

# **ST FRANCIS PADDLING CLUB CONSTITUTION**

	<b>PAGE</b>
CONTENTS	1
NAME AND PRINCIPLE	3
AFFILIATION	3
OBJECTIVE	3
CLUB COLOURS & BADGE	3
MEMBERSHIP	4
<i>Eligibility</i>	4
<i>Senior and Junior Members</i>	4
<i>Life Members</i>	4
<i>Country Members</i>	4
MEMBERSHIP SUSCRIPTION	5
<i>Annual Fee</i>	5
<i>Membership Fee</i>	5
<i>Membership Renewal</i>	5
<i>Failure to Renew Membership</i>	5
<i>Refusal of Membership</i>	5
<i>Liability of Members</i>	5
<i>Club Facilities, Equipment &amp; Colours</i>	6
OFFICERS AND EXECUTIVE COMMITTEE	6
<i>Executive Committee Members</i>	6
<i>Quorum</i>	7
<i>Vacancies of Officers</i>	7
<i>Representing the Club</i>	7
<i>Powers of the Executive Committee</i>	7
DUTIES OF THE OFFICERS	8
<i>Duties of the Chairman</i>	8
<i>Duties of the Vice-Chairman</i>	8
<i>Duties of the Secretary</i>	8
<i>Duties of the Treasurer</i>	9
<i>Duties of the Club Captain</i>	9

<i>Duties of the Safety Officer</i>	10
<i>Duties of the Coaching and Development Officer</i>	10
<i>Duties of the Race Calendar Co-Ordinator</i>	10
DISCIPLINARY MEASURES	10
DISCIPLINARY AND APPEAL PROCEDURE	11
ADMINISTRATION	11
<i>Annual General Meeting</i>	11
<i>Special General Meeting</i>	12
<i>Voting at Annual or Special General Meeting</i>	12
<i>Executive Committee Meetings</i>	12
FINANCES	13
INTOXICATING LIQUOR	13
POLITICAL QUESTION	13
DISSOLUTION/ASSESTS	13
AMENDMENTS TO THE CONSTITUTION	13

Date Approved by SFPC Committee Members: 18 November 2015

CHAIRMAN: CLINTON HEMPEL : \_\_\_\_\_

VICE CHAIRMAN: HAYDN HOLMES : \_\_\_\_\_

TREASURER: GAIL BROOKER : \_\_\_\_\_

SECRETARY: CANDICE PELTENBURG : \_\_\_\_\_

## **ST FRANCIS PADDLING CLUB CONSTITUTION**

This Constitution, together with any duly authorised amendments thereto, shall be that of the St Francis Paddling Club.

Notwithstanding anything contained herein to the contrary, words reflecting the singular shall include for the plural and vice versa, whilst words reflecting the male gender shall include the female gender.

### **NAME AND PRINCIPLE**

The name of the Club shall be St Francis Paddling Club (SFPC).

The SFPC is a non-governmental non-profit organisation for the multi-discipline canoe-kayak activity of unlimited duration.

### **AFFILIATION**

The Club shall be affiliated to the EASTERN CAPE CANOE UNION and to CANOEING SOUTH AFRICA. These bodies shall hereinafter be referred to as ECCU and CSA.

### **OBJECTIVES**

The objective of the Club shall be;

To promote the sports of CANOEING and SUFR SKI paddling in the St Francis (Kouga) and surrounding areas.

To endeavour to grow the sport across all race and gender groups in the St Francis (Kouga) and surrounding areas.

To be affiliated to the ECCU and CSA and as such bind the Club and all its members to the objectives and rules of these two bodies.

### **CLUB COLOURS & BADGE**

Club Colours shall be blue and black and the combination and application thereof shall be decided upon by the Executive Committee.

## **SAFETY**

The Club and all its members shall at all times strictly adhere to all CSA safety rules and regulations.

## **MEMBERSHIP**

### **Eligibility**

The Club shall consist of senior, junior, life and country members of all race groups and both genders.

### **Senior and Junior Members**

This group shall consist of members of ages as determined from time to time by CSA.

### **Life Members**

Life Members may be nominated from members who have rendered special services to the club and who have at least ten (10) years membership of the club coupled with having served at least three (3) years on the club's Executive Committee during this period.

Nominations must be made in the form of detailed written Curriculum Vitae which must be submitted to the Executive Committee at least fourteen (14) days prior to an Annual General Meeting.

Nominations for Life Members must be approved by die Committee and then proposed at an Annual General Meeting of the Club and their election must be approved by a majority of those entitled to vote at the MEETING.

Life Membership shall be irrevocable unless such a member is expelled from the Club and such an expulsion is endorsed by die ECCU. An expelled member has the right to appeal to CSA.

