management Committee's proposed changes to the annual membership fee and a simplifying of the annual membership fee structure from quarterly to semi-annual. The following table outlines the proposals:

Fee Type	Current	Proposed
Annual (Full Fee)	£56.00 <i>pro-rata to date of joining/renewal</i>	£60.00 <i>pro-rata to date of joining/renewal</i>
	01 Jun - 30 Aug £56.00	01 Jun - 30 Nov £60.00
	01 Sep - 30 Nov £42.00	01 Dec - 31 May £30.00
	01 Dec - 28 Feb £28.00	
	01 Mar - 31 May £14.00	
Annual (Concession)	50% of Annual Full Fee <i>pro-rata to date of joining/renewal</i>	50% of Annual Full Fee <i>pro-rata to date of joining/renewal</i>
	01 Jun - 30 Aug £28.00	01 Jun - 30 Nov £30.00

	01 Sep - 30 Nov 01 Dec - 28 Feb 01 Mar - 31 May	£21.00 £14.00 £7.00	01 Dec - 31 May	£15.00
Annual Associate Member	£15.00		£15.00	

Liza Sumpter queried the fairness of having NMEs late in the financial year. ST responded that no NMEs are held in May and that the Committee felt joining in April would still be good value as this would allow the member access to pool sessions, a dozen canal sessions, NfC and access to signing up to many of the summer trips.

Mel Madgin queried if an NME could be held in late May to allow for nicer weather and capturing more new members who might be interested. SC clarified that within the Constitution and the current system of renewals already happening in May, this shouldn't be a problem. ST will review the NME Calendar with a view to incorporating an additional NME in late May.

Liza Sumpter queried if the fee increase would put off renewing members. ST & MJ clarified that renewing were not the issue, the biggest turnover is in new members not signing up to a second year. Simon Hall noted that his conversations with many new members on the canal indicated that many new members underestimate the effort it takes to get better at paddling. All agreed that the club as a whole should engage with members.

The membership approved the increase in annual membership fee to £60.00 for 2014/15 year by simple majority show of hands (24 in-favour, 1 against, 0 abstentions)

The membership voted to approve the following:

- Equipment hire to remain as 2013/14
- Associate membership to remain at £15 a year.
- simplified annual membership fee structure of £60 for the first six months and £30 for the final six months of the 2014/15 year by simple majority show of hands (21 in-favour, 3 against, 1 abstention)

7. Amendments to the Constitution

SC presented the following amendments to the Regents Canoe Club Constitution. *The full proposals are Appendices to these minutes.*

Generic updates:

The 2013/14 Management Committee reviewed the Constitution and proposed several housekeeping updates to correct grammatical and typographical errors and to clarify certain points that may not have been clear in the its current iteration.

The membership approved the changes proposed to the Constitution as outlined in *Constitution Amendments Proposal 1 - Generic Updates* by simple majority show of hands (25 in-favour, 0 against, 0 abstentions)

Membership amendments:

The 2013/14 Management Committee reviewed the Constitution and proposed several amendments to the Memberships section of the Constitution. Some minor amendments were proposed to use gender neutral terms and to clarify what it is members are signing up to when they join the Club. Other proposals were to include the options to withdraw membership of any member who is found to be in breach of the Club's objects, policies and/or rules. The decision to introduce this has been based on:

- No current method for withdrawal from membership other than through resignation
- Whereby any member conducts themselves contrary to the objects of the club, there is no way for the Club to request their removal from membership. Two examples could be:
 - A member subjects another member to extreme endangerment on a river through reckless abandonment e.g. taking a member new to paddling down Ubye Racecourse in high levels
 - A member is found to be guilty by a Court of Law of sexual harassment. Although this would not automatically dictate that they can no longer be a member of the Club, if any actions on their part were undertaken at the Club, on a Club trip or at a social gathering of Club members, the Club has no recourse to request the member to withdraw from the Club

The three main inclusions are:



- *“Subject to due process and a right of appeal, the Management Committee reserves the right to withdraw membership for any member who is found to be in breach of the Club’s rules and/or policies.”*
This inclusion is proposed in order to allow the Club to review any breaches by a member of the Constitution, Rules and/or Policies and take a view as to the severity of the breach and determine whether any further action can/should be taken. A right of appeal to the Management Committee would be automatic.
- *“The Management Committee reserves the right to refuse membership of any person who is believed to have views contrary to the Club’s objects or whom has previously been found in breach of the Club’s rules and policies.”*
This inclusion is to allow the Club to refuse membership from any persons who have views in stark contrast to the Club and its members or whom have been found to be in breach of the Club’s policies and rules previously e.g. direct racist, misogynistic, or homophobic actions against other members of the Club or blatant disregard for members’ wellbeing and capabilities in undertaking paddlesports activities
- *“Any member who resigns or whose membership is withdrawn will not be entitled to a refund in whole or in part of the annual subscription fee.”*
This inclusion is proposed to clarify the current situation where a member resigns from their membership and the Club is under no obligation to refund them their membership fee either in part or in whole.

