

CARDIFF CANOE CLUB CONSTITUTION



Cardiff Canoe Club

Definitions

Terms used in this document:

“Club” – Cardiff Canoe Club

“Member” – Individuals who have become members of the Club as per the arrangements in section 2 below

“Committee” – The elected Members responsible for managing the day to day affairs of the Club as detailed in Section 4 below

“General Meeting” – A meeting to which all members are invited to attend as in section 7 below

1. Aims and Objective

1.1 The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of Canoeing and other paddlesports by:

- i. Provide an opportunity for members to undertake Canoeing, Kayaking, Paddleboarding or other paddlesports activities
- ii. Provide coaching and development opportunities for members
- iii. Provide access to a variety of recreational and competitive disciplines of paddlesport
- iv. Promote paddlesports within the local community
- v. Promote safe practices in paddlesport and provide a safe environment for participation
- vi. Seek to remove barriers to participation and attract a diverse membership to the Club

2. Membership

2.1 Membership is open to any person interested in promoting, coaching, volunteering or participating in paddlesports, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or belief or any other personal characteristic, except as a necessary consequence of the requirement of the sport.

2.2 Membership fees should be set at levels that will not pose a significant obstacle to people participating. The Club Members, via a General Meeting will set Membership categories and fees a manner that is fair and non-discriminatory

2.3 Membership Categories:

- i. Adult 1 year Membership – Individuals aged 18 or over on the date of application or renewal
- ii. Junior 1 year Membership – Individuals aged under 18 on the date of application or renewal
- iii. Family 1 year Membership – Up to two adults who are partner/spouse and any persons under 18 who live together and for whom the adults are responsible
- iv. Own Craft Summer Launch Membership – Individuals seeking access to launch their own craft at Cosmeston Lakes Country Park during Club sessions only.

- v. Honorary Life Membership – Individuals nominated by the committee and approved by the AGM who have participated or served as active members of the Club for most of their lifetime.

2.4 Membership fees shall be proposed by the Committee and approved by the members at the Annual General Meeting and shall be payable on application and annually thereafter. Own Craft Summer Launch Membership will commence and finish on dates selected by the committee in line with the expected use of Cosmeston Lakes.

2.5 Members shall be eligible to:

- i. Participate in all Club activities (subject to capability, availability, capacity and payment of appropriate fees)
- ii. To participate and vote in general meetings of the Club
- iii. To stand for and hold any position on the committee (except for Junior Members or Family Members aged under 18 who may only be permitted to hold a Junior representative role on the committee).

2.6 By becoming Members, all individuals are expected to:

- i. Read, understand and abide by the constitution, policies, rules and procedures of the Club
- ii. Follow and engage with reasonable instructions of the Committee or activity leaders to facilitate the safe and effective delivery of activity
- iii. Conduct themselves in a manner that shows dignity and respect to others and engage positively with other members, including engagement in person as well as digitally
- iv. Pay appropriate membership or other fees in a timely manner

2.7 The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club into disrepute. An appeal against refusal or removal may be made to the members via a Special General Meeting if such an appeal is sponsored by not less than 20 per cent of members who are entitled to vote.

2.8 No part of any membership fee paid for that year is refundable after resigning or being removed from the Club.

3. Equity and Inclusion

3.1 The Club is committed to ensuring that equity is incorporated across all aspects of its activity and development. In doing so it acknowledges and adopts the following Canoe Wales Equality Statement:

We are committed to supporting everyone to take part in paddlesport and to promote social justice through our work. We believe that our beautiful lakes, rivers, and coastline should be accessible to everyone who wishes to enjoy the outdoors from a canoe, kayak or paddleboard.

Our commitment to equality is therefore fundamental to who we are.

We strive to ensure that people can participate in all our activities to the full extent of their own ambitions and abilities, and we will always respect everyone's rights and dignity.

We warmly welcome everyone – whether as staff, volunteers, coaches, or members – to participate in paddlesport and we will actively seek to promote diversity at every level of the organisation.

When we say ‘everyone’ we mean all people without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity status, religion or belief, race, ethnic origin, socioeconomic status or sexual orientation.

