



# Constitution

## 1. Name of Club

- 1.1. The club will be called Cherwell Canoe Club (Hereinafter will be referred to as The Club) and may also be known as CCC. Cherwell Canoe Club will be affiliated to the British Canoeing.

## 2. Aims and Objectives.

- 2.1. The aims and objectives of the club will be:
  - 2.1.1. To offer coaching and competitive opportunities in Canoeing
  - 2.1.2. To promote the club within the local community and Canoeing
  - 2.1.3. To manage any Club's assets
  - 2.1.4. To ensure a duty of care to all members of the club
  - 2.1.5. To provide all its services in a way that is fair to everyone

## 3. Membership

- 3.1. 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.
- 3.2. The membership shall consist of the following categories:
  - 3.2.1. Full Members – 18 years of age or older
  - 3.2.2. Family Members - the specified members of a family
  - 3.2.3. Young Members - under the age of 18 years or in full time education
  - 3.2.4. Associate Member - a supporter of the Club with limited access to Club activities and facilities as determined by the Club Committee



- 3.2.5. Honorary Life Member - elected by a quorum of members in General Meeting in recognition of exceptional service to the Club
- 3.3. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and all codes of practice that the club has adopted
- 3.4. Membership Fees shall be due on election and thereafter on or before the annual renewal date
- 3.4.1. The rates of subscription will increase each year in line with the Retail Price Index for the calendar year preceding the renewal date and shall be charged to the nearest 50 pence. Exceptions may be voted by a quorum of members in a general meeting, such a vote affecting the subscription rate for the forthcoming year but leaving the underlying formula in place
- 3.4.2. New members joining the Club for the first time may pay a subscription reduced by one twelfth for each complete calendar month which has elapsed since the last renewal date. The subscription so determined shall be charged to the nearest 50 pence
- 3.4.3. The Club Committee may offer concessionary or free membership where they deem that it is in the interests of the Club to do so
- 3.5. Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team or participate in club activity, unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee

#### **4. Sports Equity**

- 4.1. 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.'*

- 4.2. 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
- 4.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse
- 4.4. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity
- 4.5. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures

## **5. Committee**

- 5.1. The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Secretary, Welfare Officer, Health & Safety Officer, Volunteer Coordinator, and a maximum of 3 other members, who shall be elected at the Annual General Meeting
- 5.2. All committee members must be members of the Club
- 5.3. Committee members shall not take on more than one committee role
- 5.4. If the post of any role should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting
- 5.5. The club shall have a minimum of 3 committee members who are unrelated and non-cohabiting
- 5.6. The term of office shall be for one year, and members shall be eligible for re election



- 5.7. The Committee will be responsible for adopting all new policy, procedures, codes of practice and rules that affect the organisation of the club
- 5.8. The Committee will have powers to appoint advisers and a young members representative to the Committee as necessary to fulfil its business
- 5.9. The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year
- 5.10. Only the committee members will have the right to vote at committee meetings
- 5.11. The quorum required for business to be agreed at Committee meetings will be 50% of the committee members
- 5.12. Any member of the Committee must declare an interest and withdraw from participation in any vote on a matter in which they could have a conflict of interest

## **6. Finances**

- 6.1. The Club Treasurer will be responsible for the finances of the club 6.2. The financial year of the club will run from 1st January and end on 31st December
- 6.3. All club monies will be banked in accounts held in the name of the club 6.4. A suitably audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting
- 6.5. Withdrawal of Club funds shall require the authority of the Treasurer and one other Committee member
- 6.6. 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**

- 7.1. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs
- 7.2. The Club shall hold the Annual General Meeting (AGM) no later than 15 months from the previous AGM to:
  - 7.2.1. Approve the minutes of the previous AGM
  - 7.2.2. Receive reports from the Chairman and Secretary
  - 7.2.3. Receive a report from the Treasurer and approve the Annual Accounts
  - 7.2.4. Receive a report from those responsible for certifying the Club's accounts
  - 7.2.5. Elect the committee
  - 7.2.6. Consider any proposed changes to the Constitution
  - 7.2.7. Deal with other relevant business
- 7.3. Notice of the AGM will be given by the club secretary with at least 28 days' notice to be given to all members
- 7.4. Nominations for the committee should be to the secretary
- 7.5. Proposed motions and changes to the constitution shall be sent to the secretary at least 10 days prior to the AGM, who shall circulate at least 7 days before an AGM
- 7.6. A general meeting may be held in a physical location, virtually via an electronic communications platform, or as a hybrid of the two as the Committee determines appropriate
- 7.7. All members have the right to vote at the AGM
- 7.8. The quorum for AGMs will be 20% of the Adult membership. If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned. If, within half an hour from the



time appointed for an Adjourned Meeting, a quorum is not present, then the members present shall be a quorum

7.9. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings

7.10. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed 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 majority of the committee members

7.11. All procedures for EGMs shall follow those outlined above for AGMs

## **8. Amendments to the constitution**

8.1. The constitution will only be changed through agreement by 75% majority vote at a general meeting

## **9. Discipline and appeals**

9.1. All concerns, allegations or reports or poor practice / abuse towards club members will be investigated in accordance with the Club's Disciplinary Policy as set out in our Standard Operating Procedures

## **10. Dissolution**

10.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a 75% majority vote of the membership

10.2. In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of a body or bodies with similar aims and objectives, or to a charity or charities, to be agreed by the meeting which formally terminates the club



## 11. Declaration

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

Name	Mark Thomas	Position	Chair
		Date	07/05/2021

Name	Katy Smith	Position	Secretary
		Date	07/05/2021