

Nevis Canoe Club Constitution

CONSTITUTION

1. Name

The name of the organisation shall be Nevis Canoe Club hereinafter referred to as the 'Club'.

2. Objectives:

The club is established to pursue the following objectives:

- a) Participation in the sport of canoeing or kayaking hereinafter referred to as the 'sport'.
- b) The organisation, management and development of Nevis Canoe Club for all members of the Club.
- c) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- d) Providing equal opportunities for successful participation by all sections of the community.
- e) The promotion of the sport.

3. Affiliation

The Club shall be affiliated to the Scottish Canoe Association

4. Membership

All members are subject to the Constitution of the Club and the regulations of the Scottish Canoe Association.

- a) Membership of the club is open to all and no application will be refused on other than reasonable grounds.
- b) There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d) Each fully paid up member shall be entitled to attend and vote at General or Annual General Meetings.
- e) Fully paid up members may be elected and serve on the Management Committee.
- f) All members will receive a website link to the Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution.
- g) Members shall be enrolled on one of the following categories: Member, Junior Member (18 or under), Family Member, Life Member.

Nevis Canoe Club Constitution

5. **Child Protection**

The Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. All club activities will take place in accordance with the Clubs Child protection policy.

6. **Suspension, Refusal or Termination of Membership**

- a) The management committee shall be entitled to:
 - i) refuse any application for membership or renewal of membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
 - ii) terminate or suspend any membership for good and sufficient reason.
 - iii) the member concerned shall have the right to be heard by the management committee with a right of appeal to an EGM or AGM before a final decision is made.
- b) The member may apply for reinstatement at the next general meeting.
- c) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- d) Any member under suspension shall be barred from taking part in any event under the control of the club.
- e) The management committee shall inform the member in writing of any decision to terminate or suspend their membership.
- f) Notification of the termination or suspension of a membership will be forwarded to the Governing Body.

7. **General Meetings**

a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.
- ii) Presentation of the clubs financial accounts for the year.
- iii) Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees.
- iv) Presentation of Chairpersons report.
- v) Election of officers to the management committee.
- vi) Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson.

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be 6 members.

Nevis Canoe Club Constitution

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i) 33% of the membership.
- ii) The Chairperson.
- iii) 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.

8. Rules for General Meetings

- a) A minimum of twenty one days notice by email shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b) The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each member shall have one vote. (Members include all adult members of families and Juniors over 16).
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) The quorum shall be 6 members.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

9. Election Of Officers To The Management Committee

- a) The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution.
- b) Candidates shall be elected by paper ballot at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c) All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded.
- d) Uncontested posts may be filled by nomination(s) and election at the AGM.

Nevis Canoe Club Constitution

10. Members Of The Management Committee

- a) The Management Committee shall consist of the following Officers: Chairperson, Secretary, Treasurer, Membership Secretary, Child Protection Officer and up to 5 other members.
- b) All the above shall be entitled to one vote each at General Meetings, except the Chair.
- c) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.

11. Rules For The Management Committee

- a) The Chairperson shall chair the meeting, or in his/her absence the Secretary or a nominee from the committee.
- b) Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:
 - i) The date of the meeting had been agreed at the previous management meeting.
 - ii) In an emergency the Chairperson may call a meeting at four days notice.
- c) The quorum shall be four committee members, as listed at Rule 10a.
- d) All members of the management committee as listed at Rule 10a shall be entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) Meetings shall be open to all members of the club.

12. Finance

- a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- b) The club shall have the power to raise money by means of yearly affiliation fees as determined by the Management Committee at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of the club.
- d) Any of the Chairperson, Treasurer, Membership Secretary and Secretary may be registered as authorised signatories to sign cheques or authorise transactions on behalf of the club.
- e) The financial year of the club shall run from 1st April to 31st March
- f) No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members.

Nevis Canoe Club Constitution

13. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

14. Dissolution Of The Club.

a) Any resolution to dissolve the club may be passed at any General Meeting provided that:

- i) the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
- ii) at least twenty eight days of the proposed resolution shall be given by email by the secretary to all members, and that
- iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.

b) Upon dissolution of the club, after all club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to Scottish Canoe Association or the Andy Jackson Fund for Access, as determined by the meeting, to be employed for the development of the sport.

15. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Nevis Canoe Club.

SIGNATURES

Chair

Person

Date

Secretary

Date