

KWAZULU NATAL CANOE UNION

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CONSTITUTION

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1. **NAME** : The name of the Union shall be: - “The KwaZulu Natal Canoe Union” (hereafter referred to as the Union).

2. **OBJECTS** : The objects of the Union shall be: -
 - 1) The promotion of the interests of the sport of amateur canoeing in the Province of KwaZulu Natal and South Africa.
 - 2) To promote and develop all disciplines of canoeing among all the people of KwaZulu Natal.
 - 3) To control and co-ordinate the activities of canoe clubs in KwaZulu Natal as the sole governing body of the sport in the Province.
 - 4) To represent the canoeists and canoe clubs in KwaZulu Natal at Canoeing South Africa (CSA) level.
 - 5) To adopt the canoe racing rules of the International Canoe Federation (ICF), as interpreted by CSA in so far as the rules are consistent with this constitution provided that the Union may vary rules to suit conditions in KwaZulu Natal.
 - 6) To organise and control KwaZulu Natal Provincial canoeing events.
 - 7) To award Provincial colours according to the rules laid down by the Union.
 - 8) To select and control teams to represent the Province.

3. **COLOURS** :

- 1) **RACING** - both men and women: -
Black shorts with a black and/or white shirt or vest of approved design.
- 2) **UNIFORM** - both men and women: -
Black blazer with colours badge on left breast pocket with badge of approved design.
- 3) A badge of approved design may be worn on racing shirts (or vests), tracksuits or blazers.
- 4) The Union may fly an ensign on appropriate occasions.

4. **MEMBERSHIP** :

- 1) Any canoe club in Natal, with the minimum membership of 20, may seek affiliation to the Union.
- 2) Canoe clubs outside the Province may be affiliated to the Union provided that, in the opinion of the Union, it is beneficial to the sport of canoeing for such clubs to be affiliated to the Union.
- 3) The Union will have the right to refuse any applications for affiliation.
- 4) The Union may cancel any club's affiliation.

5. **OFFICE BEARERS** :

- 1) The following Office Bearers of the Union shall be elected at the Annual General Meeting of the Union: -
 - 1) Chairman
 - 2) Vice Chairman
 - 3) Executive Secretary
 - 4) Treasurer
 - 5) KwaZulu Natal Canoeing Administrator
 - 6) A Chairman for each of the discipline sub-committees, namely, Long Distance, Sprint, Slalom, Wildwater, Coaching, Touring, Canoe Polo, Safety and Schools Canoeing.
 - 7) A Chairman for the KwaZulu Natal Canoe Union Development Trust.
 - 8) Three KwaZulu Natal Provincial Selectors for each of the following: -
 1. Long Distance and Sprints
 2. Slalom and Wildwater
 3. Canoe Polo

- 2) Nominations for the above positions shall be submitted to the Executive Secretary a minimum of one day before the AGM with the signature of the nominee signifying acceptance.
- 3) Honorary Auditor who shall be elected annually at the AGM.

6. **THE COMMITTEES** :

- 1) **THE EXECUTIVE COMMITTEE** shall consist of the Chairman, Executive Secretary, Vice Chairman, Treasurer, Administrative Officer, Safety Officer and any other sub-committee Chairman the Executive Committee wishes to co-opt onto the committee.
- 2) **THE GENERAL COMMITTEE** will consist of the executive Committee and two members of each club plus selectors plus the Chairman of each sub-committee.

7. **MEETINGS** :

- 1) **THE ANNUAL GENERAL MEETING** must be held each year, not more than 15 months after the date of the last AGM.
- 2) **SPECIAL GENERAL MEETINGS** must be held within 30 days of receipt of written application clearly stating the reason for such a meeting, and signed by the Chairman or his deputy of at least two member clubs. These shall be open meetings and no other business shall be transacted at that meeting.
- 3) **THE GENERAL COMMITTEE** shall meet at least once in every two calendar months and shall cause proper minutes of such meetings to be kept.
- 4) **THE EXECUTIVE COMMITTEE** shall meet at least once a month.

