



## Club Constitution

### 1 Name of Club

The Club will be called Stafford Canoeing and Watersports Club (hereinafter will be referred to as the Club) and may also be known as SCWC. Stafford Canoeing and Watersports Club will be affiliated to Paddle England

### 2 Aims and Objectives

The aims and objectives of the Club will be:

- To promote and pursue canoeing and kayaking activities
- To promote and pursue other watersports activities as reflected by the interests of members.
- To promote the Club within the local community and the above disciplines
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair to everyone

### 3 Membership

- (a) Membership of the Club is open to any **adult** interested in participating in canoeing, kayaking or other watersports regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

**Membership of the Club is also open to children or young people whose parent, guardian or carer is a full adult member. It is a requirement that children or young people are accompanied by their parent, guardian or carer on any club activity.**

- (b) The membership shall consist of the following categories:

- Full Adult member (paid up - voting)
- **Additional** Family member (paid up – **adult**-voting)
- Friend of the Club (non-voting)
- **Single trip (non-voting)**

- (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) Members in each category will pay membership fees, as determined at the Annual General Meeting (AGM).

- (e) Individuals shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection to any Club Committee or Team provided the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.



#### **4 Sports Equity**

- a. The 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 the Club disciplinary procedures.

#### **5 Committee**

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer and Secretary, who shall be elected at the Annual General Meeting.
- (b) All committee members must be "Full Adult or Family Members" of the Club.
- (c) All paid up members of the Club are entitled to attend Committee meetings and are entitled to vote as determined by 3(b).
- (d) If required, the committee shall elect a Vice Chair, Vice Secretary or other role as needed, and shall come from among the Club's current Full Adult or Family Members.
- (e) The term of office shall be for one year, and members shall be eligible for re-election.
- (f) If the post of any officer becomes vacant the Committee shall have the power to co-opt an eligible Member to fill the vacancy until the succeeding Annual General Meeting.
- (g) The Committee will be responsible for proposing new policy, codes of practice and rules that affect the organisation of the Club.



- (h) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- (i) The Committee will be responsible for disciplinary hearings of members who infringe the Club constitution, regulations or rules. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (j) The Committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- (k) The Committee posts listed above (except advisors) will have the right to vote at committee meetings, along with any Full Adult or Family members present at said meeting.
- (l) Friends of the Club are not able to vote at Committee meetings.
- (m) The quorum required for business to be agreed at Committee meetings will be a minimum of 5 or more voting members.

## **6 Finances**

- (a) The Club Treasurer will be responsible for maintaining the financial records of the Club.
- (b) The financial year of the Club will run from 1 March and end on last day of February.
- (c) All Club monies will be banked in an account(s) held in the name of the Club.
- (d) Accounts to be reviewed by the Chair and Secretary, with statement of annual accounts to be presented by the Treasurer at the Annual General Meeting.
- (e) Any cheques drawn against Club funds should hold the signatures of the treasurer plus up to two other officers (who are not family related).
- (f) All Full Adult and Family Members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## **7 Annual General Meetings**

- (a) Annual General Meetings (AGM) 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 *March* to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chair and Secretary.
  - Receive a report from the Treasurer, and approve the Annual Accounts.



- Receive a report from those responsible for certifying the Club's accounts.
- Elect the officers on the committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- 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 Full Adult Members have the right to vote at the AGM.
- (g) The quorum for AGMs will be a minimum of 5 Full Adult members of the Club.
- (h) The Chair of the Club shall hold a deliberative as well as a casting vote at all Club 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 voting 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.

## **8 Amendments to the constitution**

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

## **9 Discipline and appeals**

- (a) As needed the Committee will appoint a Club Welfare Officer as the lead contact for all members in the event of any child protection concerns. If a Welfare Officer is not appointed the role will be assumed by the Committee.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Committee or nominated sub-committee will make the relevant party/s 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 30 days



- (d) The Committee will meet to hear complaints within 42 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 Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

**10 Affiliation**

- (a) The Club may affiliate to other organisations that enhance its aims and objectives.
- (b) Any affiliations should be ratified at the AGM.

**11 Dissolution**

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the voting membership.
- (b) In the event of dissolution, all debts should be cleared with any Club funds.
- (c) Any “Assets” of the Club that remain following this dissolution will be offered to other nominated voluntary groups as agreed in the Club “Dissolution” AGM or EGM.

**12 Declaration**

Stafford Canoeing and Watersports Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>		<b>Position</b>	
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	
<b>Sign</b>		<b>Date</b>	