William Nawrocki queried the independence of the Management Committee or one of its Officers being the independent review body or panel. Discussion took place on any other ways to have independent representation. Claire Taylor stated there was a fair process in place to challenge the committee if necessary. The members elected the committee, and thereby gave them the authority to act in the best interests of the membership. If members had concerns about this, they could call a meeting with ten members to carry a motion of no confidence in the committee.

The membership approved the changes proposed to the Constitution as outlined in *Constitution Amendments Proposal 2 - Memberships* by simple majority show of hands (24 in-favour, 0 against, 1 abstentions)

Equipment Hire Policy amendments:

The proposed changes to the Equipment Hire Policy incorporate general housekeeping to ensure the Policy is in line with naming standards throughout the Handbook and Constitution. The proposals also included one new clarification regarding the use of boat locks to secure boats to vehicles and it being the hirer’s responsibility should boats go missing if they are not secured. In line with this proposal the Management Committee have purchased additional boat locks for use by Club members on a free usage basis - subject to them being returned after each use.

The proposals also included one new item being that the hire of Club equipment is at the discretion of the Equipment Officer. This is to ensure that the Equipment Officer reserves the right to deny hire if required. Ben McPhee queried why there was no mention of delegates in the new inserted line *“Hiring of Club equipment is at the discretion of the Equipment Officer”*. SC clarified that the RCC Handbook authorises the Equipment Officer to delegate any or all tasks to their nominated Deputies. Discussion took place and an amendment to the new line item was proposed to be *“Hiring of Club equipment is at the discretion of the Equipment Officer, or their nominated deputy(s)”*.

Ben McPhee further requested that a new line item be introduced to formally state in the Equipment Hire Policy that *“The Equipment Officer may delegate any or all of their responsibilities to their nominated deputy(s)”*.

Matt Collins & Amy Lilley requested confirmation that hired equipment loss or damage was the responsibility of the hirer and not the driver (if stolen from a vehicle). SG & SC clarified that the liability rests with the equipment hirer as stated in the Equipment Hire Policy.

With the exception of the insertion of *“Hiring of Club equipment is at the discretion of the Equipment Officer”*, the membership approved all changes proposed to the Equipment Hire Policy as outlined in *Constitution Amendments Proposal - Equipment Hire Policy* by simple majority show of hands (25 in-favour, 0 against, 0 abstentions)

The membership approved the insertion of *“Hiring of Club equipment is at the discretion of the Equipment Officer, or their nominated deputy(s)”* to the Equipment Hire Policy by simple majority show of hands (24 in-favour, 0 against, 1 abstentions)

The membership approved the insertion of *“The Equipment Officer may delegate any or all of their responsibilities to their nominated deputy(s)”* to the Equipment Hire Policy by simple majority show of hands (23

in-favour, 0 against, 2 abstentions)

Management Committee roles amendments:

All ten roles on the Management Committee were reviewed to determine their purpose and whether or not they truly reflect the direction of the Club. Following the review, the Management Committee have updated the Handbook to reflect each role's tasks and activities. At the conclusion of the review, the Committee decided to focus on the key aspects of:

- The liaison and interaction of the Management Committee with the Islington Boat Club
- The way the Club conducts its social gatherings and engagement with members
- The need to provide routes onto the Management Committee without undertaking a full portfolio
- The direction of online presence for the Club

Summary of proposed changes (Constitution Amendments Proposal 3 - Officer Roles)

- *Section 4.1* - Remove the role "IBC Liaison Officer" from the bulleted list
- *Section 4.1* - Remove the role "Events Co-ordinator" from the bulleted list
- *Section 4.1* - Insert the role "Ordinary Officer 1" at the end of the bulleted list
- *Section 4.1* - Insert the role "Ordinary Officer 2" at the end of the bulleted list
- *Section 4.1* - Amend the role "Website and Publicity Officer" to be "Communications Officer"

The membership approved the changes proposed to the Constitution as outlined in Constitution Amendments Proposal 3 - Officer Roles by simple majority show of hands (25 in-favour, 0 against, 0 abstentions)

William Nawrocki queried the nomination process and being able to contact fellow members noting that there is no available list of all members' contact details. SC & SG clarified that due to data protection and security of personal details, the Management Committee would not release all members' contact details. Discussion took place on the various ways in which members could contact each other. An article for the newsletter was proposed now that two members have contacted each other. Tom Beaumont suggested any member wanting to get in touch with another member could approach the Membership Secretary and ask to be put in touch.

