

Ringwood Canoe Club

Constitution

1. Name

- 1.1 The Club is called RINGWOOD CANOE CLUB (herein referred to as 'the Club'), also known as RCC. The Club is affiliated to British Canoeing (BC).
- 1.2 This Constitution updates and replaces the 1991 Club Constitution.

2. Aims and Objectives

The aims and objectives of Ringwood Canoe Club are to:

- Promote the sport of paddlesport (principally, but not limited to, canoeing and kayaking) within the local community;
- Promote and strengthen relationships with other local canoe clubs to promote local participation in paddlesport;
- Ensure a duty of care to all club members and provide all its services in a way that is fair to everyone;
- Minimise the impact of Club activities on the environment and to provide a positive contribution to the local environment where possible.

3. Membership

- 3.1 Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in paddlesport, who undertakes to abide by this constitution, behave responsibly and act in the best interests of the paddlesport community.
- 3.2 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.
- 3.3 The membership consists of the following categories:
 - Individual: Anyone over the age of 18.
 - Family: Up to two adults at the same address, including any children under 18.
- 3.4 Individuals under the age of 18 can only be members as part of a family membership.
- 3.5 Members in each category will pay membership fees, as set by the Committee and determined at the Annual General Meeting. Subscriptions will be due upon joining and annually thereafter, on the anniversary of each member's initial joining date.
- 3.6 Individuals are eligible to take part in club activities and vote at general meetings, as long as the applicable subscription has been paid by the due date and/ or membership has been agreed by the club committee.
- 3.7 A member shall be deemed to have resigned from the Club if, after due notice, their annual subscription is not paid within one month of the due date. The member may re-join at any time by paying the relevant subscription.

4. The Committee

- 4.1 The affairs of the Club will be conducted by a Committee, consisting of four elected Club Officers (Chair, Secretary, Treasurer and Welfare Officer.) who are current members of the Club and are elected at the Annual General Meeting (AGM). If required, the Committee will

elect a Vice Chair shall from amongst its number. Other non-elected Committee roles or responsibilities may also be adopted as needed.

- 4.2 The Chair is responsible for presiding over the Club's activities in accordance with its Constitution, as well as with those of British Canoeing, and will represent the interests and wishes of the Club. The Chair is also the Club's representative for external organisations and engagement.
- 4.3 The Secretary is responsible for organising Committee meetings, taking the minutes and managing correspondence relating to the general business of the Club. The Secretary is also responsible for organising annual BC affiliation, obtaining required insurance and undertaking any other official administration.
- 4.4 The Treasurer is responsible for collecting all monies and paying invoices, keeping the Club accounts in good order, providing updates for each Committee meeting and presenting the Club's annual balance sheet for the AGM. The Treasurer will report any financial discrepancies promptly and will take all reasonable steps to rectify them.
- 4.5 Other non-elected Committee roles may be created as needed to suit Club/BC requirements at the time. Examples include the Quartermaster, Webmaster, Membership Secretary. The duties of any new or amended roles will be agreed by the Committee.
- 4.6 The term of office is one year; elected Officers will then be eligible for re-election. If the post of any elected Officer should become vacant during the year, the Committee will be allowed to fill the vacancy without a vote until the succeeding AGM.
- 4.7 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- 4.8 The Committee will be responsible for undertaking fair and unbiased disciplinary investigations against members who infringe the club rules. The Committee will be responsible for taking any action required following such investigations.
- 4.9 Committee meetings will be convened by the Secretary and be held at least 4 times per year. These meetings will ordinarily be open to all members, although omission to give notice of a meeting to Club members will not invalidate the proceedings of that meeting. The Committee can also hold private discussions when required to maintain confidentiality.
- 4.10 A quorum should consist of the elected officers plus at least one other named role (unless the Club has no non-elected roles in place at the time). If the quorum is not available on the planned date, the meeting will be delayed until such time as a quorum can be achieved.

5. Finances

- 5.1 The financial year of the Club (for accounting purposes) runs from 1st April to 31st March each year. The Treasurer will present an annual account statement at the AGM.
- 5.2 All club monies will be banked in an account held in the name of the Club. The Treasurer will ordinarily manage this account, although the other elected Officers may be given access to the accounts, subject to the Committee's agreement.
- 5.3 The Committee may decide at any time to have its Annual income and expenditure accounts audited, or to cease doing so. However, any cessation of auditing, once established, must be approved by the members at the AGM.
- 5.4 All members of the club shall be jointly and severally responsible for the financial liabilities of the Club.
- 5.5 The Club is a not-for-profit organisation; funds must only be used to support and promote paddlesport within the Club. However, funds may also be given to charitable organisations promoting wider accessibility to paddlesport, the environment or related activities, subject to approval by the Committee.

