**Constitution**

1. **Wombourne Kayak Club**

The club is known as the ‘Wombourne Kayak Club’ hereinafter known as the ‘Club’.The “Club”is affiliated to British Canoeing, the National Governing Body.

1. **Aims and Objectives**

The aims and objectives of the club are:

* To promote the sport and recreation of kayaking & canoeing to all people and abilities
* To offer coaching and competitive opportunities in Sheltered (Kayak & Canoe) & Whitewater Kayak
* To promote the club within the local community Sheltered (Kayak & Canoe) & Whitewater Kayak
* To manage the “Club"
* To ensure a duty of care to all members of the club
* To provide all its services in a way that is fair to everyone

1. **Membership –**

Qualification: Any person who undertakes to act in the best interests of canoeing or kayaking shall be eligible for memberships.

1. Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in kayaking and canoeing*,* regardless ofsex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(b) The membership shall consist of the following:

* Adult member open to all persons over the age of 18
* Junior member open to all persons under 18 and over the age of 11
* Family member, e.g. 1 adult & 2 under 18’s, Father/Mother/Guardian & Son/Daughter over 18, Husband & Wife/partner
* Student member, e.g. over 18 apprenticeship, university

1. 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. Members understand that canoeing/kayaking is undertaken at their own risk. They also confirm that they are not suffering from any medical condition, which may render them unfit for strenuous exercise. (See Application Form & Club Trip Participant Statement)
2. Members in each category will pay membership fees, as determined at the Annual General Meeting.
3. Individuals shall be eligible to take part in the business of the Club, vote at general meetings and be eligible for any Club trips providing the applicable 12 months subscription has been paid by the due date 1st January and/or membership has been agreed by the Club committee.



1. He /She may rejoin at any time that year subject to the rules applicable to membership and to the payment of the appropriate fees, which will be proportionate to the length of time left within the 12 month period for new members. Any member may resign giving one month’s clear notice in writing to the secretary. No refund of the subscription fee will be payable.
2. **Sports Equity**
3. This Club is committed to ensuring that equity is incorporated across all aspects of its development. 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.*

1. 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.
2. 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. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
4. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
5. **Executive Committee**

**Election:**

Candidates for membership shall complete the membership application form and submit this to the Secretary. The power of election rests with the Executive Committee who can refuse to elect any applicant without assigning a reason for so doing.

**Holding Office**

All Full Adult and Junior Members and Family members over the age of sixteen are entitled to hold office. A maximum of two people from the same family may hold office on the committee.

**Power of Decision**

Any matter not provided for in this constitution or any question over the interpretation of it shall be dealt with by the Executive Committee whose decision shall be final



Duties of Executive Committee

Chairperson

He /She will preside at all general meetings of the Club and all meetings of the Executive Committee. He/she 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.

He/she will carry out ad-hoc duties as required.

**Vice Chairperson**

To deputise for the Chairperson at their request. To co-operate with the Chairperson and encourage the development of the club.

**Secretary**

To ensure that satisfactory records of Club Executive Committee meetings are maintained. To ensure that satisfactory records of the Club’s membership are maintained.

**Treasurer**

To ensure that satisfactory records of the Executive Club’s finances are maintained and is responsible for ensuring that all funds are secure.

**Equipment Officer**

He/she shall be responsible for advising the Executive Committee upon matters concerning equipment.

**Health & Safety**

He/she shall be responsible for advising the Executive Committee upon matters concerning health & safety.

**Welfare**

He/she shall be responsible for advising the Executive Committee upon matters concerning Welfare.

**Website**

He/she shall be responsible for advising the Executive Committee upon matters concerning the website and maintaining it.