### **Country Members**

Country Members shall consist of members from other ECCU and CSA affiliated clubs who desire to take part in the club's activities and to use its facilities.

## **MEMBERSHIP SUBSCRIPTION**

### **Annual Fee**

There shall be no entrance fee for any category of membership.

### **Membership Fee**

The Committee shall have the power at any time to decide upon an amended membership fee (in respect of any applicable category of membership) to be applied for the next ensuing financial year (1 April to 31 March). This shall be binding until altered, amended or revoked by the next Annual General Meeting of the Club.

### **Membership Renewal**

Any existing member may renew his membership by payment of the subscription for the new season, such payment to be made by a date determined by the Executive Committee, to entitle him to participate and exercise his vote at any meeting.

### **Failure to Renew Membership**

Any existing member who fails to renew his subscription within three (3) months of the date of the Annual General Meeting shall cease to be a member and if desirous of re-admittance may be required by the Committee to submit a fresh application for membership as in the case of a new member. The Committee shall have the right to determine the conditions or qualifications necessary in connection with such applications.

### **Refusal of Membership**

The Executive Committee may refuse to accept the nomination of a new member without giving any reasons. Renewal of membership of an existing member may also be refused by the Executive Committee, but in such cases, the individual concerned shall be given the reasons for such a refusal in writing, and shall have the right to appeal at an Annual or Special General Meeting of the Club.

## **Liability of Members**

The liability of members of the Club in respect of delict or contract of the Club, its Officers, Members or servants shall be limited to the extent of their unpaid subscriptions for the year in which such delict or contract is committed or entered into.

## **Club Facilities, Equipment & Colours**

No person may use the Club facilities, equipment or colours until officially notified of their admission to membership.

## **OFFICERS & EXECUTIVE COMMITTEE**

### **Executive Committee Members**

The management of the Club shall be vested in a Body to be known as the EXECUTIVE COMMITTEE which shall consist of:

CHAIRMAN  
VICE CHAIRMAN  
SECRETARY  
TREASURER  
CLUB CAPTAIN  
SAFETY OFFICER  
SURF-SKI REPRESENTATIVE  
CANOE REPRESENTATIVE  
GEAR&STEWARD  
LADIES CAPTAIN  
RACE CO-ORDINATOR  
COACH&DEVELOPMENT OFFICER

Voting powers are allocated to all positions held by any category of Members. The Chairman shall only carry an additional vote if there is an equal vote taken by all Executive Committee Members.

The above Officers shall be elected at the Annual General Meeting of the Club.

Nominations for the positions on the EXECUTIVE COMMITTEE are to be submitted verbally at the Annual or Special General Meeting. Such nominations may only be submitted with the prior approval of the nominee.

## **Quorum**

A quorum of the Executive Committee shall consist of a majority of its voting officers.

## **Vacancies of Officers**

All Officers shall hold office until the Annual General Meeting following their election or until otherwise ceasing to hold office for any reason. Vacancies occurring during the year may be filled by the Executive Committee at its discretion, provided that the minimum number of Executive Committee Members shall at no time be less than three (3), should the number fall below three (3) then a Special General Meeting shall be called for members to elect the required additional Executive Committee Members.

## **Representing the Club**

The club shall be capable of suing or being sued in its own name and of purchasing or otherwise acquiring holding and alienating property, movable or immovable, or any interest therein. The Executive Committee shall represent the Club for all purposes including any legal proceedings by or against the Club. The Chairman or his designate elected by the Executive Committee shall represent the Executive Committee.

## **Powers of the Executive Committee**

The Executive Committee shall have the control and management of the income and expenditure of the Club, its affairs, concerns, officers, members and servants and shall have the power to appoint standing Sub-Committees and special Sub-Committees for any specific purpose which may seem desirable. Such Sub-Committees shall have no other powers than those granted to them by the Executive Committee.

Any vacancy existing on any special or standing Sub-Committee shall be filled by the Executive Committee in its sole discretion.

Any recommendation or resolution made by a standing or special Sub-Committee if adopted by the Executive Committee in the exercise of its discretion shall be regarded as the business of the Sub-Committee.

The Executive Committee shall have the power from time to time to draw up bye-laws and regulations to ensure the more efficient management of the Club and the conduct and control of the members and any such bye-

laws and regulations shall be binding until altered, amended or revoked by an Annual or Special General Meeting of the Club.

Such bye-laws and regulations shall be binding until altered, amended or revoked by an Annual or Special General Meeting of the Club.

