

## **1. Name**

- 1.1 The Club was constituted in June 1966 and is known as Sheffield Canoe Club, hereafter known as the Club.
- 1.2 In October 2017 a company limited by guarantee, Sheffield Canoe Club was incorporated, hereafter known as the Company.

## **2. Objectives**

- 2.1 The objective of the club is to promote the sport of canoeing and kayaking.

## **3. Membership**

### **3.1. Membership of the Company**

- 3.1.1 Any person upon becoming a Director of the Company will also become a Member of the Company.

### **3.2 Membership of The Club**

- 3.2.1 Any person or organisation who undertakes to behave in the best interests of Paddlesport and abide by the rules and regulations of the Club shall be eligible for membership.
- 3.2.2 Full members – over 18 years of age.
- 3.2.2 Family members and/or co-habiting partnerships – which may include one or more dependents under the age of 18 years, or dependent students living at the same address who are over the age of 18 years.
- 3.2.3 Youth member – under 18 years of age with a non-paddling parent or guardian.
- 3.2.4 Concessionary – full time students over the age of 18, people working away from Sheffield for more than six months a year, unemployed, OAP's, non-paddling members.
- 3.2.5 Affiliated youth uniformed Group, where the leader of the group must be a full member of the Club. The privileges of this type of affiliated membership enable individual members under the age of 18 years to access all facilities without having to become club members in their own right.
- 3.2.6 Affiliated youth uniformed organisation Districts – the watersport leader of the District must be a Club member. The privileges of this type of affiliated membership

enable individual members under the age of 18 years to access all facilities without having to become club members in their own right.

- 3.2.7 Other affiliated Groups, the leader of the Group must be a member of the Club. The privileges of this type of affiliated membership enable individual members to access all facilities without having to become club members in their own right.
- 3.2.8 The eligibility of individuals or groups of people to join the Club, whose circumstances fall outside the above definitions, will be at the discretion of the committee.
- 3.2.9 Candidates for elections to the committee shall make written applications to the Secretary of the Club on the form provided. The power of election shall rest with the committee.
- 3.2.10 A person who has been expelled from British Canoeing or any club affiliated thereto shall not be eligible for membership.
- 3.2.11 If a person expelled from the club is the lead member of a family membership, then the next 'adult' in that family membership will become the lead member with immediate effect. If there are no other 'adults' in the family membership, then another parent or guardian of the remainder, or at the discretion of the committee another responsible adult, may become listed as the lead family member for the remainder of the club year. If these terms cannot be met then the whole of the family membership will be revoked.
- 3.2.12 Non-members must pay the relevant Sheffield Canoe Club day rate per session for insurance purposes. Those who wish to continue paddling after three occasions must join as members.
- 3.2.13 A non-member is to be defined as: a person who has never been a member of Sheffield Canoe Club, a person whose membership has lapsed for two full club years from 1<sup>st</sup> October to 30<sup>th</sup> September, or a person, typically a student, whose membership has expired but who has informed the committee in advance that they will be residing away from Sheffield for a minimum period of two years.
- 3.2.14 All members wishing to vote at an A.G.M. must have paid their appropriate membership fee at least 1 week before the A.G.M.

#### **4. Limitation of Rights**

- 4.1 No member under the age of 14 years may vote at any meeting of the Club.
- 4.2 No member of an organisation which is an Affiliated Member shall have individual rights unless they themselves have a full membership of the club.

#### **5. Subscriptions**

5.1 The rates of subscriptions shall be determined by the Committee following guidance from the Company and shall be due on joining and thereafter on or before 1<sup>st</sup> October annually.

## 6. Cessation of Membership

6.1 Any member violating rules and regulations of the Club and/or British Canoeing by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by no fewer than five members.

6.2 Any member holding data on club members will not misuse this data against other club members. Any member found doing so will be withdrawn from holding office and their membership may be revoked by resolution of the committee.

6.3 The club will not condone any form of bullying towards its members. Any allegations will be investigated by the committee, which may lead to suspension or expulsion.

6.4 Any member so suspended or expelled may appeal to British Canoeing.

6.5 A member shall be deemed to have withdrawn from the club if, after due notice in writing or, they have not paid their fees by October 31<sup>st</sup>.

## 7. Disqualification from Holding Office

7.1 Anyone involved with a business that may have a vested interest in the activities or running of the Club for profitable gain is disqualified from election to the Committee.

7.2 Any member found to be disclosing information or misusing membership data will be removed from the committee and will be disqualified from holding office and their membership may be revoked.