8. Election of new Committee

The following nominations were received prior to the AGM:

Chair: Sarah Gibbs - nominated by Rachel Tyler and seconded by Liza Sumpter

Sarah Gibbs was accepted as Chair by a simple majority show of hands by the membership

Secretary: Sean Clarke - nominated by Sarah Gibbs and seconded by Mark Rowe

Sean Clarke was accepted as Secretary by a simple majority show of hands by the membership

Treasurer: Myles Johnson - nominated by Mark Rowe and seconded by Gemma Wilson

Myles Johnson was accepted as Treasurer by a simple majority show of hands by the membership

Equipment Officer: Ben McPhee - nominated by Sean Clarke and seconded by Sarah Gibbs

Ben McPhee was accepted as Equipment Officer by a simple majority show of hands by the membership

Safety & Training Officer: Clarissa Horilczenko - nominated by Mark Rowe and seconded by Gemma Wilson

Clarissa Horilczenko was accepted as Safety & Training Officer by a simple majority show of hands by the membership

Membership Secretary: Steffi Thorhauer - nominated by Ian White and seconded by Sarah Gibbs

Steffi Thorhauer was accepted as Membership Secretary by a simple majority show of hands by the membership

Communications Officer: Ian Tokelove - nominated by Marc Labuhn and seconded by James Mogie

Ian Tokelove was accepted as Communications Officer by a simple majority show of hands by the membership

Ordinary Officer: Sarah Ford - nominated by Myles Johnson and seconded by Kate Balderson

Sarah Ford was accepted as Ordinary Officer by a simple majority show of hands by the membership

Ordinary Officer: Mark Rowe - nominated by Mel Madgin and seconded by Mark Donalson

Mark Rowe was accepted as Ordinary Officer by a simple majority show of hands by the membership

The following position had no nominations prior to the AGM. The floor was opened for nominations:

Newsletter Editor



Matt Collins and Colin Silcock proposed that they would be happy to help with the running of the newsletter in a blog format on the website. No nominations for the post of Newsletter Editor were put forward.

SC confirmed that under the Constitution the Management Committee could run with fewer than the ten posts - the only mandatory posts are Chair, Secretary and Treasurer plus one other post.

The membership agreed to leave the post of Newsletter Editor vacant.

8. AOB

No AOB was received prior to the meeting.

The following AOB items were discussed from the floor:

- *Thanks to Pool Helper Organiser* -After an amusing mix up with names, Ian Tokelove thanked Mark Donaldson and Lara Gilman on behalf of the membership for their commitment over the past year.

9. Close

Summary of Action Items

- No Action Items as a result of the Annual General Meeting

Action Items for New Committee

- No new Action Items for the New Committee

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REGENTS CANOE CLUB CONSTITUTION AMENDMENTS PROPOSAL 1 - GENERIC UPDATES February 2014

The proposed changes to the Regents Canoe Club Constitution as documented below have been agreed for presentation to the members at the 2014 Annual General Meeting by the Management Committee at their meeting of 11th February 2014.

Background to proposed changes (Constitution Amendments Proposal 1 - Generic Updates)

The Regents Canoe Club Constitution is the governance framework under which the Club operates. The Constitution has been amended over time and each Management Committee has responsibility of ensuring it is up to date and reflects the nature of the objects the Club has set out to achieve.

The 2013/14 Management Committee have reviewed the Constitution and have several housekeeping updates to propose to the membership in order to correct grammatical and typographical errors and to clarify certain points that may not have been clear in its current iteration.

Decision sought from the membership:

The 2013/14 Management Committee ask the membership to **ACCEPT** the changes proposed to the Regents Canoe Club Constitution as outlined in *Constitution Amendments Proposal 1 - Generic Updates*.

Summary of proposed changes (Constitution Amendments Proposal 1 - Generic Updates)

- use of gender neutral pronouns throughout the document
- use of *Management Committee* throughout the document rather than multiple variations
- use of “*officers*” in all cases when referring to club members who are on the *Management Committee*
- *Section 4.1* - Remove semi-colons from the bulleted list
- *Section 5.1* - separate out the period of time between AGMs to its own bullet point
- *Section 7* - amend section title from *Proceedings at the General Meeting* to *Proceedings at General Meetings*
- *Section 7.1* - separate the Special General Meeting and Annual General Meeting clarification into two bullet points
- *Section 7.2 (new)* - Rewording of the opening sentence to ensure grammatical sense as this is now a new bullet point from “*and also that is transacted at an Annual General Meeting...*” to “*All business shall be deemed special that is transacted at an Annual General Meeting...*”
- *Section 7.3 (new)* - Replace “*single*” with “*simple*” in the sentence “*...and with the consent of a single majority of members present...*”
- *Section 7.4 (new)* - New bullet “*Quorum for every General Meeting shall be ten fully paid-up members present in person*”
- *Section 7.5 (new)* - Remove end of sentence “*; 10 members present in person shall be a quorum.*”
- *Section 7.6 (new)* - Remove “*, if any,*” from the sentence “*The Chairperson, if any, of the Management Committee shall preside...*”
- *Section 7.8 (new)* - Replace “*allowed*” with “*entitled*” in the sentence “*Only full paid-up members shall be allowed to vote at any General Meeting.*”
- *Section 7.10 (new)* - Remove semi-colons and the conjunctive “*and*” from the bulleted list
- *Section 7* - Reorder the bulleted list to be: Quorum, SGM business is special, AGM business is special, AGM agenda items and then the rest in current order.
- *Section 8.3* - Insert new sentence at end of bullet point “*At least one of these three must be any of the Chairperson, Secretary or Treasurer*”
- *Section 8.4* - Remove “*such*” from the sentence “*...Committee may appoint such sub-committees for general and specific...*”
- *Section 8.5* - Replace “*person*” with “*member*” in the sentence “*...shall have the power to co-opt any person on to the Management Committee...*”
- *Section 8.6 (new)* - Create new bullet point with last sentence of Section 8.5 “*Co-opted members are not allowed a vote on the Management Committee.*”
- *Section 8.9 (new)* - Replace “*Chairman*” with “*Chairperson*” in the sentence “*... may choose one of their number to be Chairman of the meeting.*”