8. **QUORUM AT MEETINGS** :

Those present at meetings to which proper notice has been given shall constitute a quorum, provided that at least one third of the affiliated clubs are represented and that those present represent 50% of the registered paddlers of the Union.

9. **VOTING** :

- 1) Voting shall be by a show of hands but may be conducted by secret ballot if requested by any delegate.
- 2) Each affiliated club will be entitled to one vote per completed 10 members registered with the Union as at 31st March the previous season.
- 3) Each affiliated club will be entitled to at least one vote.
- 4) In the event of a division during a meeting, no one club may outvote all other clubs.
- 5) In the case of an equality of votes, the Chairman will have the casting vote.
- 6) Clubs will be entitled to vote by proxy.

10. **NOTICE OF MEETING** :

Written notice and agendas of all meetings must be sent to members of the committee, club secretaries and affiliated organisations at least 10 days before the date of the meeting.

11. **CLUB DELEGATE** :

The name of the club delegate shall be nominated at each General Meeting.

12. **POWERS OF THE EXECUTIVE COMMITTEE** :

- 1) The Executive Committee shall carry out the routine work of the Union, such as the keeping of its records, the conduct of its financial affairs, correspondence, discipline and routine business generally. Such business is subject to ratification by the General Committee (clause 21(1) excluded).
- 2) The Executive Committee may appoint sub-committees to further its business.
- 3) The Executive Committee shall organise fund-raising activities and seek sponsorship.
- 4) The Treasurer, in consultation with the Chairman, is authorised to spend up to Five Hundred Rand on items not on the approved budget without reference to a full Executive Committee, but bills and accounts of such transactions must be submitted to the next Executive meeting for Ratification.

- 5) The Executive Committee shall have the power to co-opt members onto the committee.
- 6) The Executive Committee shall have the power to appoint Provincial team managers for designated periods.
- 7) The Executive Committee shall have the power to fine clubs or individuals or suspend them either temporarily or permanently.
- 8) The Executive Committee shall have the power to cancel the membership of any club or individual.
- 9) The Executive Committee shall have the power to decide and adjudicate upon any dispute arising from interpretation of the constitution or any other matter within the affairs of the Union.
- 10) The Executive Committee shall have the power to acquire by purchase, donation, bequest, exchange, lease or sub-lease or otherwise, both movable and immovable property, all of which assets shall be vested in the name of the Union.
- 11) The Executive Committee shall have the power to reconstruct, alter, maintain, administer, manage and control any building acquired or leased by it.
- 12) The Executive Committee has the power to enforce compliance with its lawful decisions; to conduct or defend any legal proceedings by or against it or its officers.
- 13) The Executive Committee shall have the power to accept or refuse either in part or in total any application for aid or assistance, either financial or otherwise, from the Union, made by or on behalf of any person or class of persons whomsoever, and in the event of the Executive Committee electing to grant any such aid or assistance, the Executive Committee shall have the power to impose such terms or conditions as it may deem fit.

13. **POWERS OF THE SELECTORS :**

- 1) The Provincial selectors shall be solely responsible for the selection of teams to represent the Province.
- 2) The Provincial selectors shall, with the approval of the General committee, arrange suitable trials for the selecting of teams.
- 3) The Provincial selectors will meet when necessary and thereafter submit selected teams to the Chairman for publication.

14. **COMMUNICATION :**

- 1) The Union will only communicate with clubs and not with individuals.
- 2) Any individual wishing to communicate with the Union must do so through his/her club and vice versa.

