



Southend Canoe Club Constitution

1. Name of Club

The club will be named Southend Canoe Club (hereinafter will be referred to as the Club) and may also be known as SCC. SCC will be affiliated to British Canoeing.

2. Aims and Objectives

The Aims and objectives of the club will be:

- To promote the club within the local community and Canoeing/Kayaking
- To aid members in their paddling journey
- To manage Southend Canoe Club responsibly taking cognisance of British Canoeing guidelines
- 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 participating in Canoeing/Kayaking regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) 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.
- (c) Members in each category will pay membership fees on an annual basis
- (d) Membership and hire charge increases will be proposed and voted on by members the AGM or via an email vote
- (e) Members who are adults 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 and to the committee unless the applicable subscription has not been paid by the due date and/or membership has not been agreed by the Club committee / Subcommittee

4. Sports Equity

The 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:

- a) 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.



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- 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. As per BC Policy on their website
- d) All club members have a responsibility to oppose discriminatory behaviour and promote equal opportunity and abide by the SCC Code of Conduct.
- 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 who shall be elected at the AGM.
- (b) All committee members must be members of the Club.
- (c) The term of office shall be for one year and members shall be eligible for re-election.
- (d) 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 AGM or EGM (proxy voting shall be offered by exception) within 60 days. Additionally the committee may co-opt no more than two members of the club to its number.
- (e) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (f) The Committee will have powers to appoint subcommittees and advisers to the Committee as necessary to fulfil its business.
- (g) The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/body/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (h) Committee meetings will be convened usually by the Secretary and should be held no less than 3 times per year.
- (i) The quorum required for business to be agreed at Committee meetings will be a minimum of 4 Committee members.

6. Finances

- (a) The Treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will end on 31st August.
- (c) All club monies will be banked in an account held in the name of the Club.
- (d) A statement of annual accounts will be presented by the Treasurer at the AGM.
- (e) Any cheques drawn against club funds should hold the signature of two authorised signatures as approved by the Committee.



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- (f) The assets of the club are jointly owned by all members of the club
- (g) Treasurer is authorised to pay normal costs for club activities, however larger one-off spends require a vote of the committee (if we're at a committee meeting) or the whole club (if we're at the AGM or EGM)

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.

The Club shall normally hold the AGM in the month of September for the previous year (members of the previous year will have a vote) to:

- Receive reports from the Chairman.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Elect the officers on the committee.
- Consider any proposed changes to the constitution.
- Deal with other relevant business.

Notice of the AGM will be given via the Club Calendar with a minimum of 28 days' notice to be given to all members.

- (b) Nominations for officers of the Committee will be presented to the Secretary
 - a. A person can nominate themselves or someone else
 - b. They can be nominated in advance or at the meeting
 - c. No one can be nominated without their consent
- (c) Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate to all members.
- (d) All members who are adults attending the AGM have the right to vote.
- (e) The quorum for AGMs will be 10% of membership.
- (f) The Chairman of the Club shall, when there is a tie, provide a casting vote at general and committee meetings.
- (g) 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.
- (h) All procedures for the EGM shall follow those outlined for AGMs with the exception that one may be called within 14 days.

8. Amendments to the constitution



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The constitution will only be changed through agreement by two thirds 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 adults 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 safeguarding concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to any member of the committee.
- (c) The Committee or nominated sub-committee will make the relevant party(s) aware of the complaint against them on a confidential basis. The individual(s) have the right to submit their account of the dispute to the Secretary within 28 days of receiving notification of the complaint.
- (d) The Committee will meet to hear complaints/respond within 28 days of a complaint being lodged.
- (e) Any committee member who is the subject of a complaint should recuse voluntarily or be obliged to do so at the request of two or more members of the committee
- (f) The committee has the power to take appropriate disciplinary action including the termination of membership.
- (g) 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 28 days of the hearing.
- (h) There will be the right of appeal to the Committee following disciplinary action being announced. Any appeal should be made in writing to the Secretary within 28 days of receiving the outcome of the disciplinary hearing.
- (i) 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 will be divided amongst current members dependant on last 5 years membership.

11. Declaration



Southend Canoe Club Constitution

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

Name		Position	Chairperson
Signature		Date	

Name		Position	Club Secretary
Signature		Date	