## 8. Committee

8.1 A committee shall be elected at a General Meeting and shall consist of:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Membership Secretary
- Equipment Officer
- Health and Safety Officer
- Youth Representative
- Volunteer Co-ordinator
- Welfare Officer
- Publicity and Marketing Officer

- Baths Officer
- River Officer

The committee may co-opt other members of the club as desired, the number of which shall not exceed that of the committee.

**Co-opted members shall be able to speak but not have the power to vote.**

- 8.2 Members of the committee shall not hold more than one position.
- 8.3 Nominations for the officers of the committee shall be put forward using the appropriate form and under the terms of Rule 4.
- 8.4 The terms of office shall be for 2 years and will be eligible for re-election, with the exception of the youth representative who will hold a one-year term. The positions will be split in the following way and shall be elected in alternate years.

<b>Odd Years</b>	<b>Even Years</b>
Chairperson	Vice Chairperson
Treasurer	Secretary
Equipment Officer	Membership Secretary
Volunteer Co-ordinator	Health and Safety Officer
Publicity and Marketing	Welfare Officer
Baths Officer	River Officer

- 8.5 Members who are under the age of 18 shall elect a representative who shall be eligible for co-option to the committee.
- 8.6 A Welfare Team shall be elected by a general meeting of the club and shall consist of three members, one of whom shall be the elected Welfare Officer. These people must be able to provide evidence of the relevant training for the role or, undertake the relevant training within 3 months of taking up the role.
- 8.7 Any member of the committee holding office in another club must notify the Chairperson and be aware of the potential for conflicts of interest and act responsibly.
- 8.8 At the beginning of each committee meeting members **must** declare any conflict of interest.
- 8.9 Directors of the company, if not also a committee member have an automatic right to attend and speak at committee meetings.
- 8.10 All committee members and directors are to be DBS checked.

## 9. **Duties of Officers**

- 9.1 The chairperson shall be responsible for presiding over all General and committee meetings. They shall be responsible for guiding activities of the club in accordance with its rules and general policy as expressed by the majority of its members and the company. The chairperson is an ex-officio member of any sub-committee of the club. **The chairperson has the casting vote in the case of a tie and this is final.**
- 9.2 The Vice Chairperson shall be responsible for assisting the chairperson and, in the absence of the chairperson, chairing any meetings. They shall also assist the secretary with any matters. **They shall have the power to vote.**
- 9.3 The secretary shall be responsible for the organisation of meetings of the Club and Committee, the recording of the minutes relating to such meetings and all correspondence relating to the general business of the club. An agenda and at least three days' notice of any committee meeting shall be circulated to all officers, committee members and Directors of the Company and the minutes of the last meeting shall be distributed by the secretary to all members as soon as possible afterwards. Under normal circumstances, the agenda will be available to the general membership at a Club meeting prior to the committee meeting. **They shall have the power to vote.**
- 9.4 The Treasurer shall be responsible for the accounting of all monies and shall keep such books and accounts as required by the General Meeting and the requirements of the company. They shall be a member of any sub-committee of the Club. **They shall have the power to vote.**
- 9.5 The Membership Secretary shall be responsible for the collating of all membership applications, processing information, and maintaining up to date records. **They shall have to power to vote.**
- 9.6 The Equipment Officer shall be responsible for organising the upkeep and maintenance of club equipment and keeping record book for loan of club equipment to the best of their ability. **They shall have the power to vote.**
- 9.7 The Health and Safety Officer shall be responsible for all matters concerning health and safety within the club. They shall be the first point of contact within the club for any members who have health and safety concerns. They are also responsible for the upkeep of risk assessments for all club activities and sites. **They shall have the power to vote.**
- 9.8 The Youth Representative shall represent the interests of club members under the age of 18. **They shall have the power to vote provided they are over the age of 14.**
- 9.9 The Volunteer Co-ordinator shall liaise with the people from outside agencies wishing to become volunteers within the club. The co-ordinator will have access to coaching opportunities for volunteers. They will also work closely with the club's Welfare Officers to ensure coaches have up to date DBS checks. They will also keep

up to date records of qualifications held by all volunteers and coaches within the club. **They shall have the power to vote.**

- 9.10 The designated Club Welfare Officers check the Disclosure and Barring Service vetting procedures are followed correctly. They advise which members of the club are eligible to work with children and/or vulnerable adults. They will offer support if there is a disclosure, to all parties involved. They will ensure that this is reported to the relevant bodies and will review the Club's safeguarding children and safeguarding adult's policies annually. **They shall have the power to vote.**
- 9.11 The Publicity Officer will be responsible for providing up to date information as needed, with help from the committee. Ensuring the club's website is updated with the Club's events, committee members' contact details. If a club member does not have access to an email, information is sent by post bi-monthly. **They shall have the power to vote.**
- 9.12 The Baths Officer shall be responsible for the control and organisation of the baths sessions and the maintenance of the baths equipment. The baths officer may assemble a sub-committee to assist them in their role. **They shall have the power to vote.**
- 9.13 The River Officer shall be responsible for the overseeing of the River Don site. The River Don officer may assemble a sub-committee to assist them in their role. **They shall have the power to vote.**
- 9.14 No Director of the company or Officer of the club shall receive any remuneration for their services in the capacity of director or officer.