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- Section 8.11 (new) - Remove “a meeting of the” and “by the Website and Publicity Officer” from the sentence “Notice of a meeting of the Management Committee meetings or any sub-committee meetings shall be posted by the Website and Publicity Officer on the Club website at least seven days before the meeting.”
- Section 9.1 - Insert “or” in the sentence “All monies received by or on behalf of...”
- Section 9.2 - Remove “the” from the sentence “The financial year of the club shall end on the 31st March in each year...”
- Section 9.4 - Insert “other” in the sentence “...Management Committee may select other signatories as appropriate.”
- Section 9.7 - Correct spelling of “organizer” to “organiser”

THE CONSTITUTION OF REGENTS CANOE CLUB

1. Name

The club shall be known as Regents Canoe Club (“the Club”).

2. Objects

The objects of the Club shall be to promote and encourage the sport of canoeing and associated activities and any other activities organised by Club members. The Club is non-profit making and organised on an amateur basis.

3. Membership

3.1. The Club is open to the whole community and may admit as members any persons aged 18 or over who are willing to comply with the Club rules as from time to time determined by the Management Committee and posted on the website.

3.2. Each member shall pay an annual subscription to be determined at the Annual General Meeting.

3.3. A member shall cease to be a member if they give written notice to the Secretary of their resignation.

3.4. A member whose subscription is more than two months in arrears shall be deemed to have resigned.

4. The Management Committee

4.1. The following officers shall constitute the Management Committee:

i. Chairperson

ii. Secretary

iii. Treasurer

iv. Membership Secretary

v. Equipment Officer

vi. Newsletter Editor

vii. IBC Liaison Officer;

viii. Safety and Training Officer

ix. Events Co-ordinator.

x. Website and Publicity Officer

4.2. Election of the Management Committee:

- (i) Any fully paid-up member may stand for election to the Management Committee if they give notice in writing, where possible, of their willingness to be elected and is nominated by two other fully paid-up members and such notice is delivered to the Secretary prior to the appointed time for the holding of the election of the officers.

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- (ii) Any person may stand for more than one office on the Management Committee but on election to an office they shall become disqualified from standing for any other office unless there is no other volunteer for either of the offices concerned when called for at the Annual General Meeting.
- (iii) All members of the Management Committee appointed at the Annual General Meeting shall hold office until their successors are elected at the next Annual General Meeting. All positions on the Management Committee are honorary.

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5. General meetings

5.1. The Club shall in each year hold a general meeting at its Annual General Meeting and shall specify the meeting as such in the notices calling it

5.2. Not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next.

5.3. The Annual General Meeting shall be held at such a time and place as the Management Committee shall appoint.

5.4. All general meetings other than the Annual General Meeting shall be called Special General Meetings.

5.5. A Special General Meeting shall be convened by the Secretary either on the instructions of the Management Committee or upon the request of not less than 10 fully paid-up members.

Sean.Clarke 3/2/14 16:28

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6. Notice of General Meetings

6.1. An Annual General Meeting and a Special General Meeting shall be called by the posting of the notice calling such a meeting on the Club website at least 21 days before the date of the meeting.

6.2. The notice shall be exclusive of the day on which it is served or deemed to be served and on the day for which it is given, and shall specify the place, the day, the hour of the meeting and, in the case of special business, the general nature of that business.

7. Proceedings at General Meetings

7.1. All business shall be deemed special that is transacted at a Special General Meeting

7.2. ~~All business shall be deemed special that is transacted at an~~ Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and reports of the Chairperson, the Secretary, and the Treasurer, the determination of the subscriptions, the election of the Management Committee and the appointment of, and fixing of the remuneration of, the Auditors.

7.3. The Chairperson shall at their discretion, and with the consent of a simple majority of members present and voting, have the power to accept any resolution to be put to the meeting of which insufficient notice has been given, unless the motion shall involve any alteration to this constitution.

7.4. ~~Quorum for every General Meeting shall be ten fully paid-up members present in person~~

7.5. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

7.6. The Chairperson of the Management Committee shall preside as Chairperson at every General Meeting of the Club, or if there is no such Chairperson, or if they shall not be present within 15 minutes after the time appointed of the holding of the Meeting or is unwilling to act, the Management Committee present shall elect one of their members to be the Chairperson of the Meeting or if no such member of the Management Committee is present or willing to act the members present shall choose one of their number to be Chairperson of the Meeting.

7.7. A resolution shall be treated as being passed if it is approved by the simple majority of members being entitled to vote.

