Exmoor Canoe Club Constitution 2024 (based on Paddle UK Template) and incorporating some club specific requirements v3

1 Name of Club

The club will be called Exmoor Canoe Club (Hereinafter will be referred to as The Club or ECC). Exmoor Canoe Club will be affiliated to Paddle UK (or any successor of Paddle UK).

2 Aims and Objectives

The aims and objectives of the club will be:

- To arrange and offer opportunities to participate in Paddle Sports.
- To offer coaching and recreational opportunities in Paddle sports.
- 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 Paddle sports, regardless of sex, age (subject to a minimum age), disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

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

- Adult member – aged 18 or over on April 1st of the membership year.
- Junior member - normally 8 or over and under 18 on April 1st of the membership year.
- Family membership - 5 members of a family where at least 1 but not more than 2 are over 18 (the committee may use discretion in applying this rule depending on family circumstances).
- Temporary Membership – the committee may grant this for people taking part in specific competitive events.
- Life membership – the club honours ex members who have been granted life membership but this is no longer available for existing or future members.

(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 or as amended in accordance with the permissions in this constitution.

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

4. Membership Fees (Subscription)

(a) Each applicant accepted for membership shall pay an annual membership fee.

(b) In addition to the club subscription non-Paddle UK members will pay a levee to cover the additional cost to the club of affiliation fee.

(c) The rates of subscription shall be determined by the members of the General meeting and shall be due on joining and, thereafter, on or before the 1st April in each year.
(d) The general Committee may increase the fees annually by up to 5% or RPI whichever is the greater without the approval of a general meeting.
(e) A new member is eligible to pay half-annual membership fee if they join after 1st October, on their first year of membership.

(f) 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*.

(g) 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.
(h) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
(i) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
(j) 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 a Committee which shall consist of the Chair, Treasurer, and Secretary who shall be elected at the Annual General Meeting (AGM).
(b) Volunteers who will act in the role of safety officer and safeguarding/welfare officer and other volunteer ordinary members will also be invited to join the committee to assist with the running of the club. This may happen at any time and their position ratified at the next AGM or special meeting.
(c) All committee members must be members of the Club.
(d) Any committee member with a personal interest in a committee decision must declare this and absent themselves whilst it is being discussed and decided.
(e) If required, the committee shall elect a Vice Chair from among its number.
(f) The term of office shall be for one year, and members shall be eligible for re-election.
(g) 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 from the membership until the succeeding Annual General Meeting.
(h) The various roles on the committee are as defined by Paddle UK (see Annex 1 list) unless otherwise specified and approved by the committee and ratified at the AGM
(i) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
(j) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.

(k) 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.
(l) The club will use the Paddle UK disciplinary procedure for hearings unless the committee formulate a club specific disciplinary code and procedure.
(m) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
(n) Only the posts listed above will have the right to vote at committee meetings.
(o) The quorum required for business to be agreed at Committee meetings will be 40% of all elected and ratified members.

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 April and end on 31st march
(c) All club monies will be banked in an account held in the name of the club.
(d) A report of the 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 (AGM) and Extraordinary General Meetings (EGM)

(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 December 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.
- Elect the officers on the committee and ratify any co-opted ordinary members.
- 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 individually 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 adult members and over 16 junior members have the right to vote at the AGM.
(g) The quorum for AGMs will be 25% of the Adult and over 16 Junior members
(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 for an EGM 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

(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 or other elected member or Club Welfare Officer.

(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 within 14 days.

(d) The Committee will meet to hear complaints within 28 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 full Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

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 be donated to an appropriate local club or other suitable organisation to be decided on at the meeting mentioned in 10(a) above.

11 Declaration

(a) Exmoor Canoe Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members

Name		Position	Chair
Sign		Date	

Name		Position	Secretary
Sign		Date	

Annex 1: list of Paddle UK specified roles

- Chair

- Secretary
- Treasurer
- Safety officer
- Welfare officer
- Committee member