

Bristol Canoe Club Constitution (Revised October 2018)

1 Name of Club

The Club is called Bristol Canoe Club (hereinafter referred to as The Club). Bristol Canoe Club will be affiliated to British Canoeing.

2 Aims and Objectives

The aims and objectives of The Club are:

- To offer opportunities in canoeing and kayaking, especially in the City of Bristol and adjacent areas.

3 Membership

- (a) Following approval, membership of The Club is open to anyone interested in canoeing or kayaking. All members must be able to swim 25 metres in light clothing without a buoyancy aid.
- (b) The membership shall consist of the following categories:
- **Adult member** – Open to anyone over the age of 18.
 - **Youth member** – Open to anyone aged between 13 and 18.
 - **Concessionary member** – Available to anyone who is a full-time student, unemployed, or retired at the time of applying. Suitable proof must be provided on application. Membership fees are the same as for Youth membership.
 - **Associate member** – Available to anyone over 18 years old, who lives more than 50 miles from Bristol.
 - **Family member** – Available to anyone living at the same address as an Adult member.
 - **Honorary member** – Extended to those who have contributed outstanding service to The Club. Offered only by unanimous agreement of The Committee.
 - **Temporary member** – Non-members, who wish to participate in specific Club activities, may apply for Temporary membership. Temporary members shall pay such fees as are determined by The Committee.
- (c) All new applications for membership, other than Temporary membership, must be approved by The Committee. Temporary membership must be approved by a Committee member.
- (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) Members shall only be eligible to take part in the business of The Club, or be eligible for selection for any Club team if the applicable membership fee has been paid by the due date

and membership has been agreed by The Committee. Only paid up members are eligible to vote at general meetings.

- (g) Only Adult, Youth, Concessionary, Family, and Honorary members are considered Full members of The Club. Temporary and Associate members are not deemed Full members. Only Full members are eligible for Committee posts, have voting powers at meetings, and may be selected for any Club team. Any Temporary or Associate members who wish to vote may, subject to clause 3c, upgrade their membership to Full membership if they pay the appropriate difference in membership fee.
- (h) No member may receive in part or in whole a refund of membership fees on cessation of membership.

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, who shall be elected at the Annual General Meeting. The Committee shall consist of a Chairman, Secretary, and Treasurer, plus six other ordinary members.
- (b) The Chair, Treasurer, and Secretary are referred to as the Officers of The Club; other Committee members are not Officers even if their role includes that word.
- (c) If required, The Committee shall elect a Vice Chair from amongst its number.

- (d) The term of office shall be for one year, and members shall be eligible for re-election. No Officer may hold the same position of Chair, Treasurer, or Secretary for more than three years in succession.
- (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. This requires the unanimous agreement of The Committee.
- (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, or constitution as described in clause 9. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The Committee meetings will be convened by the Secretary of The Club and be held no less than four times per year. The Secretary shall take minutes of the meetings. Committee meetings shall normally be open to all Full members of The Club. The dates, time and location of Committee meetings will be announced to all members of The Club.
- (j) Only Committee members will have the right to vote at Committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings is five.

6 Finances

- (a) The Treasurer will be responsible for keeping accounts of the finances of The Club.
- (b) The financial year of The Club will run from 1st September and end on 31st August.
- (c) All Club monies will be banked in an account held in the name of The Club.
- (d) Any monies drawn against Club funds must be approved by the Treasurer plus one other Committee member. This rule may be waived temporarily if, following an AGM, there are insufficient duly authorised Committee members.
- (e) The Club operates as a not-for-profit organisation.
- (f) No expenditure may be incurred without the consent of The Committee.

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) prior to the end of October 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 reports from any other Club Committee members as appropriate.
 - Elect the Officers and ordinary members onto The Committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to The Constitution.
 - Deal with other relevant business.
- (c) At least 21 days' notice of the AGM will be given to all members by the Secretary .
- (d) Nominations for The Committee may be sent to the Secretary prior to the AGM, but nominations will also be accepted at the meeting.
- (e) Proposed changes to The Constitution shall be sent to the secretary prior to the AGM. The Secretary shall circulate full details of the wording of that proposed change at least seven days before an AGM.
- (f) Only Full members who attend the AGM have the right to vote at the AGM.
- (g) The quorum for AGMs will be 25% of the total Full membership of The Club.
- (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, including the 21 days' notice to members.
- (k) Accidental omission to give notice of a meeting to any member, or the non-receipt of such notice by any member, shall not invalidate proceedings at that meeting.

8 Amendments to the constitution

The Constitution will only be changed through agreement by a 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 any club member will be recorded and responded to swiftly and appropriately in accordance with the club's current policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary, or in the case of a conflict of interest any other Committee member, hereafter the Complaints Officer.
- (c) On receipt of a complaint, the Complaints Officer will notify all non-conflicted Committee members to arrange for a Complaint Panel to meet to consider the complaint. The Complaint Panel will consist of at least three and no more than five Committee members. Members who are the subject of a complaint have the right to submit their account of the dispute to the Complaints Officer within seven days of being notified of the complaint.
- (d) The Complaint Panel will meet to hear complaints within 14 days of a complaint being lodged. The Complaint Panel 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 seven days of the hearing.
- (f) There will be the right of appeal following disciplinary action being announced. Members will have 14 days to lodge an appeal to the Complaints officer. The Committee will then form an Appeals Panel consisting of at least three Committee members to consider the appeal within 14 days of the Complaints Officer receiving the appeal. No member of the Complaint Panel may sit on the Appeals Panel. Decisions of the Appeals Panel are final.
- (g) Any member of The Committee who has a conflict of interest in a complaint will play no part in its consideration. A Committee member is considered to have a conflict of interest if they are: the subject of the complaint; were involved in any of the activities; or have a personal relationship with anyone involved in the complaint. Should The Committee be unable to form a Complaint or Appeals Panel due to conflicts of interest they may co-opt Committee members from the previous year to ensure the panels are quorate.

10 Dissolution

- (a) A resolution to dissolve The Club can only be passed at an AGM or EGM through a two thirds majority vote of the membership.

- (b) In the event of dissolution, all debts should be cleared with any Club funds, or if necessary by the sale of assets. Any assets of The Cub that remain following this will become the property of British Canoeing.

11 Declaration

Bristol 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	
Sign		Date	