7.8. Only fully paid-up members shall be entitled to vote at any General Meeting.

7.9. In the case of equality of votes, the Chairperson of the Meeting shall be entitled to a casting or second vote.

7.10. The business at the Annual General Meeting shall include:

- (i) The receiving of reports from the Chairperson, Secretary and Treasurer,
- (ii) The approval of the accounts,
- (iii) The election of the Management Committee,

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**Regents Canoe Club
Annual General Meeting Minutes**

- (iv) The appointment and remuneration of Auditors.
- (v) The determining of the level of annual subscription to the Club.
- 7.11. Any member entitled to attend and vote at a meeting of the Club is entitled to appoint another member as their proxy to attend and vote instead of them. The instrument of proxy must be in writing and must be delivered to the Chairperson of the meeting immediately prior to the commencement of the meeting.

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8. Functions and Duties of the Management Committee

- 8.1. The Management Committee shall direct and manage the affairs of the Club.
- 8.2. The Management Committee shall be deemed to have delegated to them all necessary authority for the purpose set out in paragraph 2 of this constitution.
- 8.3. The quorum for the Management Committee shall be three officers present in person. At least one of these three must be any of the Chairperson, Secretary or Treasurer.
- 8.4. The Management Committee may appoint sub-committees for general and specific purposes as it shall see fit and delegate to them such authority as it considers necessary.
- 8.5. The Management Committee shall have the power to co-opt any member on to the Management Committee or any sub-committee as required. Such co-opted members shall hold office for such time as the Management Committee shall determine but, in any event, shall retire at each Annual General Meeting of the Club.
- 8.6. Co-opted members are not allowed a vote on the Management Committee.
- 8.7. If an office becomes vacant during the year, the Management Committee may convene a Special General Meeting in order to fill the vacant position. The provisions of the Constitution applicable to the appointment of officers at an Annual General Meeting shall also be applicable to the appointment of such officers at any Special General Meeting. Members elected at a Special General Meeting will be allowed to vote at subsequent meetings of the Management Committee. Such members shall hold office until the next Annual General Meeting.
- 8.8. In the case of an equality of votes, the Chairperson shall have a second casting vote.

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- 8.9. If the Chairperson is not present within five minutes after the time appointed for holding the meeting, the officers of the Management Committee present may choose one of their number to be Chairperson of the meeting.

- 8.10. An officer of the Management Committee or a sub-committee shall cease to be an officer of such committee:

- (i) Upon giving the Secretary written notice of their intention to resign;
- (ii) Upon failing to attend three consecutive meetings of the Management Committee or sub-committee without giving reason approved by the Management Committee;
- (iii) Upon the passing of a resolution at a General Meeting terminating their membership of the Management Committee or of the Club.

- 8.11. Notice of Management Committee meetings or any sub-committee meetings shall be posted on the Club website at least seven days before the meeting.

- 8.12. Copies of the minutes of the Management Committee meetings and sub-committee meetings shall be available on the Club website for members to examine.

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9. Finance

- 9.1. All monies received by or on behalf of the Club shall be devoted to the objects of the Club.
- 9.2. The financial year of the Club shall end on 31st March in each year or such other date as shall be approved at any General Meeting.
- 9.3. The Treasurer shall be responsible for receiving, issuing receipts and safe keeping of all monies on behalf of the Club.
- 9.4. All cheques and other outgoings paid on behalf of the club will be authorised by two of the three Signatories. One of these Signatories will be the Treasurer and the remaining two are to be officers of the Management Committee, usually the Chair and Secretary although the Management Committee may select other signatories as appropriate.

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Regents Canoe Club

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9.5. Large items of capital expenditure (e.g. boats, infrastructure), other than those relating to the replacement of existing equipment as and when it becomes necessary, must be approved as special business at a General Meeting.

9.6. Expenditure on medium priced items (e.g. paddles, buoyancy aids), must be approved by the [Management Committee](#).

9.7. Expenses for the day-to-day running of the club (minor equipment purchases, trip costs etc) should be made at the discretion of the appropriate [officer](#) or trip/event organiser, who should pass an invoice or receipt to the treasurer before payment is made.

9.8. The Treasurer shall keep proper accounts of all monies received and paid by [them](#) on behalf of the Club, recorded in cash book/bank ledger.

9.9. As soon as practicable, after the end of each financial year the accounts of that financial year shall be prepared by the Treasurer and submitted for audit by the Auditors of the Club within one calendar month.

9.10. The Auditors shall audit such accounts and report thereon to the Annual General Meeting. Copies of the accounts as so audited shall be available for inspection at the Annual General Meeting.

9.11. The Treasurer may with the authority of the Management Committee invest in the name of the Club any monies held in account. For the avoidance of doubt, any surplus made by the Club cannot be distributed to members or third parties but must either be reinvested back into the Club or donated to registered charity(s).

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10. Liability

10.1. The Management Committee 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 Management Committee, but shall be the responsibility of the Club as a whole and [officers](#) of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and liabilities properly incurred by them in the management of the affairs of the Club.

10.2. All members or other persons who attend Club trips 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 Club's headquarters or while on a Club trip or meet.

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11. Alteration of Rules

This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.

