



University of Lincoln Canoe and Kayak Team Constitution

- 1) The name of the Sports Club shall be *University of Lincoln Canoe and Kayak Team* herein after referred to as the Sports Club.

- 2) **Aims and Objectives**
The key aim of the Sports Club shall be to promote involvement in water sports of all varieties, more specifically canoeing and kayaking, to expand the club, compete in national competitions and raise awareness of issues affecting the sport and British waterways. All other aims and objectives will be outlined in the document "Lincoln University Canoe and Kayak Team Development Plan"

- 3) **The Committee**
 - 3.1) The committee shall be responsible for the running of the Sports Club and will convene at least monthly on a day outlined at the first committee meeting of an academic year.

 - 3.2) The members of the committee shall be as follows:
 - President
 - Vice President
 - Treasurer
 - Kit secretary
 - Events officer
 - Events officer
 - Web and media officer

Appointment of the Committee

- 3.3) The appointment of committee members shall be via the appropriate guidelines provided by the University of Lincoln student's union.

- 3.4) Only current student members of the University of Lincoln Student's Union shall be permitted to run for a committee position.

- 3.5) Any changes in committee personal shall be communicated to the Student Union.

4) Duties of Committee Members

4.1) The duties of the Sports Club President shall be:

- Over see the day to day running and be the main point of contact for the Sports Club.
- Work with the Activities Department to further the Sports Club's aims.
- Chair Sports Club meetings democratically, ensuring they are conducted properly.
- Uphold the constitution, policies and regulations of the SU Activities Department.

4.2) The duties of the Sports Club Vice President shall be:

- Deputize for the President and record meetings and communicate this with the SU Activities Department and the membership.
- Uphold the constitution, policies and regulations of the SU Activities Department.
- Organize pool sessions when necessary, including booking of lifeguards and pool.

4.3) The duties of the Sports Club Treasurer shall to:

- Monitor and record the accounts of the Sports Club, verify accounts made available by the SU Activities Department and be responsible for ensuring that the Sports Club adhere to the Students' Union financial regulations at all times.
- Be responsible for any fundraising that occurs through the year

4.4) The duties of both the Sports Club events organizers shall be to:

- Work together in order to ensure appropriate planning can occur for all events and trips.
- Be responsible for the co-ordination and organization of all club social events in conjunction with the appropriate Students Union staff, and identification of potential fundraising and awareness events.
- Ensure all club social events are run in accordance with Student Union guidelines for both finance and safety
- Organize a variety of trips consulting with the rest of the committee of destinations and dates of trips
- Advertise the trip to current club members set a limit on the places available and fill those spaces with members.

- Organize transport to and from the chosen destination and around the destination if needed.
- Organize accommodation if the trip spans more than a single day.
- Ensure there is adequate safety cover for the chosen river.

4.5) The duties of the Sports Club Kit Secretary:

- To ensure club equipment is maintained to a safe standard
- To purchase replacement or new items to aid in the expansion of the club

4.6) The duties of the Sports Club Web and Media Officer:

- To ensure effective press and communication for the club both internally and externally including maintenance of the club webpage and social media (basic designs may be edited however overall layout and structure may not be altered until 2016).
- To maintain the club hard drive where necessary and pass it onto the next officer

5) Meetings

5.1) At least one “all members meeting” a year should take place to engage members for feedback and committee scrutiny, and ratify the Sports Club Constitution and Development Plan.

5.2) It is recommend the Sports Club have regular committee meetings

5.2.1) The Society will have two general meetings a year including an AGM but not any meetings held specifically for club trips.

5.2.2) The quorum of the meetings will be 50% of the full membership plus 1.

5.3) Only student, paid members of the Sports Club are permitted to vote at meetings and only those members present are permitted to vote.

5.4) Annual General Meetings shall take place within the second semester and will feature the appointment of committee members for the following academic year.

- A minimum of one week notice of an Annual General Meeting shall be given to all members.

6) Affiliation

6.1) The club shall form part of the University of Lincoln students Union and as such the club shall adhere to the principles of the students Union constitution and any subsequent guidelines or regulations issued by the students union.

- 6.2) The club shall be affiliated to Lincoln Canoe Club where it is to benefit and agreement of clubs and their members.
- 6.3) The club will strive to retain and foster links with its Alumni and its associate members.

7) The Constitution

- 7.1) New Committees must formally submit the constitution and pass them on to the Activities Office before the 1st of July for approved by the Activities Executive and their relevant Committees.
- 7.2) By submitting a constitution all members are required to uphold its aims and objectives.
- 7.3) Copies of the constitution shall be made available to all members via the club webpage or upon request from a committee member.
- 7.4) Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting. Subsequently the amendment must be passed by 60% of the membership present.

8) Dissolution

Should the Sports Club reach a point where it is no longer able to carry out its mission and as such fold, or not re-affiliate with in one year, all assets and money will revert back to the University of Lincoln Students' Union.