- 3.2 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.
- 3.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 3.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 3.5 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

4. Committee

- 4.1 The Committee shall manage the affairs of the Club including adopting new policy, codes of practice and rules that affect the organisation of the Club. The Committee will consist of:
 - i. Chairperson,
 - ii. Secretary,
 - iii. Treasurer,
 - iv. Membership Secretary,
 - v. Coaching & Development Officer,
 - vi. Communications Officer,
 - vii. Safeguarding Officer(s)
 - viii. Equipment and Safety Officer
 - ix. Youth Development Officer
 - x. and any other officers as deemed necessary by the Committee
- 4.2 All committee members should be members of the Club through the duration of their term of office. Failure to renew membership within a reasonable period will result in them having deemed to have resigned from their position.
- 4.3 The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- 4.4 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.
- 4.5 Only the posts listed above will have the right to vote at Committee meetings.

- 4.6 Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee or individual post holders, but shall be the responsibility of the Club as a whole.
- 4.7 The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- 4.8 The Club Secretary on instructions from the Chairperson, or not less than three committee members shall call special meetings of the Committee.
- 4.9 A quorum shall consist of not less than 3 members in the case of the Committee. Where a decision is being made outside a committee meeting, every effort should be made to communicate with all committee members.
- 4.10 Committee members are reminded that if they have a direct or indirect, personal or financial interest in any matter under discussion they should declare that interest. This is a legal obligation. Once such a declaration has been made the Committee member concerned should not vote on the matter. The Committee member may however, remain during the discussion with the permission of the other Committee members who are present.

5. Duties of Committee Roles

- 5.1 Chairperson: The Chairperson will Chair 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 Canoe Wales, or other appropriate organisation meetings. The Chairperson may nominate another Committee member to undertake any or all roles of the Chairperson during their absence
- 5.2 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. They will be responsible for ensuring that the documentation of the club is reviewed as appropriate. They will be the nominated liaison with Canoe Wales and all correspondence relating to the general business of the Club
- 5.3 Treasurer: The Treasurer will be responsible for the collection of all monies including membership fees and shall keep accounts in line with accepted best practice. They shall provide transparent information to the Members via General Meetings showing the financial state of club funds, accompanied by the Auditor's report. They shall be responsible for providing financial information to the Committee to aid appropriate decision making and for approving all payments from the Club account.
- 5.4 Membership Secretary: Shall be responsible for keeping a register of all paid members of the Club, issue reminders as to when membership fees become due and reconcile income in conjunction with the Treasurer.
- 5.5 Coaching & Development Officer: Shall be responsible for supporting the coaches and leaders within the Club by providing opportunities to develop. They shall also be responsible for ensuring that the Club appoints appropriately competent people to undertake any leadership activity

- 5.6 Communications Officer: Shall be responsible for maintaining an online presence promoting the club and its activities and manage the mailing list of all members
- 5.7 Safeguarding Officer. Shall be responsible for any issues concerning Safeguarding, Child Protection and Harassment as detailed by Canoe Wales.
- 5.8 Equipment & Safety Officer: Shall keep an inventory of equipment held by the club, ensure that borrowed kit is returned and shall ensure the maintenance of that kit in a good state of repair and safe for use. They will also be responsible for ensuring appropriate risk assessments and control measures are in place.
- 5.9 Youth Development Officer: Shall be responsible for youth development and representation within the Club.
- 5.10 Other positions may be created and filled by the Committee during the year, but should be confirmed by the Members at a General Meeting

6. Election of the Committee

- 6.1 Nominations for Committee positions shall be sent to the incumbent Secretary at least 3 days prior to the Annual General Meeting.
- 6.2 The incumbent Secretary
- i. will notify the Members of the Club of the nominations for the Committee prior to the meeting taking place.
 - ii. may, at their discretion, permit nominations to be submitted after this deadline up to and including at an Annual General Meeting.
 - iii. will facilitate an election to be held by way of secret ballot for all Committee positions. Members shall be entitled to one vote for any candidate in the election for each position. Each election should also include an option for the Member to vote to “Re-open Nominations”
- 6.3 The term of office shall be for one year and Committee members shall be eligible for re-election.
- 6.4 In the case of vacancy arising, the Committee shall appoint another eligible member to act in that position until the next AGM.

