

Constitution

1 Organisation Name

- 1.1 The organisation will be known as the 'North West and Central Canoe Polo Committee' hereafter referred to as 'the committee'

2 Mission Statement

- 2.1 The mission statement of the committee shall be "To promote and encourage all aspects of Canoe Polo within our region for the future of the sport and its participants.

3 Affiliation

- 3.1 The committee will be affiliated to 'British Canoeing' and shall report directly to the 'British Canoeing Canoe Polo Committee'.
- 3.2 The Committee shall work in conjunction with 'Canoe England North West', 'Canoe England Cumbria & 'Canoe England West Midlands'.

4 Boundaries

- 4.1 The Committee will operate primarily in the North West including Cumbria and the Midlands area of the United Kingdom as defined by Canoe England, henceforth known as 'The Region'

5 Objectives

- 5.1 The following shall be the objectives of the committee.
- 5.1.1 Provide Local Competition – Henceforth known as 'The League'
- 5.1.2 Foster Club Development
- 5.1.3 Foster Coach and Referee Development
- 5.1.4 Foster athlete Development
- 5.1.5 Increasing Participation

6 Officers of the Committee

- 6.1 The Committee is required to have a Chairperson, Secretary and Treasurer. These positions are to be known collectively henceforth as the 'Executive Committee'.
- 6.2 Each member of the Executive Committee is elected for a term of two years.
- 6.3 The Executive Committee must come from clubs defined under section 4.1.
- 6.4 The position of Chairperson, Secretary and Treasurer should be filled by members from different clubs but operationally if this is not possible then the Committee can agree otherwise.
- 6.5 Other Committee roles can then be identified by the Executive Committee.
- 6.6 All elected committee officers must maintain individual membership of British Canoeing.
- 6.7 Each Team represented within The League may appoint a representative to the Committee, hence forth known as the 'Club Rep' up to a maximum of 1 Club Rep per Club.

7 Membership of the Committee

- 7.1 Members of the committee must come from British Canoeing affiliated clubs located within the region that participate within the League.
- 7.2 Members can also come from clubs located outside of the Region provided that the Club competes in the League.

- 7.3 Acceptance of non-club members and members from clubs outside the region can be confirmed only with a majority vote from the committee.

8 Annual General Meeting (AGM)

- 8.1 The Committee shall hold an AGM once in every calendar year. This should be within 11 to 13 months gap from the previous AGM.
- 8.2 Notice must be given to members, teams and clubs at least 2 months in advance.
- 8.3 The purpose of the AGM is to update the membership on future plans, make financial reports, vote on changes to policy, make requests for volunteers and elect members to the Executive Committee.

9 Election of Officers

- 9.1 Officers of the Executive Committee must be elected at an AGM.
- 9.2 To encourage some continuity the Executive Committee should not undergo a complete change of membership at one time therefore:
- 9.3 The Chair at one AGM.
- 9.4 The Secretary and Treasurer will be elected at the AGM on the opposite year to those elected in 9.3.

10 Convening of Committee Meetings

- 10.1 The Committee should try to meet at least once every 6 months.
- 10.2 Otherwise meetings shall be convened by the Committee when either;
- 10.3 Two thirds of the Committee Members agree to hold the meeting, or;
- 10.4 Within four weeks of a written request by any Committee Member.

11 All Meetings

- 11.1 The Chairperson shall chair all meetings of the Committee. If the Chairperson is unavailable, another Committee Member may be appointed by the meeting to act as Chairperson.
- 11.2 The quorum of any meeting shall be determined by the number of people required to give one vote more than half the eligible votes possible for that meeting.
- 11.3 Any member of the Committee shall be entitled to attend any meeting.
- 11.4 Any Club Rep shall be entitled to attend any meeting
- 11.5 The business of meetings shall be governed by the committees Constitution and Policies.

12 Voting at Committee Meetings

- 12.1 At meetings of the committee each member of the committee shall be entitled to cast one vote.
- 12.2 In accordance with section 6.7 Club Reps on the committee are limited to 1 Rep per Club and thus only 1 vote may be cast from delegates from the same club.
- 12.3 Proxy votes on notified remits and motions shall be premised provided that the secretary is notified in writing prior to the opening of the meeting.
- 12.4 The Chair will remain neutral on all issues, but in case of a tied vote the chairperson shall exercise the casting vote.
- 12.5 All votes will be cast by voice or show of hands.
- 12.6 All resolutions and matters requiring a vote shall be decided by a clear majority of votes cast by those present and entitled to vote.

13 Voting at the AGM

- 13.1 At the AGM each team represented in The League may cast 1 vote up to a maximum of 2 votes per club. E.g. a club with four teams in the league may cast a maximum of two votes, and a club with only one team may only cast one vote.
- 13.2 Any Club that is not represented in the league but contained within the region as defined by section 4.1 may also cast one vote.

14 Finance

- 14.1 The Financial year will end on the 1st May
- 14.2 The end of the financial year should coincide with the final league tournament. Finances for tournaments that take place after the 1st May will be included in the following year's accounts.
- 14.3 The Treasurer shall manage the accounts of the committee.
- 14.4 Accounts shall only be set up in the committees name by approval of the committee.
- 14.5 Payments drawn on the accounts by cheque shall be signed by two persons out of a nominated of 3 appointed by the Committee.
- 14.6 Cash Payments shall not be made with committee funds.
- 14.7 A Full finance report must be given to the Committee in writing by the Treasurer on the subsequent meeting following the end of the financial year.
- 14.8 A financial report will presented to the BC Canoe Polo Committee annually.

15 Competitions

- 15.1 The committee is required to maintain, organise and develop the North West and Central Canoe Polo Regional League referred to in this document as 'The League'
- 15.2 The Committee will maintain competition rules that govern the management of competitions and leagues. Included in these rules there will be provision of;
 - 15.2.1 Conditions of Entry
 - 15.2.2 Discipline & Sanctions

16 Alterations to the Constitution

- 16.1 If a dispute arises at any time regarding a matter which is not provided for in the Constitution, or any doubt exists as to the interpretation of the Constitution then the same shall be determined by vote at the following General Meeting.
- 16.2 Constitutional rules may only be altered, added to, or rescinded by resolution for such changes at a General Meeting

17 Winding Up and Dissolution

- 17.1.1 Upon winding up of the committee and their remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Committee but will be transferred to another organisation within the regional boundaries that have similar objectives to the committee.
- 17.1.2 If no Suitable organisation exists, it will be transferred to the BC Canoe Polo Committee.

END.