## **DUTIES OF THE OFFICERS**

### **Duties of the Chairman**

The Chairman is the highest officer of the Club. It is incumbent upon the Chairman to:

Guide and control the entire work of the Club.  
Represent the Club at tall meetings.  
Summon meetings of the Executive Committee and the Annual General Meeting.  
Establish the agenda for such meetings.  
Act as Chairman of meetings of the Executive Committee, as well as, of the Annual General Meeting.  
Provide the Executive Committee with copies of all official correspondence.  
Sign all official documents of the Club.  
Keep the Treasurer informed on all matters with financial effects.  
Keep members of the Executive Committee, Sub-Committees and the Officers of the Individual Portfolios informed on all matters affecting their specific responsibilities.

### **Duties of the Vice-Chairman**

It is incumbent upon the Vice-Chairman to:

Help and supervise the work of the officers of the individual portfolios according to the directives given by the Executive Committee.  
Fulfil the specific tasks allocated to him by the Executive Committee or the Chairman and to report on his activities to the Executive Committee or the Chairman.  
Provide the Chairman / Secretary with copies of all his official correspondence.

### **Duties of the Secretary**

The Secretary is responsible for the administrative work of the Club. It is incumbent upon the Secretary to:



Correspond and maintain relations with the clubs and other organisations and individuals;  
Publish regular information relating to the sport of canoeing and the Club.  
Keep the registers, documents and files of the Club, including the records of the Club events, etc. and ensure that updated copies are available upon request by a member.  
Make the administrative and technical preparations for the Annual General Meeting and the Executive Committee Meeting  
Draft the agenda for the Annual General Meeting and the Executive Committee Meeting and to prepare the documents relating to the items on the agenda and in due course to dispatch them to all those concerned  
Prepare and dispatch the minutes of the AGM and the Executive Committees within three (3) days of being requested to do so in writing and provided that such a request relates to any disciplinary action being taken against such a member by the Executive Committee..  
Co-ordinate the work of the Executive Committee in co-operation with the Chairman.  
Conduct the correspondence of the Club and provide the Executive Committee with copies of all letters relating to matters of principle or policy  
Give a regular account of the expenses of the Secretary to the Treasurer.

### **Duties of the Treasurer**

The Treasurer is directly responsible for all the financial affairs of the Club. It is incumbent upon the Treasurer to:

Pay attention to all the financial matters of the Club  
Prepare in consultation with the Executive Committee the budget of the Club for submission to the Annual General Meeting  
See to it that the expenditure keeps within the limits laid down in the budget  
Collect membership fees and keep the financial records of the Club  
Prepare the accounts and to obtain the report of the auditors for presentation to the Executive Committee and the Annual General Meeting.  
Provide the Executive Committee with a financial report at each meeting.

### **Duties of the Club Captain**

It is incumbent upon the Club Captain to:

Be active in their respective Club as representatives of the Club  
Carry out all tasks that have been allocated to them by the Executive Committee and by the Chairman  
Promote the development of canoeing in their Club  
Contribute to the publication with articles and other materials  
Report on their activity to the Executive Committee.

Fully brief the Club Delegate, where appointed, in the affairs of the club for the purposes of being represented at meetings of the Club.

### **Duties of the Safety Officer**

It is incumbent upon the Safety Officer to:

- To advise the Executive Committee on all safety matters
- To monitor the safety services at all events.
- To investigate and promote the prevention of accidents.
- To study, monitor and publicise safety equipment and courses.
- To assist in the basic training of safety officers

### **Duties of the Coaching and Development Officer**

- Develop and implement a Club Coaching program in conjunction with other Club Coaching and Development Officers.
- Develop and implement a Club Development plan in conjunction with other Club's Development Officers.
- To evaluate the progress of the Club Coaching program and the Provincial Development plan thus ensuring that the Provincial directions are maintained.
- To prepare reports on the Coaching program and Development plan for submission to the Executive Committee and ECCU.

### **Duties of the Race Calendar Co-Ordinator**

- Call for proposals for races to be included in the ECCU Race Calendar.
- Make recommendations to the Executive Committee on the following:
  - All races to be included in the Race Calendar with full details concerning each race.
  - Nominate all races that will carry Provincial status for the purposes of calculating the Provincial log points.
  - Nominate all races that will carry Championship status.
- The proposed Race Calendar must be ready for approval by the Executive Committee no later than 30 November of each year.
- Distribute the final approved Race Calendar to all affiliated clubs.
- Race results to be submitted to ECCU.

## **DISCIPLINARY MEASURES**

The Executive Committee shall have the power in its sole and absolute discretion and in the manner provided in the procedure hereinafter to:

Suspend or expel a member found guilty of misconduct or who has acted prejudicially to the interests of the Club, or THE SPORT in general.

