

TRURO CANOE CLUB CONSTITUTION



1 Name of Club

The club will be called Truro Canoe Club (Hereinafter will be referred to as The Club). Truro Canoe Club will be affiliated to British Canoeing.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in canoeing
- To promote the club within the local community and canoeing
- 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, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

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

- Full member – over the age of 18 years
- Junior member – under the age of 18 years
- Family member – more than one person from the same address
- Life member – awarded on an individual basis by the committee
- Associate member – any person who wishes to support The Club but not as a canoeist.

Reduced fees may apply to new membership commenced during the year as set out in the club rules.

(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) Total membership of the Club shall not be limited, however if the Committee considers that there is good reason to impose a limit from time to time then the Committee shall put forward such proposal to a General Meeting of the Members.

(e) Members in each category will pay membership fees, as determined at the Annual General Meeting. The rate of subscription shall be determined by the members in General meeting and shall be due on election and, thereafter, on or before 1st October in each year.

The General Committee is awarded the authority to raise fees, without the requirement of an Extraordinary General Meeting, if necessary.

(f) 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.

(g) **Resignation**

Any member may resign by giving one month's notice in writing to the Membership Secretary. There is no automatic refund of membership fees.

A member shall be deemed to have resigned from the Club if, after a period of 60 days he/she has not paid the annual subscription which became due on 1 October.

4 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.

5 Committee

The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, Coaches, Youth Leader, Welfare Officer and up to 5 other officers.

- (a) 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 shall 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 any 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 4 times per year at regular intervals.
- (j) Only the posts listed above will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Management Committee meetings will be 5 in the case of the General Committee and not less than 3 members in the case of the section committees.

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 1st October and end on 30th September
- (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 officers.
- (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 October 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 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 21 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 50% of the membership if up to 10, and 25% if more than 10.
- (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 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/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 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 30 days of the Secretary receiving the appeal.
- (g) The procedure set out above is also applicable to family and carers of members who attend the club or club activities.

9 Dissolution

- (a) The Club shall not dissolve except by a resolution of a Extraordinary General Meeting passed by 75% of the members present and entitled to vote. A date for dissolution must be set and dissolution will take place immediately on that date.
- (b) 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 given or transferred to a body or bodies with similar objects or to a charity or charities for use in related amateur sport within a 50 mile radius of Truro.

10 Constitution

- (a) The Constitution shall not be changed except by a resolution passed by 75% of the members present and entitled to vote at an Annual General Meeting or Extraordinary General Meeting.
- (b) Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

11 Trustees

At a General Meeting, the Club shall appoint or replace Trustees. A maximum of four and a minimum of three Trustees are required to meet the terms of the Deed of Trust. Their terms of reference will be defined in the Deed of Trust which is drawn up by a solicitor.

12 Declaration

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

As amended most recently at the Annual General Meeting on 06 October 2018.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	