

Welshpool Canoe Club revised Constitution draft 21.9.18

1. Name of Club

The club is known as Welshpool Canoe Club

2. Aims

2.1 The aims of the club are to:

- promote and provide opportunities for participation in the sport of canoeing, kayaking and paddleboarding (*unless otherwise defined 'canoeing' & 'canoe' will be used in this document to indicate all three sports*);
- ensure a duty of care to all members of the Club.

2.2 To further the above aims the Club is committed to treating everyone equally regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

3. Affiliation

3.1 The Club is affiliated to the national sporting body, Canoe Wales, and incorporates its rules and regulations.

3.2 In the event that there should be any conflict between any rule or by-law of the Club and of the rules and regulations set out above in clause 3.1 the rules of the Club will prevail.

3.3 All individual members of the Club must become and remain members of Canoe Wales after initial enrolment, renewing their membership annually, in order to have the insurance cover that Canoe Wales provides for Club members taking part in Club activities.

4. Membership

Limit

4.1 Total membership of the Club will not be limited, however if the Committee considers that there is good reason to impose a limit from time to time then the Committee will put forward a proposal to a General Meeting of the members.

Eligibility

4.2 Any person who undertakes to behave in the best interest of the Club's objectives shall be eligible for membership provided that they are water-confident and able to swim two lengths of the pool (50m).

4.3 The membership shall consist of the following categories:

Adult members – over the age of 18

Junior members – under the age of 18. Those under 18 will only be admitted with the consent of a parent or guardian.

Life member.

Election of Members

4.4.1 People who wish to be members shall complete and submit a membership form to the Committee.

4.4.2 The Committee will have the final decision on whether to accept membership.

4.4.3 The Committee will be required to give reasons for the refusal for an application for membership in writing.

4.4.4 Any person refused membership may seek an appeal before an appeal panel comprising 3 members.

4.4.5 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.

5. Membership Fees

5.1 Members in each category will pay membership fees as determined at the Annual General Meeting, and become and remain members of Canoe Wales (see 3.3)

5.2 Individual members will be eligible to take part in the business of the Club and vote at general meetings unless their subscriptions have not been paid by the due date.

5.3 Any member that has not paid his/her membership fee for a period in excess of 30 days from the due date shall be immediately suspended from the Club until payment is received.

6. Committee

6.1 The Committee shall conduct the affairs of the Club and shall meet at regular intervals during the year, as required by the business to be transacted.

6.2 Special meetings of the Committee shall be called by the Secretary on instructions from the Chair, or not less than three Committee members.

6.3 The Committee shall consist of Chair, Secretary, Treasurer, Safeguarding Officer, Event Safety Officer and other officers as deemed necessary. Optional offices: Vice Chair, Training Officer, Pool Kit Maintenance Officer, Dry-side Bookings Secretary, Membership Secretary, Publicity Officer, Junior Co-ordinator, Coaching Co-ordinator, Programme Co-ordinator, Newsletter Editor, Social Secretary.

6.4 Additionally, the Committee may co-opt other members of the Club to its number. In the case of a casual vacancy among the Committee, they shall appoint an eligible person to act until the next AGM.

6.5 Nominations for the position of Chair, Secretary, Treasurer and other officers shall be proposed, seconded and elected by ballot at the AGM of members. The term of office shall be for one year, and members shall be eligible for re-election.

6.6 All decisions of the Committee shall be taken by a simple majority (with the Chair having a casting vote) save that expulsion of a member shall require a two thirds majority of the committee.

6.7 A quorum for a meeting of the Committee shall be three and where a quorum is not present the meeting shall be adjourned to a time and date not less than 7 days from the date of the meeting.

6.8 The Committee may from time to time appoint from their number such sub-committees as they shall see fit, and delegate to them such powers and duties as they may determine.

6.9 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

6.10 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in performing their duties.

7. Finances

7.1 The Club Treasurer will be responsible for the finances of the Club.

7.2 The financial year of the Club will end on 30th November. Any change to the financial year will require the approval of the members in General Meeting.

7.3 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7.4 The Club may not make payment to members for participation in the sport which would contravene amateur status nor can any profit be distributed to members, but any profits earned shall be contributed to the general fund for furthering the aims of the club.

7.5 Every Annual General Meeting shall appoint an Honorary Verifier who shall at least once in every year examine the accounts of the Club and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

7.6 A verified statement of annual accounts will be presented by the treasurer at the AGM.

7.7 The Committee shall retain for a period of six years all financial records relating to the Club.

8. Annual General Meetings and Extraordinary General Meetings

8.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

8.2 The Club holds its AGM in December 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 the Verifier of the accounts
- Elect the officers of the Committee
- Agree the membership fees for the following year
- Consider any proposed changes to the Constitution
- Deal with other relevant business

8.3 Not less than 21 days notice shall be given specifying to all Members the time and business of the meeting.

8.4 A resolution put to the vote at the meeting shall be decided by a show of hands of those entitled to vote except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.

8.5 Motions for discussion at AGM, not of origin from within the Committee, shall be lodged with the Secretary at least 14 days preceding the AGM and signed by two members entitled to vote.

8.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 15% 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.

8.7 All procedures shall follow those outlined above for AGMs.

9. Discipline and Appeals

9.1 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 Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.

9.2 All complaints regarding the behavior of members should be presented and submitted in writing to the Secretary.

9.3 The Committee or nominated sub-committee will make the relevant party/ies 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 7 days.

9.4 The Committee will meet to hear complaints within 7 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

9.5 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 7 days of the hearing.

9.6 There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10. Property

10.1 All property of the Club, excluding cash in the bank account, shall be vested with members acting as custodians. Such custodians shall act in accordance with the instructions of the Committee when dealing with the property of the Club.

10.2 The custodians shall be indemnified and kept indemnified by the members against all losses, costs and liabilities they may suffer as a result of the position as a custodian.

11. Safety Rules

The Committee shall be empowered to draw up rules for the safe conduct of canoeing activities and they should be adhered to by all members.

12. Dissolution and Termination

12.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

12.2 In the event of dissolution, all debts should be cleared with any club funds. Any assets of the club that remain following this will become the property of Canoe Wales for use in related amateur sport.

13. Amendments to the Constitution

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

14 Declaration

Welshpool Canoe Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed

Date

Name

Club Chair

Signed

Date

Name

Club Secretary

Appendix

Fairness

The Club is committed to ensuring that fairness is incorporated across all aspects of its development. In doing so it acknowledges the following Canoe Wales' Equality Statement:

We are committed to supporting everyone to take part in paddlesport and to promote social justice through our work. We believe that our beautiful lakes, rivers and coastline should be accessible to everyone who wishes to enjoy the outdoors from a canoe, kayak or a paddleboard. Our commitment to equality is therefore fundamental to how we are. We strive to ensure that people can participate in all our activities to the full extent of their own ambitions and abilities, and we will always respect everyone's rights and dignity. We warmly welcome everyone – whether as staff, volunteers, coaches, or members – to participate in paddlesport and we will actively seek to promote diversity at every level of the organization.

When we say 'everyone' we mean all people without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity status, religion or belief, race, ethnic origin, socioeconomic status or sexual orientation.

However, Welshpool Canoe Club's capacity to make such comprehensive provision may be limited by various factors, for example: the availability of volunteers, appropriately qualified coaches or suitable equipment.