15. **DISCIPLINE :**

- 1) The committee may suspend any club, member or officer as the case may be for: -
 - 1) failing to comply with any of the provisions of this constitution;
 - 2) practicing or counselling any conduct which reflects adversely on the good name of the Union or any of its members or officials.
 - 3) any breach of the canoe racing rules defined in paragraph 2 (5) hereof.
- 2) The penalty or suspension of a club shall mean the forfeiture of affiliation during the period of such suspension. Office bearers who are members of clubs so suspended shall not be affected by such suspension.
- 3) The penalty or suspension of a member or official in his personal capacity shall mean that he shall forfeit, either completely or partially as shall be decided, all rights and privileges as a member of an affiliated club during the period of suspension. In the case of complete suspension a member or official shall forfeit all rights of club membership during the period of such suspension. Partial suspension shall prevent such members or official's participation in canoeing events controlled by the Union or any member of CSA, but shall not otherwise interfere with his rights and obligations as a club member.

- 4) Every decision in terms of this clause shall be conveyed in writing to the suspended:

- 1) Club and/or
- 2) Member or official

In the case of members or officials the club of which such member and/or official is a member shall also be advised of the decision and it shall be incumbent upon such club to give effect thereto immediately and to confirm in writing to the secretary of the Union that such has been done. A club failing to give effect to such decision may itself be dealt with by the Union as having failed to comply with the requirements of this constitution.

- 5) Appeals against suspension must be submitted to the Union in writing.
- 6) Any club or individual shall have the right to appeal to CSA through the KwaZulu Natal Canoe Union.

16. **AFFILIATION FEES :**

- 1) Affiliation fees or levies, as determined at the Annual General Meeting, shall be payable by the 30th September each year. Thereafter, a penalty of 30% of the current Union affiliation fee will be charged for each late registration of existing members.
- 2) Registration forms must include the date of birth of members. Lists of members will be made available to the KwaZulu Natal Canoeing Administrator. No member will be allowed to enter a race until his/her fees are paid to the Union. However, at the discretion of the KZN Canoeing Administrator, a temporary racing licence fee of an amount decided by the Executive Committee, may be paid to allow unregistered members to compete in certain races.
- 3) Race levies will be decided at the Annual General Meeting and shall be based on the entry per paddle per day and are payable within 21 days of the event.

17. **BOOKS AND ACCOUNTS :**

- 1) Audited accounts shall be presented at the Annual General Meeting by the elected Honorary Auditor.

- 2) The Executive Committee shall cause true and proper books to be kept by the treasurer.
- 3) An up-to-date summary of the financial status of the Union shall be made available at each general committee meeting of the Union.
- 4) The treasurer shall present accounts for payment at each general committee meeting. The members shall either pass or reject payment of presented accounts.
- 5) The Union shall collect from clubs and forward to CSA such dues, subscriptions or levies as CSA may require the Union to contribute in terms of the CSA constitution.

18. HEADQUARTERS AND ADDRESS :

This shall be at the place the Secretary resides or any other suitable address agreed to by the Executive Committee.

19. MOTION OF NO CONFIDENCE :

A motion of no confidence may be voted on at any meeting.

20. DEVELOPMENT :

The Union aims to develop all disciplines of canoeing among all people of KwaZulu Natal, and in particular the Union aims, either directly, or indirectly through the clubs affiliated to the Union, to aid, assist, promote and develop, both financially and technically, by way of the provision of coaches, administrators, advisors, subsidies, equipment, loans, or by any other means that the Executive Committee may deem fit, the following classes of people: -

- 1) members of previously disadvantaged communities;
- 2) women;
- 3) juniors;
- 4) elite canoeists;
- 5) any person or class of persons whomsoever that the executive Committee deems worthy of such assistance;

and further, that any requests for aid or assistance by or on behalf of the aforementioned classes of people shall be made by way of application to the Executive Committee.

21. COLOURS AWARDS :

- 1) The Executive Committee shall have the sole right to award KwaZulu Natal colours for canoeing or service to canoeing.
- 2) The following minimum standards must have been attained before the

recommendation for the award of colours is made to the Executive Committee. Any club may make such a recommendation. The Executive Committee may reject such a recommendation without reason.