12. Dissolution

12.1. A resolution to dissolve the Club shall only be proposed at a Special General Meeting and shall only be carried by the majority of at least three-quarters of members present.

12.2. The dissolution shall take effect from the date of the resolution and members of the Management Committee shall be responsible for winding-up of the assets and liabilities of the Club.

12.3. Any property remaining after the discharge of the debts and liabilities of the association shall be given to an association with a like purpose or to a charity or charities nominated by the last Management Committee.

Regents Canoe Club

Annual General Meeting Minutes

REGENTS CANOE CLUB CONSTITUTION AMENDMENTS PROPOSAL 2 - MEMBERSHIPS February 2014

The proposed changes to the Regents Canoe Club Constitution as documented below have been agreed for presentation to the members at the 2014 Annual General Meeting by the Management Committee at their meeting of 11th February 2014.

Background to proposed changes (Constitution Amendments Proposal 2 - Memberships)

The Regents Canoe Club Constitution is the governance framework under which the Club operates. The Constitution has been amended over time and each Management Committee has responsibility of ensuring it is up to date and reflects the nature of the objects the Club has set out to achieve.

The 2013/14 Management Committee reviewed the Constitution and have several amendments to propose to the Memberships section of the Constitution. Some minor amendments have been proposed to use gender neutral terms and to clarify what it is members are signing up to when they join the Club. Other proposals are being made to include the options to withdraw membership of any member who is found to be in breach of the Club's objects, policies and/or rules. The decision to introduce this has been based on:

- No current method for withdrawal from membership other than through resignation
- Whereby any member conducts themselves contrary to the objects of the club, there is no way for the Club to request their removal from membership. Two examples could be:
 - A member subjects another member to extreme endangerment on a river through reckless abandonment e.g. taking a member new to paddling down Ubaye Racecourse in high levels
 - A member is found to be guilty by a Court of Law of sexual harassment. Although this would not automatically dictate that they can no longer be a member of the Club, if any actions on their part were undertaken at the Club, on a Club trip or at a social gathering of Club members, the Club has no recourse to request the member to withdraw from the Club

The three main inclusions are:

- *"Subject to due process and a right of appeal, the Management Committee reserves the right to withdraw membership for any member who is found to be in breach of the Club's rules and/or policies."*
This inclusion is proposed in order to allow the Club to review any breaches by a member of the Constitution, Rules and/or Policies and take a view as to the severity of the breach and determine whether any further action can/should be taken. A right of appeal to the Management Committee would be automatic.
- *"The Management Committee reserves the right to refuse membership of any person who is believed to have views contrary to the Club's objects or whom has previously been found in breach of the Club's rules and policies."*
This inclusion is to allow the Club to refuse membership from any persons who have views in stark contrast to the Club and its members or whom have been found to be in breach of the Club's policies and rules previously e.g. direct racist, misogynistic, or homophobic actions against other members of the Club or blatant disregard for members' wellbeing and capabilities in undertaking paddlesports activities
- *"Any member who resigns or whose membership is withdrawn will not be entitled to a refund in whole or in part of the annual subscription fee."*
This inclusion is proposed to clarify the current situation where a member resigns from their membership and the Club is under no obligation to refund them their membership fee either in part or in whole.

Decision sought from the membership:

The 2013/14 Management Committee ask the membership to **ACCEPT** the changes proposed to the Regents Canoe Club Constitution as outlined in *Constitution Amendments Proposal 2 - Memberships*.

Summary of proposed changes (Constitution Amendments Proposal 2 - Memberships)

- Section 3.1 - Replace "are willing to" with "will" in the sentence "...or over who are willing to comply with the Club rules..."
- Section 3.1 - Insert "and policies" in the sentence "...comply with the Club rules and policies..."
- Section 3.1 - Remove "from time to time" from the sentence "...as from time to time determined..."
- Section 3.1 - Insert "and amended from time to time" in the sentence "...determined and amended from time to time by the Management Committee..."
- Section 3.1 - Insert "Club" in the sentence "...and posted on the Club website."

Regents Canoe Club

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- Section 3.5 (new) - Insert new bullet point: "Subject to due process and a right of appeal, the Management Committee reserves the right to withdraw membership for any member who is found to be in breach of the Club's rules and/or policies."
- Section 3.6 (new) - Insert new bullet point: "The Management Committee reserves the right to refuse membership of any person who is believed to have views contrary to the Club's objects or whom has previously been found in breach of the Club's rules and policies."
- Section 3.6 (new) - Insert new bullet point: "Any member who resigns or whose membership is withdrawn will not be entitled to a refund in whole or in part of the annual subscription fee."

THE CONSTITUTION OF REGENTS CANOE CLUB

13. Membership

13.1. The Club is open to the whole community and may admit as members any persons aged 18 or over who will comply with the Club rules and policies as determined and amended from time to time by the Management Committee and posted on the Club website.

13.2. Each member shall pay an annual subscription to be determined at the Annual General Meeting.

13.3. A member shall cease to be a member if they give written notice to the Secretary of their resignation.

13.4. A member whose subscription is more than two months in arrears shall be deemed to have resigned.

13.5. Subject to due process and a right of appeal, the Management Committee reserves the right to withdraw membership for any member who is found to be in breach of the Club's rules and/or policies.

