



Stour Valley Canoe Club

CONSTITUTION

1 Name of Club

The club shall be called THE STOUR VALLEY CANOE CLUB, and hereinafter shall be referred to as the Club, and may also be known as SVCC.

2 Governing Body Affiliation

The Club shall be affiliated with Paddle UK.

3 Aims and Objectives

The aims and objectives of the Club shall be:

- a) To offer coaching and opportunities for the practice of Kayaking, Canoeing and other paddle sports (hereinafter referred to as Kayaking & Canoeing etc.)
- b) To promote the Club within the local community and the greater world of Kayaking & Canoeing etc. in general.
- c) To manage and maintain in good order the Milldown Road access point and clubhouse area in Blandford, Dorset.
- d) To ensure a duty of care to all members of the Club.
- e) To provide all its services in a way that is fair to everyone.

4 Subgroups

- a) The Club may organise subgroups to cover the various types of paddle sport.
- b) The activities of each section can be conducted by a subcommittee of up to 5 members, the leader of which shall serve on the General Committee. The section is part of the whole Club and shall follow all the rules of welfare and safety etc. and shall maintain activity and social cohesion across the whole Club.

5 Membership

- a) Membership of the Club shall be open to anyone interested in promoting, coaching, volunteering or participating in Kayaking & Canoeing etc., regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b) The membership shall consist of the following categories:
 - Full Member age 18 years or over
 - Junior Member age 10-17 years
- c) All members shall be subject to the regulations of the constitution and by joining the Club shall be deemed to accept those regulations and codes of practice.
- d) Members shall pay annual membership fees, Club-visit (e.g. Saturdays) or trip subscription fees (subs), and boat and equipment hire charges, the value of which shall be in the Club Price List and maintained as and when needed by the committee.



- e) Individuals shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection to any Club Team provided the applicable subscription has been paid by the due date and/or membership has been agreed by the Committee.
- f) Election to Membership: People wishing to join shall make written application using the online form located on the Club Website. The power of election shall rest with the Committee, who may refuse to elect to membership any applicant without assigning a reason for doing so.
- g) Restrictions to Membership: A person who has been expelled from or refused membership of Paddle UK shall not be eligible for membership of the Club.
- h) Restrictions to renewal of membership: The Committee, at its sole discretion, may refuse renewal of membership without disclosing the reason.

6 Cessation of Membership

- a) Any member may resign, giving one month's notice in writing to the secretary.
- b) Any member violating any of the rules or regulations of the Club or being judged by the Committee of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such appeal is sponsored by at least 20% of members who are entitled to vote.
- c) A member shall be deemed to have resigned from the Club if, after due reminder in writing, they have not paid or agreed terms with the Committee within six months from when the annual membership fee became due. They may, however, re-join at any time during the year, by payment of the annual fee, subject to the provision of parts (a) and (b) above.

7 Sports Equity

- a) This Club is committed to ensuring equity across all aspects of its activities. 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.
 - The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
 - The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
 - All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
 - The Club shall deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

