

**1. TITLE**

The Club shall be called "Loughborough Students' Canoe Club".

**2. AIMS AND OBJECTIVES**

The aims of the Club are to foster and maintain an interest in recreational and competitive canoeing and to give its members the opportunity to develop their skills.

**3. AFFILIATION**

The Club shall form part of Loughborough Students' Athletic Union and as such, shall adhere to all guidelines and policies as approved by its members at Loughborough Students' Athletic Union General Meetings.

The Club shall also be affiliated to the British Canoe Union.

**4. MEMBERSHIP**

Membership of the Club shall be open to all students of those institutions in membership of Loughborough Students' Union (namely Loughborough University, Loughborough College and the RNIB Vocational College). At the discretion of the Club, members of staff at the above institutions and alumni may join the Club.

**Associate Membership**

The Club may apply to the Athletic Union to have a maximum of FIVE associate members per academic year. These non - student individuals would be expected to be high-class performers, who could contribute to the club in the following ways:

- (a) As a short term measure for the Club to enter a new league/competition which, with the current level of student players could not be sustained.
- (b) As part of a Regional or National Academy
- (c) To enhance the Club's activities

**Maximum numbers**

The Club's Committee must be aware of maximum membership level as indicated in its annual development plan and not permit over-subscription.

**The subscription fee** shall be determined annually by Loughborough Students' Athletic Union and must be paid to the Club Treasurer before any participation in club activities.

## 5. CLUB COMMITTEE

The Club's Committee is responsible for the day to day running of the Club and posts must include Chairman, Secretary and Treasurer; Committee positions must be held by current students. There must be at least three Committee Meetings per term.

## 6. DUTIES OF COMMITTEE MEMBERS

**Chairman** Shall oversee the running of the Club, preside at all meetings and ensure that they are properly conducted. In his/her absence, a member of the Club's Committee shall take the chair.

In addition, shall be responsible for the time allocation in the pool sessions and should thus coordinate activities such as general coaching and polo training.

**Secretary** Shall give notice of all Committee and General Meetings and take the minutes of each. Shall be responsible for the dissemination of information to members and any correspondence thereto. In conjunction with the Treasurer, shall be responsible for the upkeep of membership records.

In addition, shall organize and coordinate all social events for the club.

**Treasurer** Shall be responsible for the upkeep of the Club's accounts in accordance with Loughborough Students' Athletic Union policies. Shall also be the Club's signatory for any cheques issued from the Club's private account (these cheques also to be countersigned by either the Athletic Union President or Athletic Union Sports Administrator).

**Vice Chairman** Shall take an active role in assisting the Chairman in the running of the club. Shall stand in for the Chair at all meetings in the event of his/her absence.

- Meet Secretary** Shall be responsible for planning and organization of all club trips, in liaison with other committee members. This will include, but not exclusively, organization of accommodation, food, transport and canoeing activities, through the AU office and its staff
- Kit Secretary** Shall be responsible for keeping an up-to-date record of all equipment owned by the Club\_and inform the AU of the current situation, for the running of the Club's storage facility and arranging transport to campus pool sessions. Shall also ensure that all equipment is checked annually in accordance with Loughborough Students' Athletic Union policies at the start of each academic year
- Training and Competition Secretary** Shall be responsible for keeping an up-to-date record of the qualifications held by club members and to provide provision for BCU Canoe & Kayak 1 & 2 star qualifications to be gained by members in conjunction with the club coaches. Shall also be responsible for coordinating all other National Governing Body courses and qualifications. Shall be responsible, in conjunction with the Polo Secretary, for organizing the dry training sessions and, in conjunction with club coaches, for competition training and entries. This will include local, national and inter-university competitions for any paddle sport discipline in which the club members wish to participate, excluding polo competitions.
- Polo Secretary** Shall be responsible for organising club canoe polo training both wet and dry and dealing with entries into local, national and inter-university polo events for the club. Shall also assist the Kit Secretary in the upkeep and maintenance of polo equipment.
- Freshers' Representative** Shall be responsible elected at a general meeting in the first three weeks of the first term; the appointment shall stand until the election of a new representative the following year. Shall be responsible for promoting the club to new members and expressing Freshers' opinions to the Committee. This member must be new to the club and will be co-opted by the Committee in the first three weeks of the first term and will have no vote at Committee meetings.
- BUSA POLO** Shall be co-opted onto the Committee as a trainee at an

**REPRESENTATIVE** appropriate time before the annual BUSA Polo competition. He/she should then shadow the current BUSA Polo Representative during the current year's event organization to gain an understanding of the event and how the LSCC Committee operates. He/she shall then take charge of running the next year's BUSA Polo event and chair the BUSA Polo Sub Committee which will report to the LSCC Committee on all BUSA Polo business

## **MEETINGS**

### **General Meetings**

A General Meeting shall be called by the Committee or by written request, signed by not less than one quarter of the membership. Two weeks' notice of such meetings must be given by the Secretary to the membership and at least one such meeting should take place each term.

### **Annual General Meeting/Election of Club Committee**

The election of Officers of the Club Committee shall take place at the Annual General Meeting of the Club, which shall take place the week either side of the first day of March each year.

## **7. QUORACY**

Quoracy at General Meetings and the Annual General Meeting shall be no less than 40% of the membership.

Should such meetings be inquorate, then a further General Meeting shall be held within 15 days and will be automatically quorate.

## **8. VOTING**

All Club members shall have speaking rights at all meetings, BUT only current, registered student members of those institutions affiliated to Loughborough Students' Union are entitled to vote.

## **9. AMENDMENTS TO CONSTITUTION**

Amendments to the constitution must be passed by two thirds of those present at a General Meeting or by 51% of the membership.

All amendments must be ratified by Loughborough Students' Athletic Union Executive Committee, who will then forward the same on to the Procedures Committee of Loughborough Students' Union for approval.

## **10. DISSOLUTION**

In the event that the club is no longer able to carry out its activities, and thus folds, all assets will revert back to Loughborough Students' Athletic Union.

The above constitution passed by AU Exec 2 February 2005 and LSU Union Council 25 April 2005