13.6. The Management Committee reserves the right to refuse membership of any person who is believed to have views contrary to the Club's objects or whom has previously been found in breach of the Club's rules and policies.

13.7. Any member who resigns or whose membership is withdrawn will not be entitled to a refund in whole or in part of the annual subscription fee.

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Regents Canoe Club Annual General Meeting Minutes

REGENTS CANOE CLUB EQUIPMENT HIRE POLICY AMENDMENTS PROPOSAL February 2014

The proposed changes to the Regents Canoe Club Equipment Hire Policy as documented below have been agreed for presentation to the members at the 2014 Annual General Meeting by the Management Committee at their meeting of 11th February 2014.

Background to proposed changes (Equipment Hire Policy Amendments Proposal)

The Regents Canoe Club Equipment Hire Policy is the governance framework under which the Club operates its Equipment Hire and maintenance. The Policy has been amended over time and each Management Committee has responsibility of ensuring it is up to date and reflects the nature of the objects the Club has set out to achieve. The proposed changes to the Equipment Hire Policy incorporate general housekeeping to ensure the Policy is in line with naming standards throughout the Handbook and Constitution. The proposals also include one new clarification regarding the use of boat locks to secure boats to vehicles and it being the hirer's responsibility should boats go missing if they are not secured. In line with this proposal the Management Committee have purchased additional boat locks for use by Club members on a free usage basis - subject to them being returned after each use. The proposals also include one new item being that the hire of Club equipment is at the discretion of the Equipment Officer. This is to ensure that the Equipment Officer reserves the right to deny hire if required.

The changes proposed to the policy are:

- use of gender neutral pronouns throughout the policy (item 17)
- capitalisation of *Equipment Officer* throughout the policy to be consistent with the Constitution and the Handbook (items 2, 7, 8, 9, 12, 14, 15, and 19)
- use of *Management Committee* throughout the policy to be consistent with the Constitution and the Handbook (items 16 and 18)
- *Item 2* - Replace "substitute" with "deputy(s)"
- *Item 3* - Remove "the back page of the newsletter and on"
- *Item 5* - Replace "booked" with "arranged"
- *Item 6* - Replace "payment" with "fee"
- *Item 8* - Insert "or their deputy(s)"
- *Item 9* - Insert "or their deputy(s)"
- *Item 11* - Pluralise "member"
- *Item 13* - Pluralise "deck"
- *Item 15* - Insert "if they are not secured to vehicles - the club member responsible for the hire will be liable for replacement costs"
- *Item 16* - Insert "equipment"
- *Item 17* - Insert "used nor"
- *Item 17* - Replace "specific" with "prior"
- *Item 17* - Replace "Boat" with "IBC"
- *Item 17* - Replace "substitute" with "deputy(s)"
- *Item 18* - Replace "rules" with "Equipment Hire Rules"
- *Item 20 (new)* - Insert new Item: "Hiring of Club equipment is at the discretion of the Equipment Officer"

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EQUIPMENT HIRE RULES

1. Equipment can only be hired by fully paid up members of Regents Canoe Club for their personal use.
2. Only the Equipment Officer, or their nominated deputy(s), may issue equipment and collect payment.
3. Equipment can only be hired or returned during the hours specified on the Club website.
4. All equipment hire charges must be paid before any equipment leaves the premises.
5. Pre-arranged Club courses have priority over normal hiring.
6. Equipment can be hired for a week (Thursday to Thursday). Additional days for early collection or late return may incur an extra fee.
7. Additional days hire can only be arranged by prior agreement with the Equipment Officer.
8. Equipment must be returned in sufficient time to enable the Equipment Officer or their deputy(s) to carryout checks before re-hiring to other Club members.
9. All equipment must be booked in with the Equipment Officer or their deputy(s), not just dumped on Club premises. Equipment not booked in correctly will incur a penalty charge.
10. Equipment returned late will incur an additional penalty charge.
11. Any member who has outstanding hire charges (including penalty charges) will not be allowed to hire further equipment until all monies due have been paid in full.
12. Equipment may be booked in advance with the Equipment Officer. Only prepayment at the time of booking guarantees that the boat /gear will not be rented to someone else.
13. Buoyancy aids, cagoules, spray decks and helmets must be returned clean and dry. Salty or extremely dirty boats should be rinsed out before being returned to the cage.
14. Any damaged equipment must be reported to the Equipment Officer, including loss of footrest nuts or bungs.
15. Locking straps for securing boats to the roof racks of cars are available free of charge from the Equipment Officer, and must be used at all times. Club boats are not insured if they are not secured to vehicles - the club member responsible for the hire will be liable for replacement costs.
16. Club members will be liable for any damage or loss which the Management Committee considers has been caused by negligence on the part of the equipment hirer.
17. IBC boats and equipment may not be used nor taken off site without prior permission from the JBC Club Leader or their nominated deputy(s).
18. Any Club member who fails to comply with the Equipment Hire Rules will be reported to the Management Committee and may be banned from hiring equipment in the future.
19. Amendments or alterations to the Equipment Hire Rules or hire fees are subject to agreement by the Club members at a general meeting.
20. Hiring of Club equipment is at the discretion of the Equipment Officer

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Regents Canoe Club

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REGENTS CANOE CLUB CONSTITUTION AMENDMENTS PROPOSAL 3 - OFFICER ROLES February 2014

The proposed changes to the Regents Canoe Club Constitution as documented below have been agreed for presentation to the members at the 2014 Annual General Meeting by the Management Committee at their meeting of 11th February 2014.

