



# CONSTITUTION

## 1. NAME

The Association shall be known as the Flatwater Racing Association (FRA).

## 2. AIMS AND OBJECTIVES

The aims and objectives of the FRA are to co-ordinate marathon and sprint canoeing competitions run by the member Clubs for their benefit and the sport in general.

## 3. MEMBERSHIP

- i. Any Club running a marathon competition co-ordinated by the FRA will become a member of the FRA.
- ii. All member Clubs must be affiliated to British Canoeing and hold public liability insurance through British Canoeing. Other bodies hosting races co-ordinated by the FRA must also be affiliated to British Canoeing.
- iii. Member Clubs, and any non-member bodies hosting races, will collaborate to share responsibility for the risk assessment and management of those events which they organise under the co-ordination of the FRA.
- iv. Any Club that ceases to run marathon competitions co-ordinated by the FRA shall cease to be a member of the FRA.
- v. Any Club seeking to run marathon or sprint competitions co-ordinated by the FRA should apply to the Committee.

## 4. OFFICIALS and COMMITTEE

The Officials of the FRA shall be:

- i. The FRA Secretary
- ii. The FRA Treasurer

The Committee shall be:

- iii. One nominated representative from each member Club

## 5. MEETINGS OF THE FRA

### Committee Meetings

- i. The quorum for a Committee meeting of the FRA will be three nominated Club representatives and one Officer.
- ii. The General Committee shall conduct the affairs of the FRA and shall meet at intervals during the year, as required by the business to be transacted.
  - i. Meetings will be chaired by one of the Committee Members present on a voluntary rota basis.
  - ii. A Committee Member who is unable to attend a meeting can nominate a deputy who will represent the member and vote on their behalf (7iii).
  - iii. The Committee may from time to time appoint a sub-Committee to carry out a particular purpose and will set terms of reference to define the scope and responsibilities of this purpose.

### Annual General Meetings (AGM)

- i. The FRA will hold an AGM in June/July of each year.
- ii. Twenty one days' notice of the AGM shall be given
- iii. The quorum for an AGM of the FRA will be three nominated Club representatives.
- iv. If the AGM is not quorate it can be reconvened at a later date after due notice (ii) and will automatically be deemed quorate.
- v. The AGM shall:
  - i. Receive a report from FRA the Secretary on the competitions of the previous year.
  - ii. Receive an independently reviewed copy of the accounts for the previous year.
  - iii. Allocate the Bank/Cash balance at the year end to that required to fund the following years estimated expenditure. The surplus being available for distribution in equal amounts to the member Clubs as decided at that meeting.
  - iv. Elect officials for the forthcoming year.
  - v. Appoint an Independent Reviewer.
  - vi. Consider any resolution or proposal that is submitted by an Association Member and seconded by another member.
  - vii. Conduct any other business which the Committee considers appropriate.

#### Extraordinary General Meetings (EGM)

- i. The FRA Committee will hold an EGM within 6 weeks of receiving a formal request from a nominated Member Club representative requesting such a meeting providing it is endorsed by at least two further nominated Member Club representatives.
- ii. Any such formal request shall contain a resolution or proposal that is to be considered by the EGM.
- iii. Twenty one days' notice of the EGM shall be given.
- iv. The quorum for an EGM of the FRA will be three nominated Member Club representatives.
- v. If the EGM is not quorate it can be reconvened at a later date after due notice (iii) and will automatically be deemed quorate.

## 6. ELECTION OF OFFICIALS

The Officials of the FRA shall be elected annually at the AGM of the FRA and shall hold office until the following AGM, or their resignation is tendered, or there is a vote of no confidence at an EGM.

## 7. ELIGIBILITY TO ATTEND AND VOTE AT MEETINGS.

- i. The nominated representative of an Association Member is eligible to attend all meetings of the FRA and can participate in deliberations.
- ii. Each nominated representative of an Association Member is eligible to vote at all meetings.
- iii. Any nominated representative of an Association Member who is unable to attend any meeting shall be able to nominate a deputy to attend and vote on behalf of the Association Member.
- iv. In the event of no deputy representative being available to attend an EGM the nominated representative will be eligible to vote in writing. Such ballots must be received by the Secretary at least 24 hours before the commencement of the meeting.
- v. The elected Officers shall not have a vote at any meeting unless nominated as the representative of an Association Member.
- vi. Decisions at all meetings will be by simple majority.
- vii. The decisions at all meetings will be binding on the Committee.

## **8. FINANCIAL MANAGEMENT**

- i. The FRA Treasurer shall be responsible for maintaining accurate accounts of all financial activity.
- ii. The financial year for the FRA will end on the 31<sup>st</sup> March and independently reviewed accounts will be produced at the AGM.
- iii. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee but shall be the responsibility of the FRA as a whole.
- iv. The Independent Reviewer shall at least once a year examine the accounts of the FRA and ascertain the correctness of the income and expenditure accounts and of the balance sheet.
- v. The Treasurer shall retain for a period of six years all financial records relating to the FRA.

## **9. SAFETY RULES**

All marathon and sprint competitions co-ordinated by the FRA will be conducted, at a minimum, in accordance with the safety rules of the National Marathon and Sprint Committees.

## **10. DISSOLUTION AND TERMINATION**

- i. The FRA shall not dissolve except by a resolution of an EGM passed by a three quarters majority of the Members present and entitled to vote. A date for dissolution must be set and dissolution will take place immediately on that date.
- ii. Following dissolution of the FRA any surplus assets (after the discharge of all liabilities) shall be returned in equal amounts to the clubs who were members of the FRA at the end of the previous accounting year.

## **11. AMENDMENTS TO THE CONSTITUTION**

- i. The Constitution shall be reviewed at each AGM to consider if any update is required.
- ii. The Constitution will only be changed through agreement by majority vote at an Annual General Meeting or Extraordinary General Meeting.
- iii. Any matter not provided for by the constitution or any question of interpretation shall be dealt with by the representatives of the Member Clubs at a General or other Committee Meeting.

The FRA adopts and accepts this constitution as the framework under which all business will be conducted.

Bishop's Stortford Canoe Club

Cambridge Canoe Club

Chelmsford Canoe Club

Leighton Buzzard Canoe Club