Suspend or expel any member, who is found unfit to be a member of the Club.

Suspend or expel any member, who shall knowingly introduce to Club premises, any person who has been expelled from or refused admission to the Club.

Suspend any of its officers or members of any Sub-Committee found guilty of any neglect of duty, breach of confidence or other misconduct.

## **DISCIPLINARY AND APPEAL PROCEDURE**

Any member who in the opinion of the Executive Committee has committed any offence, by virtue of which action can be taken as provided in the above, shall be summoned before the Executive Committee by at least seven (7) days' notice in writing to attend a Disciplinary Hearing. The Hearing is to be conducted in accordance with the guidelines as lay down by CSA. The decision of the Executive Committee shall be binding and an appeal can only be made to a higher authority or at an Annual or Special General Meeting of the Club, and any such meeting can by a majority revoke or amend any such decision of the Executive Committee.

## **ADMINISTRATION**

The administration of the Club shall consist of:

The Annual General Meeting  
Special General Meetings  
Voting at Annual or Special General Meetings  
Executive Committee

### **Annual General Meeting**

The Annual General Meeting shall be held at a suitable time within a three (3) month period between March and May each year to receive the report and financial statement, elect Officers and transact general business.

Twenty five (25) members, or two-thirds of the membership of the Club (whichever is the lesser) shall form a quorum.

Fourteen (14) days' notice shall be given in writing to each member of the Club of each Annual General Meeting.

## **Special General Meetings**

The Secretary, upon the request in writing of one-quarter of the total membership of the Club stating the business to be discussed or at the discretion of the Executive Committee, shall call a Special General Meeting with fourteen (14) days of such request, and shall give at least seven (7) days' notice in writing to each member in respect thereof.

Twenty five (25) members, or two-thirds of the membership of the Club (whichever is the lesser) shall form a quorum.

## **Voting at Annual or Special General Meetings**

Paid-up members, in the following categories, who are not liable for any overdue financial indebtedness to the Club of any kind, shall each have a weighted vote at any Club Annual or Special General Meeting, in respect of any matter affecting the Club, these categories being:

Senior and Life Members:

Each such member shall be entitled to two (2) votes and shall be entitled to propose and second any competent motion.

Junior Members:

Each such member shall be entitled to one (1) vote and shall be entitled to propose and second any competent motion.

Country Members:

Such a member shall not be entitled to vote, nor shall such a member be entitled to propose or second any competent motion.

## **Executive Committee Meetings**

The Executive Committee shall meet as often as may be necessary, but not less than once in every second calendar month during the Club's year.

Should a Committee Member absent himself from three (3) consecutive meetings of the Executive Committee (for which he has been duly notified) without furnishing reasonable cause, his seat may be declared vacant and the position filled as provided for in Clause.

## **FINANCES**

All monies received by the Club shall be banked in the name of the Club at a specified branch of a registered bank approved by the Executive Committee.

Payments from the Club Accountant shall be drawn by the Chairman and Treasurer, and failing either of them, any other Executive Committee member shall have the second power of signature.

The Executive Committee shall have the power to expend the Club finances in such a manner, as it may deem most expedient.

The Executive Committee shall have the power to invest funds not immediately required for current expenditure in Savings Accounts, Special Savings Accounts, Money Market Accounts or Fixed Deposits at a specified branch of a registered bank approved by the Executive Committee.

## **INTOXICATING LIQUOR**

This shall not be brought on to the Club premises unless authorised by the Executive Committee. When liquor is provided on the Club premises, if any, it shall only be upon the direct motion of the Executive Committee for a special purpose and with due regard to the provisions of the Liquor Laws of the Republic of South Africa.

## **POLITICAL QUESTION**

No question of party or municipal politics shall be discussed at any meeting of the Club, nor shall the Club premises be used for such purpose.

## **DISSOLUTION/ASSETS**

In the event of the dissolution of the Club and the winding up thereof, the Club shall thereupon liquidate all its debts and liabilities, and any assets of whatsoever nature that may then remain, shall be donated or transferred to CSA. No assets of any kind shall be distributed amongst the members of the Club.

## **AMENDMENTS TO THE CONSTITUTION**

No amendment or variation of this Constitution or any of the provisions thereof, may be made except by a two-thirds majority of the members present who are in good standing at an Annual General Meeting or Special

General Meeting called for that purpose and unless notice in writing of any proposed amendment or variations have been given to the Secretary at least thirty (30) days prior to the holding of the meeting. Any such proposed amendments or variations must be circulated by the Secretary to all members at least fourteen (14) days prior to the holding of the meeting.

---

SFPC