8 Committee



- a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary and other positions the committee deems needed for prevailing circumstances; holders of positions shall be elected at the Annual General Meeting.
- b) All committee members must be members of the Club.
- c) The quorum required for business to be agreed by a Committee meeting shall be: The Chair, or Vice Chair, and three other voting committee members.
- d) The committee meetings shall be convened by the Secretary of the Club and be held no fewer than four times per year.
- e) All posts in the committee, except those of Youth Representative, Co-Opted Non-Amateur, suspended/expelled persons or appointed adviser, shall have the right to vote.
- f) The Chairperson shall preside at all General Meetings of the Club. The Chair is responsible for guiding the activities of the Club in accordance with its rules and general policy. The Chair shall represent or arrange representation of the Club at PUK regional level and at meetings of other organisations.
- g) If required, the committee shall elect a Vice Chair from among its number.
- h) The Secretary shall 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.
- i) The Treasurer shall be responsible for the collection of all monies including subscription and membership fees and shall keep such books of accounts as required by the Annual General Meeting. They shall have the power to examine the books and shall report any discrepancies to the Committee. The Treasurer shall audit the books annually and shall produce at the AGM a balance sheet showing the financial state of the General Funds, accompanied by an audit report. Cheques should have two signatures and on-line bank transactions should be notified to the Committee (e.g. by WhatsApp chatgroup). The treasurer must make the Committee aware of any existing or potential financial or cash flow problems.
- j) The Welfare Officers (one female, one male) shall be responsible for all matters pertaining to the welfare of the Club's members and shall act on all issues raised, documenting and reporting to the relevant persons or authorities as appropriate and maintaining standards (e.g. DBS checks) in accordance with Paddle UK guidance.
- k) The Safety Officer shall be responsible for all matters pertaining to the Safety of the Club's members in accordance with best practice and Paddle UK guidance, and shall act on all issues raised, documenting and reporting to the relevant persons or authorities as appropriate.
- l) The Training Officer shall be responsible for co-ordinating the training needs for the Club. Collating qualifications gained and promoting courses and personal development within the Club.
- m) The term of office for committee members shall be one year, and members shall be eligible for re-election.
- n) 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.



- o) The Committee shall be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- p) The Committee shall have powers to appoint advisers to the Committee as necessary to fulfil its business.
- q) The Committee shall be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee shall be responsible for taking any action of suspension or discipline following such hearings.

9 Disqualification from Holding Office

- a) Only members entitled to vote are eligible to hold office.
- b) Any member who is under the age of 18 years shall not be eligible for election to the Committee except as the Youth Representative, which role shall have no voting rights.
- c) Any member whose main income is from the manufacture or sale of canoes and/or accessories, or who is disqualified as an amateur under the rules Paddle UK, shall not be eligible for election to the Committee, but such a person may be co-opted without voting rights.

10 Finances

- a) The Club treasurer shall be responsible for the finances of the Club.
- b) The financial year of the Club shall run from 1st September and end on 31st August.
- c) All Club monies shall be banked in an account held in the name of the Club.
- d) A statement of annual accounts shall be presented by the treasurer at the Annual General Meeting and shall be circulated to the committee for review prior to the AGM.
- e) Any cheques drawn against Club funds should hold the signatures of the treasurer plus one other officer who is not family related.
- f) On-line payments from the Club account should be notified to the committee (e.g. by Whatsapp committee chatgroup.)
- g) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club to a maximum of £1 per member.
- h) Distribution of profits – in no circumstances can any profit be distributed to members, but any profit earned shall be contributed to the general Fund for furthering the objectives of the Club.

11 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 September to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chair 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 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 shall be given by the Club secretary with at least 28 days' notice to be given to all members.
 - d) Nominations for officers of the committee shall 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 shall be 12.
 - h) The Chair 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 shall follow those outlined above for AGMs.

12 Amendments to the Constitution

The constitution shall only be changed through agreement by majority vote at an AGM or EGM.

13 Discipline and Appeals

Shall be handled in accordance with separate SVCC Disciplinary and Complaints Policy.

14 Liability

- a) The Committee shall manage the affairs of the Club, however, financial or legal liability, incurred in the rightful exercise of their office, shall not be the personal liability of the Committee members but the responsibility of the Club as a whole.
- b) All members or other persons who attend the Club trips or meets do so at their own risk; outside of insurance provided through the Club's affiliation with Paddle UK, neither the Club or its officers can accept any liability for any loss or injury of any kind sustained at Club facilities or whilst on Club trips/meets or other activities.

15 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 using any Clubs' funds. Any assets of the Club that remain shall become the property of another nominated Club with similar objectives, if one can be identified at the time, or the items sold, and the proceeds donated to Paddle UK for the furtherance of the sport elsewhere as they see appropriate.

16 Power of decision



Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be Final.

17 Declaration

THE STOUR VALLEY CANOE CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	Matthew Grimes	Position	Chair
Sign		Date	

Name	Emily Peachey	Position	Secretary
Sign		Date	