## 10. Business of the Committee

- 10.1 The committee shall be responsible for the general conduct of the club's business and activities.
- 10.2 Members of the committee, in accordance with the most recent Data Protection Act, may hold data on club members for means of contact on official club business only. This information is for club purposes only and must not be used against the club or passed to any third-party organisation unless required by law or for agreed club management purposes.
- 10.3 The committee shall meet not less than six times a year at regular intervals.
- 10.4 A meeting shall be called by the Secretary on the instruction of the Chair with not less than three committee members in attendance.
- 10.5 A quorum shall consist of not less than four of its members.

- 10.6 When a casual vacancy occurs within the Committee they shall appoint another member of the Club to act until the next AGM.
- 10.7 The Committee shall have the power to make regulations regarding the conduct of its members at canoeing events.
- 10.8 Any member of the Club is entitled to attend any meeting of the committee and speak on any issue, but will not have the right to vote.

## **11. General Meetings**

- 11.1 The Annual General Meeting shall be held in the month of November each year. There shall be laid before the meeting a statement of accounts made up to September 30<sup>th</sup> immediately preceding. The Chair shall present a report of the Club's activities. The Directors shall present a report of the Company activities.
- 11.2 An Extraordinary General Meeting shall be called on the instructions of a majority of the Committee or on a requisition signed by not less than 20% of the voting members of the Club.
- 11.3 Not less than 14 days' clear notice shall be given, specifying the place, date, time and business of the meeting.
- 11.4 Motions for discussion at the Annual general meeting, not of origin from within the Committee or Company, shall be lodged with the Secretary on or before October 10<sup>th</sup> preceding the AGM, and signed by two members.
- 11.5 At any General Meeting a resolution put to the vote shall be decided by a show of hands, except where more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.
- 11.6 At all General Meetings the Chair will preside or, in his/her absence, a Vice-chair will be elected by the committee.
- 11.7 At all General Meetings not fewer than twelve members or 50% of the Club, whichever is the lower, will constitute a quorum.
- 11.8 If after half an hour from the time approved for the meeting a quorum is not present, the meeting, if called at the request of the members, shall be dissolved, in any other case the meeting shall be adjourned until a time and a place to be fixed by the Committee.
- 11.9 Accidental omission to give notice of meeting to, or the non –receipt of notice of a meeting, by any member shall not invalidate the proceedings of a meeting.

## **12. Coaches**

- 12.1 All individual coaches are responsible for keeping their British Canoeing membership and qualifications up to date. They must act in accordance with Sheffield Canoe Club's duty of care policy.
- 12.2 The committee have the power to authorise and appoint members with appropriate experience and/or qualifications to instruct/coach members in various club events within the various disciplines.

## **13. Liability**

- 13.1 The Committee shall manage the affairs of the Club. Financial or legal liability for activities lies with the Company and its Members.
- 13.2 The Committee is responsible to the Company for ensuring, to the best of its ability, its wishes and direction is actioned and applied at all times.
- 13.3 All members or other person who attend Club meetings and events at anytime accept that neither the Company, the Club nor its Officers can accept liability for any loss or injury, and that members acknowledge that this is a risk sport with no liability on the Company or club to accept either loss or injury.

## **14. Alteration of the Rules**

- 14.1 This constitution shall not be altered, amended or rescinded except by a General meeting of the Club and approval by the Company.
- 14.2 A resolution to give effect to change must be passed by at least two-thirds of the members present voting on this behalf.

## **15. Honorary Auditor**

- 15.1 Every Annual General Meeting shall appoint an Honorary Auditor who shall at least once a year examine the accounts of the Club and ascertain the correctness of the income and expenditure accounts and of the balance sheet. This is separate and distinct from any requirements of the Company for Audit.

## **16. Termination**

- 16.1 The Club shall not terminate except by a resolution of a Special General Meeting convened by the Directors of the Company for the purpose and in such event, any surplus assets shall be handed over to British Canoeing or successor governing body of the sport.

## **17. Power of Decision**

- 17.1 Any matter not provided for in this constitution, or any question of the interpretation of it shall be dealt with by the Company, whose decision will be final.



## 18. Documents

- 18.1 All documents and printed matter issued by the Club must carry the date of publication.

## 19. Signatures

Updated as per November 2020

Chair of Directors Date

Chair Date

Secretary Date