6. Meetings

- 6.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- 6.2 The Club will hold its Annual General Meeting (AGM) in April (or as close as possible to this). Wherever possible, the date will be confirmed at least 14 days beforehand. The AGM will include the following elements:
- Updated reports from the Chair, Treasurer and Quartermaster. Other reports may be given as appropriate to the level of Club activity;
 - Approval of the annual accounts, completed to 31st March;
 - Election of the Committee;
 - Agreement of the membership fees for the following year.
 - Consideration of any motions or proposed changes to the Constitution.
 - Dealing with other relevant business.
- 6.3 Nominations for Committee members should be sent to the Secretary prior to the AGM. If no candidates come forward beforehand, they will be sought at the AGM.
- 6.4 Any proposed motions or changes to the constitution should be received by the Secretary at least 7 days before an AGM, supported by at least one other member. The Secretary will circulate these to the members before the AGM.
- 6.5 The quorum for AGMs should be 25% of current adult membership. All current members have the right to vote at the AGM; the Chair shall hold a deliberative as well as (where necessary) a casting vote.
- 6.6 An Extraordinary General Meeting (EGM) will be called on either the instructions of the Committee, or by an application in writing to the Secretary supported by at least 10% of Club members. EGM procedures will follow those outlined above for the AGM.

7. Sports Equity

RCC is committed to equal opportunity paddlesport. 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 will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or socio-economic status. All Club members have a responsibility to oppose discriminatory behaviour and to promote equality of opportunity.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. The Club will deal with any incidence of discriminatory behaviour seriously, according to the disciplinary procedures detailed in this Constitution.

8. Safeguarding

Children/young people under 18 and vulnerable adults who take part in Club events are the responsibility of, and therefore must be accompanied by, at least one adult member who is

either their parent or legal guardian, or who is otherwise acting on their behalf and so takes full responsibility for their safe supervision.

The Club's Welfare Officer is the lead contact for all members in the event of any Safeguarding concerns or complaints. Members should contact the Welfare Officer in confidence at the earliest opportunity if they have any safeguarding or conduct concerns about themselves or another Club member.

Any concerns, allegations or reports of poor behaviour or practice will be recorded and responded to swiftly and appropriately by the Committee in accordance with this Constitution and the Club's Safeguarding policy.

9. Complaints and Appeals

- 9.1 Any concerns or complaints about the behaviour of any Club member will be recorded and responded to as per the Club's Safeguarding policy.
- 9.2 The Committee will make the relevant party/ies aware of the complaint against them on a confidential basis; they then have the right to submit a response within 14 days. The Committee will then meet to consider the complaint/response as soon as practicable after this. The outcome of the investigation will be communicated in writing as soon as possible to both the complainant(s) and the member(s) against whom the complaint was made.
- 9.3 The committee has the power to take appropriate disciplinary action, including the termination of membership. In such cases, a member has the right to appeal the decision to the Secretary within one month of being notified. The Committee will consider the appeal within 14 days of receiving the appeal; however its decision will be final.

10. Insurance

- 10.1 Paddlesport is an assumed-risk activity. Members participating in official Club events advertised on the events list may be covered by any third-party liability and professional indemnity insurance through the Club's BC Affiliation. However, this does not cover personal injury or loss/damage to equipment nor third party insurance outside club events. Members should arrange their own personal cover for these if desired.

11. Constitution and Power of Decision

- 11.1 The Club Constitution can only be changed through agreement by majority vote at an AGM or EGM.
- 11.2 Any matter not provided for in this Constitution, or any question over the interpretation of it, will be dealt with by the Committee, whose decision will be final.

12. Dissolution

- 12.1 A resolution to dissolve the club can only be passed at an EGM convened for the purpose through a majority vote of the membership.
- 12.2 In the event of dissolution, any debts should be cleared with Club funds, and any surplus assets (monies and equipment) will be given to one or more bodies and/or charities with similar objectives. The beneficiaries of any remaining Club assets will be decided by majority vote at the EGM.

13. Declaration

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

Name	Cindy Buckley	Position	Chair
		Date	23 rd July 2021

Name	Simon Burke	Position	Treasurer
		Date	23 rd July 2021