

Gloucester Canoe Club



Club Constitution

Document Version Control

Rev	Date	Comment	Signature
0.0	18.02.2018	First Issue	S. Horne
0.1	23.06.2018	Paragraph 6 – amended context of account verification	S. Horne
0.2	10.10.2018	Insertion of Paragraph 2.2.1 – requirement for Consent Form for Junior members	S. Horne
0.3	23.10.2018	Insertion of new Paragraph 7.0 (Club Activities) and renumbering of subsequent paragraphs	S. Horne
0.4	20.02.2024	Full review of club structure and Constitution	I.Kershaw (Chair)



1. Name of Club

The club will be called Gloucester Canoe Club (hereinafter will be referred to as The Club), and may also be known as GCC. The club will be affiliated to British Canoeing/ Paddlesport UK.

2. Aims and Objectives

The aims and objectives of The Club will be:

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

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

- Senior – any persons aged 18 year or over
- Junior – any persons under the age of 18
- Family – this shall include a parent(s) or guardian(s) and at least one of their children who must be under the age of 18 years

(c) Children under the age of 18 should have a parent/ carer supervising at all times with the exception of a child who is of the age of 16 or above who may attend with a Risk Assessment in place approved by the Committee. A Family, or Senior + Junior (parent/ carer + paddler) membership is required .

(d) 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.

(e) Members in each category will pay membership fees, as determined at the Annual General Meeting.

(f) All 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 has not been paid by the due date and/or membership has not been agreed by the Club Committee.

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

(a) The affairs of The Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, Vice Chair: Whitewater, Vice Chair: Touring: Vice Chair: Racing, who shall be elected at the Annual General Meeting.

(b) All Committee members must be members of The Club.

(c) The Committee has the power to identify Club Roles to support the Chair in ensuring all activities undertaken by The Club are done so safely with respect and integrity including, but not limited to, Club Welfare Officer and Health & Safety Officer. These Club Roles will report to members of the Committee as agreed by the Committee. Officers of The Club will be defined by title of Club Role.

(d) The term of office for Committee members and Club Roles shall be for one year and shall be eligible for election or re-election at the AGM. During the process of election Nominees need a Proposer and Secunder. Consent of the Nominee must be confirmed prior to being proposed.

(e) Other than any role specifically representing members under the age of 18, only members of the age 18 and above shall be eligible for election to a Committee or Club Role.

(f) Vice Chair: Whitewater, Vice Chair: Touring and Vice Chair: Racing will oversee a sub group of active members in their discipline and be responsible for managing the day to day aspects of that discipline, including arranging meetings as appropriate to support this. Vice Chairs may delegate attendance at a Committee meeting to a member of their sub group.

(g) If the post of any Committee member or Club Role should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

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

(i) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.

(j) 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.



(k) The Committee meetings will be convened by the Secretary of The Club and be held no less than 4 times per year.

(l) Only the Committee posts listed in 5(a), or delegated representative, will have the right to vote at Committee meetings.

(m) The quorum required for business to be agreed at Committee meetings will be 5.

(n) The Chairman of The Club shall hold a deliberative as well as a casting vote at general and Committee meetings.

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 January and end on 31st December.

(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 one other officer.

(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 February 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 Chair, Committee and Club Roles
- Agree the Committee's recommendations for membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business (motions to be submitted to the Secretary a minimum of 10 days prior to the AGM to be included in the Agenda).

(c) Notice of the AGM will be given by the club Secretary with at least 14 days' notice to be given to all members.

(d) Nominations for Chair of the Committee, Committee and Club Roles 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 25% of the membership.

(h) 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.

(i) 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.

(c) The Committee will meet to hear complaints within 29 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

(d) 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.

(e) There will be the right of appeal to the Committee following disciplinary action being announced which should be sent to the Secretary within 14 days of date of announcement. The Committee should consider the appeal within 28 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 club funds. Any assets of the club that remain following this will become the property of another club with similar objectives. The Committee will recommend two clubs for the membership to choose to vote for at the AGM or EGM (outlined in 10 (a)).

11. Declaration

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



Name: Ian Kershaw

Position: Chair

Date:

Signature:

Name: TBC

Position: Treasurer

Date:

Signature:

Name: TBC

Position: Secretary

Date:

Signature:

