

Castle Canoe Club Constitution

(updated 17th March 2024)

1 Name of Club

The club will be called *Castle Canoe Club* (Hereinafter will be referred to as The Club).
The Club will be affiliated with *Paddle UK*.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer development and competitive opportunities in *Canoeing, Kayaking and Stand up Paddleboard*
- To promote the club within the local community
- 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 anyone interested in promoting, coaching, volunteering or participating in *Canoeing, Kayaking and Stand up Paddleboard*, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
 - Full member
 - Associate 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) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (e) Full members 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 hasn't been paid by the due date and/or membership has been agreed by the Club committee.
- (f) Any person who has previously been a full member of the club, who can no longer attend as a regular member, can apply for an associate membership. The committee has the discretion to grant or deny applications for associate membership.
- (g) An associate member may attend club sessions, trips and be eligible for team selection. An associate member does not have a right to vote.

4 Sports Equity

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its activities and 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.

5 Committee

- (a) The affairs of the Club shall be conducted by the committee which shall consist of the Chair, Treasurer, and Secretary, and others as may be deemed necessary. The size and composition of the Committee for election at an AGM shall be the same as the previous year unless the Club at the AGM decides to add or remove any role. The Committee shall not fall below 5 and will always consist of the Chair, Treasurer and Secretary.
- (b) All committee members must be members of the Club.
- (c) The term of office shall be for one year, and members shall be eligible for re-election.
- (d) If the post of any committee member should fall vacant after such an election, the committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (e) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (f) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- (g) 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.
- (h) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- (i) The quorum required for business to be agreed at committee meetings will be 40%.

6 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from *April 1st* and end on *March 31st*
- (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.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other committee members..
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 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 *March* to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman 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 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 21 days' notice to be given to all members.
- (d) Nominations for 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.

8 Amendments to the constitution

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

9 Discipline and appeals

Any Member violating any of the rules of The Club or being adjudged of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 12 of the members entitled to vote.

10 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 *Paddle UK*

11 Liability

- (a) Legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.
- (b) The committee shall manage the Club in accordance with this constitution. 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. In this regard, each Committee Member and each person who was or is from time to time a Member of the Committee or any Sub-Committee shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to the Club, which may lawfully be so applied, against all costs, liens, charges, expenses and liabilities whatsoever incurred by such person in the execution and discharge of duties undertaken in good faith on behalf of the Club.

12 Declaration

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