7. 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 A General Meeting will be promoted to all members of the Club with at least 28 days notice. The agenda and business to be considered at a meeting will be sent to all members at least 7 days prior to the meeting.
- 7.3 Members wishing to include items on the agenda shall notify the Secretary within 7 days of the notice of the meeting being given and provide any documents for circulation to Members at least 14 days prior to the meeting.

- 7.4 The Club will hold an Annual General Meeting to review the affairs of the previous calendar year, normally taking place in February of the following year. At the AGM, Members will be asked to:
- i. Approve the minutes of the previous year's AGM
 - ii. Receive a report from the Chair regarding the affairs and activities of the Club
 - iii. Receive a report from the Treasurer and approve the Annual Accounts including any comments from the Auditor
 - iv. Elect the officers of the committee.
 - v. Agree any changes to the Club membership fees
 - vi. Consider and approve any proposed changes to the Constitution
 - vii. Consider and approve the awarding of any Lifetime Memberships
 - viii. Deal with any other relevant business

- 7.5 Other General Meetings shall be called by:
- i. a simple majority of the Committee, or
 - ii. not less than 20% of the Members of the Club.

- 7.6 Decisions and approvals made at a General Meeting shall be decided by a show of Members hands with the exception of elections to the Club Committee. All individuals that were members on the date that notice of the meeting was given and who continue to hold valid membership will be able to attend, speak, stand for election and vote

- 7.7 A minimum of 20% of Members (taken on the day notice is given) should be present at General Meetings in order to constitute quorum. In the event that quorum is not reached:
- i. Meetings called by Members - If after 10 minutes from the promoted start time for the meeting, a quorum is not present, the Meeting shall be dissolved.
 - ii. Meetings called by the Committee including the AGM – If at the promoted start time a quorum is not reached, the Meeting shall be adjourned for 10 minutes. Once the 10 minutes has elapsed, the members present shall be deemed as quorum

- 7.8 If a Member does not receive notification of a General Meeting through the accidental omission of communication to them or due to a failure of electronic communication methods, the meeting shall not be invalidated. The Secretary should make all reasonable efforts to ensure that members are aware of the meeting venue, time and agenda.

- 7.9 The Chairperson of the Club shall hold a deliberative as well as a casting vote at General and Committee meetings.

- 7.10 For the avoidance of doubt, Committee and General Meetings will normally be held in person, but may be held digitally at the discretion of the Committee.

8. Finances

- 8.1 The financial year of the club will run from 1st January and end on 31st December

- 8.2 All club monies will be banked in an account held in the name of the club and should not be held in any other account.

- 8.3 An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 8.4 Any payments made from club funds should be authorised by the Treasurer. If the Treasurer is in receipt of any Club funds (such as return of any out of pocket expenses) the transaction shall be approved by the Chairperson or their nominee.
- 8.5 All Members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- 8.6 Under no circumstances will any surpluses or assets be distributed to Members or third parties. Any surpluses earned shall be exclusively used to furthering the aims and objectives of the Club.
- 8.7 The Committee shall appoint an Auditor who shall at least once in every year examine the accounts of the Club, and review the income and expenditure accounts and balance sheet.

9. Amendments to Constitution

- 9.1 This constitution may be altered or amended by a 75% majority of Members at a General Meeting. Amendments proposed by a Member should normally be submitted to the Secretary 14 days prior to a General Meeting, but may be accepted after this date at the discretion of the Chair

10. Termination

- 10.1 The Club shall not be dissolved except by a resolution of a General Meeting convened for this expressed purpose.
- 10.2 Any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

11. Power of Decision

- 11.1 For any matter not provided for in this constitution, the Committee shall make an appropriate judgement. Their decision in such an instance will be final.

Approved by AGM on 17 th February 2022	Chair: Hugo Keene	Signed:
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