3) **MINIMUM QUALIFICATIONS** are as follows: -

- 1) He or she must be a Bona Fide member of a KwaZulu Natal canoe club.
- 2) He or she must have accumulated at least 9 points which can be obtained as follows: -

1)	Having gained South African Colours,	9 points
2)	Having represented South Africa without gaining SA colours,	6 points
3)	Having won a South African championship event,	9 points
4)	Having come second in a South African championship event,	4.5 points
5)	Having come third in a South African championship event,	3 points
6)	Having come first in a KwaZulu Natal championship event,	4.5 points
7)	Having come second in a KwaZulu Natal championship event,	3 points
8)	Having represented KwaZulu Natal in an "A" team,	3 points
9)	Having represented KwaZulu Natal in a "B" team,	1.5 points
10)	Having represented KwaZulu Natal in a "C" team,	1 point.

- 4) **JUNIOR COLOURS** - Colours may be awarded to juniors in Under 18, Under 16 and Under 14 age categories on the same basis as above clauses 21(1), (2) and (3) except that minimum qualification shall be based on junior (under 18) events. The word "Junior" shall appear below the senior colours badge, otherwise the uniform will be the same as for seniors.
- 5) **WOMEN'S COLOURS** - Colours may be awarded to women on the same basis of the above clauses 21(1), (2) and (3). The uniform will be the same as for senior men.
- 6) **SUB-VETERAN, VETERAN, SUB-MASTERS, MASTERS AND GRAND MASTERS COLOURS** - Colours will be awarded to sub-veterans, veterans, sub-masters, masters and grand masters at the discretion of the Executive Committee, depending on performance, after taking into consideration that the conditions under 21(2) and (3) have been met. The uniform shall be the same as for senior colours except the word "Sub-Veteran", "Veteran", "Sub-Master", "Master" or "Grand Master" shall appear below the badge.
- 7) **CANOE POLO COLOURS** - Colours may be awarded for Canoe Polo on the same basis of the above clauses 21(1), (2) and (3). The words "Canoe Polo" will replace the word "Canoeing" below the blazer badge.

- 8) **COLOURS FOR SERVICE** - Colours for service to the sport may be awarded by the Executive Committee at its discretion, to suitable nominees who have served the sport for at least 10 years. The uniform shall be the same as the senior colours except the words "Honoris Causa" shall appear below the blazer badge.

- 9) **COLOURS FOR CANOEING ADMINISTRATION** - The Executive Committee may, at its discretion, make an award to suitable nominees who have served the sport in an administrative capacity at Provincial level, for at least 5 years. The uniform shall be the same as the senior colours except the words “Canoeing Administration” shall appear below the blazer badge.
- 10) Notwithstanding 21(3), above, the Executive Committee shall have the right to amend the points awarded should this be considered necessary.

22. **DISSOLUTION** :

In the event of dissolution of the KwaZulu Natal Canoe Union, after the liabilities of the Union have been liquidated, all funds, floating trophies and other assets shall be made over to Canoeing South Africa or its successor in title.

23. **INDEMNITY** :

All the KwaZulu Natal Canoe Union Committee members, the auditor and other officers for the time being of the KwaZulu Natal Canoe Union and every one of their heirs, executors and administrators shall be indemnified and held harmless out of the funds and property of the KwaZulu Natal Canoe Union from and against all actions, costs, charges, losses, damages and expenses which they or any of them, their heirs, executors or administrators shall or may incur or sustain by or by reason of any duties, or supposed duty in their respective offices, except such, if any, as they shall incur or sustain by or through their own willful neglect or default respectively and none of them shall be answerable for the acts or defaults of the other or others of them or for any bankers or other person with whom any monies or effects belonging to the KwaZulu Natal Canoe Union may be lodged or deposited for safe custody, or for the insufficiency or deficiency of any security upon which any monies of or belonging to the KwaZulu Natal Canoe Union shall be placed out of invested or for any loss, or losses, misfortune or damage which may attain in the execution of their respective offices or in relation thereto except the same shall happen by or through their own willful neglect or default respectively.

24. **LEGAL PROCEEDINGS** :

The Union may sue or be sued or be cited in any legal proceedings in its own name. The Chairman is empowered to sign on behalf of the Union any Power of Attorney which may be required for this purpose.

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