



# Constitution

## Of the Stour Valley Canoe Club

### 1 Name of Club

The club will be called *STOUR VALLEY CANOE CLUB* (Hereinafter will be referred to as The Club) and may also be known as *SVCC*. The Club will be affiliated to BRITISH CANOEING.

### 2 Aims and Objectives

The aims and objectives of the club will be:

- (a) To offer coaching opportunities in *Kayaking, Canoeing and other paddle sports (hereinafter referred to as Kayaking etc.)*
- (b) To promote the club within the local community and *the sport of kayaking and other paddle sports.*
- (c) To manage the Milldown Road access point and clubhouse area and landing point.
- (d) To ensure a duty of care to all members of the club.
- (e) To provide all its services in a way that is fair to everyone.

### 3 Membership

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in Kayaking etc., regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
  - Full member
- (c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- (d) Election: Applicants for the election to membership shall make written application to the Secretary via the Online form located on the Club Website. The power of election shall rest with the Committee, who may refuse to elect to membership any applicant without assigning a reason for doing so.
- (e) Restrictions: A person who has been expelled from, or refused membership of British Canoeing, shall not be eligible for membership.
- (f) Acceptance: The Committee may at its sole discretion, decline to accept renewal of membership, without disclosing the reason.



- (g) Membership Fee: Each applicant for membership shall, if their application is accepted, pay an annual membership fee, the amount of which shall be determined by its members at an Annual General Meeting.
- (h) Weekly subscription fees apply to those weeks attended by members, the amount of which shall be determined by its members at an Annual General Meeting.
- (i) Individuals shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has not been paid by the due date and/or membership has not been agreed by the Club committee.

#### **4 Cessation of Membership**

- (a) Any member may resign giving one month's clear notice in writing to the Secretary
- (b) Any member violating any of the rules or regulations of the club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a special General Meeting if such appeal is sponsored by not less than twenty percent of members who are entitled to vote.
- (c) A member shall be deemed to have resigned from the club if, after due notice by writing, they have not paid within 6 months from when the annual subscription became due. They may, however, re-join at any time during the year without payment of any entrance fee, subject to the provision of 3.c or 3.e above.

#### **5 Disqualification from holding Office**

- (a) Only members entitled to vote are eligible to hold office.
- (b) Any member who is under the age of 18 years, shall not be eligible for election to the General Committee of the club.
- (c) Any member whose main income is derived from the manufacture or sale of canoes and/or accessories, or who is disqualified as an amateur under the rules of British Canoeing, will not be eligible for election to the General Committee of the club, but such a person may be co-opted without voting rights.

#### **6 Sports Equity**

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*



- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## **7 Committee**

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary and other positions the committee deems are needed for prevailing circumstances, who shall be elected at the Annual General Meeting.
- (b) All committee members must be members of the Club.
- (c) If required, the committee shall elect a Vice Chair from among its number.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The committee meetings will be convened by the Secretary of the club and be held no less than once per year.
- (j) The Chairperson will preside at all General Meetings of the club and at all meetings of the general Committee. They are responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by a majority of its members. The Chairperson shall represent or arrange representation of the club at BC regional level and at meetings of other organisations.
- (k) The Secretary will be responsible for the organisation of meetings of the General Committee and of the club and the recording of minutes relating to such meetings and all correspondence relating to the general business of the club.



- (l) The Treasurer will be responsible for the collection of all monies including subscription and membership fees and shall keep such books of accounts as required by the General Meeting. They shall have the power to examine the books and shall report any discrepancies to the General Committee. The Treasurer shall audit the books annually and shall produce at the AGM a balance sheet showing the financial state of the General Funds, accompanied by an audit report. Cheques should have two signatures. The treasurer must make the Committee aware of any existing or potential financial or cash flow problems.
- (m) The Welfare Officer shall be responsible for all matters pertaining to the welfare of the club's members and shall act on all issues raised, documenting and reporting to the relevant persons/authority as/when appropriate.
- (n) The Safety Officer shall be responsible for all matters pertaining to the Safety of the club's members and shall act on all issues raised, documenting and reporting to the relevant persons/authority as/when appropriate.
- (o) The Information Co-ordinator shall be responsible for co-ordinating and distributing all relevant club information and maintaining the club website.
- (p) The Training Co-ordinator shall be responsible for co-ordinating the training needs for the club. Collating qualifications gained and promoting courses and personal development within the club.
- (q) The Fundraising co-ordinator shall be responsible for co-ordinating the drive to obtain funding from various organisations and identifying the need for funds based on various competing demands such as safety/welfare/access.
- (r) Only the posts listed above, including other posts deemed necessary by the committee, will have the right to vote at committee meetings.
- (s) The quorum required for business to be agreed at Management Committee meetings will be 4.

## **8 Finances**

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 1st September and end on 31st August
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting. Prior to the AGM the Treasurer should pass the accounts to an Auditor nominated at the previous AGM for independent verification.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus one other committee member.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club. Each member jointly liable for the sum of £1 per member.



- (g) Distribution of profits – in no circumstances can any profit be distributed to members, but any profit earned shall be contributed to a general Fund for furthering the objectives of the club.

## **9 Liability**

- (a) The general Committee shall manage the affairs of the club. 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 club as a whole.
- (b) All members or other persons who attend the club trips or meets do so at their own risk, neither the club or its officers can accept any liability for any loss or injury of any kind sustained at club facilities or whilst on club trips/meets or other activities.

## **10 Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of September to:
  - i. Approve the minutes of the previous year's AGM.
  - ii. Receive reports from the Chairman and Secretary.
  - iii. Receive a report from the Treasurer and approve the Annual Accounts.
  - iv. Receive a report from those responsible for certifying the Club's accounts.
  - v. Elect the officers on the committee.
  - vi. Agree the membership fees for the following year.
  - vii. Consider any proposed changes to the Constitution.
  - viii. Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 28 days' notice to be given to all members.
- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
- (f) All members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 12.
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The



committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

- (j) All procedures shall follow those outlined above for AGMs.

## **11 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **12 Discipline and appeals**

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Management Committee or nominated sub-committee will make the relevant party/parties aware of the complaint against them on a confidential basis. They have the right to submit their account of the dispute to the Secretary within 14 days.
- (d) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (e) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- (f) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **13 Dissolution**

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs' funds. Any assets of the club that remain following this will become the property of another nominated club with similar objectives, (if one can be identified at the time) or the items sold, and the proceeds donated to British Canoeing for the furtherance of the sport elsewhere as they see appropriate.



**14 Power of decision**

Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the General Committee whose decision will be Final.

**15 Declaration**

STOUR VALLEY CANOE CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	<b>Matthew Grimes</b>	<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>	<b>Anthony Fowler</b>	<b>Position</b>	Secretary
<b>Sign</b>		<b>Date</b>	