Background to proposed changes (Constitution Amendments Proposal 3 - Officer Roles)

The Regents Canoe Club Constitution is the governance framework under which the Club operates. The Constitution has been amended over time and each Management Committee has responsibility of ensuring it is up to date and reflects the nature of the objects the Club has set out to achieve.

The 2013/14 Management Committee reviewed the Constitution and have several amendments to propose to the structure of the Management Committee Officer Roles. Consideration was made as to how the Club and its Management Committee currently operate and the future direction the Club is likely to take based on current trends and activities.

All ten roles on the Management Committee were reviewed to determine their purpose and whether or not they truly reflect the direction of the Club. Following the review, the Management Committee have updated the Handbook to reflect each role's tasks and activities. At the conclusion of the review, the Committee decided to focus on the key aspects of:

- The liaison and interaction of the Management Committee with the Islington Boat Club
 - IBC no longer have an RCC Management Committee member on their Committee
 - RCC Chairperson, Treasurer and Equipment Officer all hold ongoing relationships with IBC in their current roles
 - It isn't the sole responsibility of any single RCC Management Committee Officer to manage the relationship with IBC, it is a collective and shared responsibility
- The way the Club conducts its social gatherings and engagement with members
 - The Club originally had an Events Co-ordinator role to encourage members to participate in social activities
 - The Club used to conduct all communications via newsletter and a Notice Board
 - The Club now uses a frequent email communication (Notes from Canalside) to share information about trips, social activities and general interest items for members
 - The Club now has a Facebook page for exclusive use by Club members to interact and is used quite frequently to organise impromptu trips, social gatherings and often non-paddling related gatherings
 - The Events Co-ordinator themselves does little of the organising of these events, they more often than not delegate the coordination of activities to willing members
- The need to provide routes onto the Management Committee without undertaking a full portfolio
 - In recent years, there has been little interest from members in actively engaging on/with the Management Committee
 - The Management Committee would like to provide an opportunity for members who are interested in participating on the Management Committee but feel they can't take on a full portfolio to begin with
 - The Management Committee reviewed several options for encouraging active participation and felt the preferred option is to have *Ordinary Officers* who have generic responsibilities on the Committee allowing the members to undertake as much or as little activities as they are able to
 - The Management Committee reviewed the idea of reducing the current portfolio from ten to seven and having three Ordinary Officer posts but considered against this in light of review of the Newsletter Editor post
- The direction of online presence for the Club
 - The Club has in recent years engaged more and more with members in an online format (Notes from Canalside, Facebook, online membership renewals, online bookings for the Introduction to White Water Kayaking Courses)
 - The format of Club newsletters has been restricted to thinking in terms of a hard copy publication that is issued in set instalments. The Management Committee would like to see the incoming Newsletter Editor have the opportunity to explore options for online publications in a more timely manner including but not limited to online blogging about recent trips. As such, the Management Committee decided against removing the post of Newsletter Editor but instead requests that the role continue forward with an open remit for the incoming member to explore possible options for publications

Regents Canoe Club

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- The Website and Publicity Officer role tends to be more focussed on Communications and is involved in the production of Notes from Canalside and other mediums of communications. As such, the Management Committee proposes that the role be renamed *Communications Officer*

Decision sought from the membership:

The 2013/14 Management Committee ask the membership to **ACCEPT** the changes proposed to the Regents Canoe Club Constitution as outlined in *Constitution Amendments Proposal 3 - Officer Roles*.

Summary of proposed changes (Constitution Amendments Proposal 3 - Officer Roles)

- Section 4.1 - Remove the role "IBC Liaison Officer" from the bulleted list
- Section 4.1 - Remove the role "Events Co-ordinator" from the bulleted list
- Section 4.1 - Insert the role "Ordinary Officer 1" at the end of the bulleted list
- Section 4.1 - Insert the role "Ordinary Officer 2" at the end of the bulleted list
- Section 4.1 - Amend the role "Website and Publicity Officer" to be "Communications Officer"

THE CONSTITUTION OF REGENTS CANOE CLUB

14. The Management Committee

14.1. The following officers shall constitute the Management Committee:

- xi. Chairperson;
- xii. Secretary;
- xiii. Treasurer;
- xiv. Membership Secretary;
- xv. Equipment Officer;
- xvi. Newsletter Editor;
- xvii. Safety and Training Officer;
- xviii. [Communications Officer](#).
- [xix. Ordinary Officer 1](#)
- xx. [Ordinary Officer 2](#)

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