



Chiswick Pier Canoe Club Constitution



1 Name of Club

The Club will be called Chiswick Pier Canoe Club (Hereinafter will be referred to as The Club) and may also be known as CPCC and will be affiliated to Paddle England.

2 Aims and Objectives

The aims and objectives of the Club will be:

- To offer coaching and promote the sport of recreational Kayaking and Canoeing.
- To promote the Club, Kayaking and Canoeing in the local community.
- To support Chiswick Pier Trust and manage the pontoon and the Club's storage areas.
- 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 Kayaking and Canoeing, regardless of sex, age, disability (as far as reasonably possible), ethnicity, nationality, sexual orientation, religion or other beliefs.

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

- Full member - Over the age of 18 on 1 June in the membership year
- Junior member – Between 14 and 18 on 1 June in the membership year
- Concession Member - < 18 years old, Students in full-time education, unemployed, > 65 years old
Coach, Leader and assistant support
- Honorary member - Granted free membership by the Committee

(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) All members shall be eligible to take part in the business of the Club, attend and vote at general meetings and may attend committee meetings. All members shall 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 Committee.

4 Sports Equity

- (a) The Club is committed to aiming for equity in all aspects of its activities. Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them.
- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of kayaking and canoeing, 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, Membership Secretary plus Vice Chair, Training Officer, Maintenance Officer, Welfare Officer, Health and Safety Officer and up to two General Committee Members who shall be elected at the Annual General Meeting.
 - **Chairperson**

The Chairperson will chair all general meetings of The Club and all meetings of the Committee. They shall be responsible for guiding the activities of the Club in accordance with its rules and general policy as expressed by the majority of its members. The Chairperson shall represent or arrange for the representation of The Club at Paddle UK regional level and at meetings of other organisations, but may delegate some attendances. They shall ex officio be a member of any sub-committee of The Club.
 - **Secretary**

The Secretary will be responsible for the organisation of meetings of the Committee and of The Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of The Club. They shall also be responsible for transmitting correspondence to the appropriate person at the earliest opportunity. The Secretary will receive copies of the minutes relating to sub-committee meetings.
 - **Treasurer**

The Treasurer will be responsible for the collection of all monies and shall keep such books as required by the General Meeting. The Treasurer shall produce at the AGM balance sheets showing the financial state of The Club. Cheques should have two signatories; online transactions should have confirmation from at least one other member of the Committee. The Treasurer must make the Committee aware of any existing or potential financial or cash flow problems

- (b) All Committee members must be members of the Club.
- (c) The Committee may elect a Vice Chair from among its number.
- (d) The term of office shall be for one year, and existing Committee 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 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) Committee meetings will be convened by the Secretary of the Club and be held no less than three times per year.
- (j) All Committee members will have the right to vote at Committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings will be five or in case of urgency, three.

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 1 November to 31 October.
- (c) All Club monies will be banked in an account held in the name of the Club.
- (d) A statement of annual accounts, audited by someone other than the Treasurer as approved by the Committee, will be presented by the Treasurer at the Annual General Meeting.
- (e) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- (f) Expenditure of club funds on single transactions are subject to the following limits:

- up to £500.00 – approved by two Committee members.
- up to £2000.00 – by approval of the Committee
- greater than £2000.00 – by approval of a General Meeting

These limits can be amended only by a General Meeting of the members

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their rights and responsibilities in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of January 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 for the last completed financial year.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Receive reports from other Committee members as necessary
 - 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 25% of the Membership, in person or virtually.
- (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.

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 or nominated Sub-Committee will make the relevant party/ies 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 seven days.
- (d) The Committee will meet to hear complaints within fourteen days of a complaint being lodged. The Committee has the power to investigate and take appropriate disciplinary action including the termination of membership. If the complaint is regarding a member of the committee then they shall not be a part of the investigation team.
- (e) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member/s against whom the complaint was made within seven days of the hearing.
- (f) There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within fourteen days of the Secretary receiving the appeal.

10 Dissolution

- (a) A resolution to dissolve the Club can be passed only 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 or of Paddle UK.

11 Declaration

Chiswick Pier 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	

Approved: By membership at a General Meeting	Date	
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