

## **Constitution of Dereham Canoe Group**

**Adopted at the Annual General Meeting on 30<sup>th</sup> November 2023**

- 1. Name:** The Club will be named **Dereham Canoe Group** and will be affiliated to **British Canoeing**.
- 2. Aims:** The aims and objectives of the Club will be:
  - a. To encourage, promote and deliver paddlesport in the local community.
  - b. To arrange courses for the Club members with qualified coaches at all levels.
  - c. To ensure a duty of care to all members of the Club.
  - d. To provide all its services in a way that is fair to everyone.
- 3. Membership:** All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations, policies and codes of practice that the Club has adopted. Members will be enrolled in one of the following categories:
  - a. Full Senior Membership – persons aged 18 years and over.
  - b. Full Junior Membership – persons aged 9 – 17 years. Junior members need written consent from a parent or guardian to be a member of the Club.
  - c. Family Membership – family units including at least one adult aged 18 or over. The definition of an eligible family unit will be determined by the Committee. Children of 8 years or under require family membership.
- 4. Membership fees:** Membership fees will be set annually by the Committee.
  - a. Membership fees are due on 1<sup>st</sup> April each year.
  - b. Fees will be paid annually.
  - c. The Committee may at its discretion set a discounted rate for new members joining from 1<sup>st</sup> October.
  - d. New members are deemed to be people who have not been members for the past three years.
  - e. The Committee may at its discretion set a discounted rate for members who do coaching for the Club. Voting on this discount will take place in the absence of Officers and Committee members who are coaches.
- 5. Committee of the Club:** Committee Members of the Club will be elected annually at the Annual General Meeting All Committee Members will retire each year but will be eligible for re-election. Committee Members of the Club will be:
  - a. Chair,
  - b. Vice-Chair,
  - c. Secretary,
  - d. Treasurer,
  - e. Coaching Officer,
  - f. Equipment Officer,

- g. Safety Officer
- h. and Junior Representative.
- i. Additional Committee Members will be elected as required.
- j. The Committee may co-opt other members of the Club to the Committee.
- k. The Committee will appoint a member of the Club as Welfare Officer. If the appointed Welfare Officer is not already a Committee Member, he or she will be co-opted onto the Committee.

**6. Committee meetings:**

- a. The Club will be managed through the Committee which shall consist of the Committee Members of the Club.
- b. Committee meetings will be convened by the Secretary or a delegate and held no less than 6 times per year.
- c. The quorum for business to be agreed at Committee meetings will be 5.
- d. The Committee will be responsible for adopting new policy, codes of practice, financial decisions and rules that affect the organisation of the Club.
- e. The Committee will have powers to appoint sub-Committees as necessary and appoint advisors to the Committee as necessary to fulfil its business.
- f. When necessary, decisions of the Committee will be made by majority vote of elected Committee Members present. In the event of a tie, the Chair or other person chairing the meeting will have a casting vote.

**7. Finance:** The Club's finances will be managed as follows:

- a. All Club monies will be banked in one or more accounts held in the name of the Club.
- b. The Club's current account will have three signatories drawn from the Committee Members, one of whom will be the Treasurer.
- c. The Treasurer will be responsible for the finances of the Club.
- d. The financial year of the Club will end on 31st March.
- e. An audited statement of annual accounts will be presented by the Treasurer at the AGM.
- f. Any payment drawn against Club funds should either hold the signature of two authorised signatories or otherwise accord strictly with the Bank's requirements.

**8. Annual General Meetings:**

- a. An Annual General Meeting (AGM) will be held once in each financial year with at least 21 days' notification to the membership.
- b. Nominations for Committee Members will be presented to the Secretary before or at the meeting.
- c. Motions will be notified in writing to the Secretary in writing prior to the AGM starting.

- d. Committee Members will be elected at the AGM and will take office on the first day of the month following the AGM.
- e. All members have the right to vote at the AGM. Persons covered by the same Family Membership have one vote each.
- f. The quorum for the AGM will be 10 members.
- g. The AGM will follow an agenda.
- h. The Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.

**9. Discipline and appeals:** Procedures for appropriate action:

- a. All concerns, allegations or reports of poor practice or abuse relating to the welfare of children and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's policies and procedures for protection of such persons. The Club's Welfare Officer is the lead contact for all members in the event of any concerns about protection of children or vulnerable adults.
- b. All complaints regarding the behaviour of members should be presented to a Committee Member.
- c. The Committee will appoint a Sub-Committee consisting of the Chair or Vice-Chair but not both, the Welfare Officer and at least one other Committee Member, which will meet to hear a complaint within 10 days of it being lodged. The Sub-Committee has the power to take appropriate disciplinary action including termination of membership.
- d. The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 10 days of the hearing.
- e. There will be a right of appeal within 10 days after the outcome of a disciplinary hearing has been announced. The Committee will appoint a Sub-Committee consisting of the Vice-Chair or Chair but not both, and at least two other Committee Members, none of whom heard the original complaint. The Sub-Committee should consider the appeal within 10 days of the Secretary receiving the appeal. The decision of the Sub-Committee hearing the appeal is final with regard to the Club's own disciplinary procedure.

**10. Dissolution:** Should the Club need to be dissolved, the following are the procedures to be followed:

- a. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of all members attending.
- b. In the event of dissolution, any assets of the Club that remain will become the property of British Canoeing.

**11. Amendments to the Constitution:** The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

**12. Declaration:** Dereham Canoe Group hereby adopts and accepts this revised Constitution which replaces any previous Constitution as a current operating guide regulating the actions of members.

**Signed: James Brown**

**Date:** *30<sup>th</sup> November 2023*

**Club Chair**

**Signed: Lynda Turner**

**Date:** *30<sup>th</sup> November 2023*

**Club Secretary**