

# **Forth Canoe Club Constitution**

## **1. Name**

The name of the club shall be Forth Canoe Club.

## **2. Aims and Objectives**

The aims and objectives of the club shall be:

- To promote all forms of canoeing as a recreational and competition sport.
- To offer coaching and competitive opportunities in canoeing.
- To ensure a duty of care to all members of the club.

Forth Canoe Club is committed to equality and equal treatment in meeting the above aims and objectives.

## **3. Affiliation to National Governing Body**

The Club shall be affiliated to the Scottish Canoe Association and act in accordance with its policies.

## **4. Committee**

The Forth Canoe Club Committee shall have full control of the club's funds, management of the club and the interpretation of its rules. Four duly appointed members will constitute a quorum. Should the Committee membership fall below four members then the complete Committee membership will be quorum.

The Committee will consist of the following:

- Commodore
- Secretary
- Treasurer
- Child Protection Officer
- And up to six others

Committee members will usually be elected to the Committee at the AGM, or if necessary an EGM. Each committee member must seek re-election at the AGM. The Committee may co-opt other members in addition to those above but such co-opted members are not eligible to vote.

The Committee may fill any vacancy that may occur pending the AGM when a Committee member shall stand for re-election.

## 5. Discipline Contacts

Discipline contacts are members who are advertised as contact points for a given discipline of canoeing. They will be voted on at an AGM or EGM or appointed by the Committee.

## 6. Membership

To ensure all present and future members receive equal treatment, 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.

Prospective members shall be given the opportunity of trying canoeing for a maximum of three sessions, after which they will be asked to join the club or not attend again. An application for membership shall be considered at the next Committee meeting following the submission of the application. Pending acceptance and provided that the first subscription has been paid, applicants shall be entitled to enjoy the advantages of membership. All applications shall be given equal consideration. In the event of failure to secure membership the subscription shall be returned.

The Club shall consist of the following classes of membership::

- Full members:
  - Senior member, being age 18 years and over on joining or renewal.
  - Junior member, being age under 18 years on joining or renewal
  - Family member, related persons residing at the same address.
- Other members:
  - Associate member, being a non paddler or otherwise at the discretion of the Committee.
  - Group members, who at the discretion of the Committee may be accepted, consisting of members of a youth or school group. The terms or subscriptions may be decided by the Committee in each case as seems fit (one vote per group only).
  - Life member, who shall be elected at the discretion of the Club for life and shall have the same rights as full members.

All members shall be eligible to vote at Annual or Extraordinary General Meetings, but groups shall have only one and families up to two adult voting representatives.

## 7. Subscription and Fees

The cost of the annual membership may be varied by majority vote at the AGM or EGM.

Subscriptions for Membership are for one year. Subscriptions for all classes of membership are payable upon application to membership and thereafter annually on the first day of January. The process of annual subscription may be varied following a majority vote at the AGM or EGM.

## **8. Arrears**

Any member whose subscription is three months in arrears, from the date due for payment, will be considered to have resigned.

## **9. Discipline and Expulsion**

The Club Committee has the power to expel from the Club any Member whose conduct in the opinion of the Committee renders the Member unfit for membership, such as being a danger to themselves or others, conduct or character likely to bring the Club or sport into disrepute.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young or vulnerable people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Child Protection Officer is the lead contact for all members in the event of any child protection concerns.

Any complaint regarding the behaviour of a member should be presented and submitted in writing to the Secretary.

The Committee will meet to hear any complaints within 30 days of it being lodged. If it is found that there may be grounds for expulsion, a formal disciplinary hearing will be held. The Secretary will give the member or members at least 30 days written notice of the hearing, to include the grounds for complaint against the member. The member will have the opportunity to answer the complaint.

No Member will be expelled without first having had the opportunity of appearing before the Committee and answering the complaint made against the Member, nor unless at least two thirds of the Committee present vote, in secret ballot, in favour of the expulsion.

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 30 days of the hearing. 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. General Meetings**

Five voting members shall constitute a quorum at any General Meeting.

The AGMs will be held between 1st November and 28th February each year to receive the reports from Committee members and discipline contacts, a statement of the accounts, to elect members to serve on the Committee and any other competent business.

Nominations for Committee positions (unless made by the Committee) shall be signed by the proposer, seconder and nominee, and presented to the Club Secretary at least 10 days before the AGM.

Motions for discussion at the Annual General Meeting, not of origin from within the General Committee, shall be lodged with the Secretary at least ten days before the AGM, and be signed by 5 members entitled to vote.

An Extraordinary General Meeting may be called by the Committee or on request to the Secretary by at least 10% of the membership. Not less than 21 days' clear notice of AGMs and EGMs shall be given, specifying to all members the time, place and business of the General Meeting.

## **11. Voting**

Voting at AGMs, EGMs or Committee Meetings will be by simple majority. The Commodore shall have the casting vote.

## **12. Finance**

All Club money will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for administering the finances of the club. The club accounts will be independently verified on an annual basis. The financial year shall be from 1st January to 31st December. The Treasurer shall have discretion to approve transactions, in accordance with the aims of the club, of a value not exceeding an amount which shall be determined by the committee at the first committee meeting of the year. The Committee may approve certain routine transactions on an on-going basis. All other transactions require explicit approval of the Committee.

## **13. Club Equipment and Assets**

Payment for damage to, and replacement of, club equipment will be made by members responsible for that damage or loss.

Rules and charges for the hire of club equipment shall be set by committee.

## **14. Income and Property**

The income and property of the club shall be applied solely towards promoting the club's objectives as set forth in this constitution.

## **15. Dissolution**

A resolution to dissolve the Club may only be passed at an AGM or EGM through a majority

vote of the membership.

In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be placed in trust with the Scottish Canoe Association until such time that they may be handed over to an appropriate body or bodies who will use them in the interests of local canoeing.

## **16. Amendments to the Constitution**

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

## **17. Declaration**

Forth Canoe Club hereby adopts and accepts this constitution.

Alistair Riddell     Secretary     date: 1 December 2011

(Adopted by resolution of the Annual General Meeting held 1 December 2011).