1. **Operational Aspects**
2. The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Chair, Vice Chair, Treasurer, Secretary, Equipment, Health & Safety, Welfare, and Website Officers*,* who shall be elected at the Annual General Meeting.
3. All Executive Committee members must be members of the Club.
4. If required, the Executive Committee shall elect a Vice Chair and be from among its number.
5. The term of office shall be for one year, and members shall be eligible for re-election.
6. If the post of any officer or Executive Committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
7. The Executive Committee will be responsible for implementing and briefing new policy, codes of practice and rules that affect the organisation of the club.
8. The Executive Committee will have powers to appoint advisers to the Committee as to fulfil its business.
9. The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.
10. The Executive Committee meetings will be convened by the Secretary of the Club and be held no less than ***[4]*** times per year.
11. Special meetings of the Executive Committee shall be called by the Chairperson or not less than three committee members. A quorum shall consist of not less than four Executive Committee members to decide upon an “Operational” decision, which affects the “Stability” or “Sports Equity” of the club.
12. Ad-Hoc Committees:These can be established by the Executive Committee for specific purposes and may include members who are not on the General Committee. Meetings will be as required. The terms of reference of such committees shall be decided by the General Committee. Annual General Meetings (AGM)
13. Only the posts listed above will have the right to vote at Executive Committee meetings. The quorum required for business to be agreed at General Committee meetings will be **50%** (8 Executive Committee positions filled by 5 members, hence 4 members)

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1. **Finances**
2. The club treasurer will be responsible for ensuring the club finances are fully recorded and reported to the club membership.
3. The financial year of the club will run from 01/01 and end of “Club Membership” on 31/12
4. All club monies will be banked in an account held in the name of the club.
5. An audited statement of annual accounts will be presented by the Club Treasurer at the Annual General Meeting
6. Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers (Tim Kelly and Mick O’Brien are the only people that can authorise a cheque).
7. All members of the Club shall be jointly and severally ***(respectively*)** responsible for the financial liabilities of the Club.
8. Distribution of profits; in no circumstances can any profit be distributed to members. Any profits earned shall be used for the furthering of the objectives of the club.
9. **Annual General Meetings and Extraordinary General Meetings**
10. **General Meetings are the means whereby the members of the Club exercise** their democratic rights in conducting the Club’s affairs.
11. The Club shall hold the Annual General Meeting (AGM) in the month of January to:

* Approve the minutes of the previous year’s AGM.
* Receive reports from the Chairman and Secretary.
* Receive a report from the Treasurer and approve the Annual Accounts.
* Receive a report from an Independent Auditor (Simon Binks brother in law TBC) those responsible for certifying the Club’s accounts.
* Elect the officers on the committee.
* Agree the membership fees for the following year.
* Consider any proposed changes to the Constitution.
* Deal with other relevant business.

1. Notice of the AGM will be given by the club secretary with at least*14*days’ notice to be given to all members.
2. Nominations for officers of the committee will be sent to the secretary prior to the AGM.
3. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
4. All members have the right to vote at the AGM.



1. The quorum for AGMs and EGM will be **40*%*** *OF THE MEMBERSHIP.*
2. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
3. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club.  The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
4. All procedures shall follow those outlined above for AGMs.

**General Matters**

1. At any General Meeting resolutions shall be decided by a show of hands of those present who are entitled to vote providing a quorum exists. A quorum at such meetings will exist if at least **40%** of the members entitled to vote are present. All Individual members are entitled to vote.
2. The Chairperson shall preside over at all General Meetings or in his/her absence the voting members at the meeting will decide that the Vice Chair will deputise and manage the meeting. If after half an hour has elapsed from the time appointed for the meeting a quorum is not present, the meeting is dissolved. The meeting shall be adjourned until a time and place decided by the General Committee. If a quorum is not present within half an hour of the appointed for an Adjourned Meeting the matters will be decided by the members present.
3. Notices of meetings will be given by appropriate means. Accidental omission to give notice of a meeting to, or non-receipt of notice of, a meeting by any member shall not invalidate the proceedings a meeting.
4. **Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

1. **Discipline and appeals**
2. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club’s child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
3. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
4. The Committee or nominated sub-committee will make the relevant party/s aware of the complaint against them on a confidential basis. They have the right to submit their account of the dispute to the Secretary within 7 *days*
5. The Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership
6. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
7. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.
8. **Liability**
9. The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee but shall be the responsibility of the Club **Members** as a whole.  Hence, all the club members will be responsible.
10. All members or other persons attending Club events or any Club activity do so at their own risk. Neither the Club nor any of its Officers can accept any liability for any loss or injury sustained at Wombourne Leisure Centre or on any tour or while a person is engaged in any Club activity.
11. **Dissolution**

(a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

(b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of *ANOTHER CLUB WITH SIMILAR OBJECTIVES or THE NAME OF GOVERNING BODY* agreed by the meeting, which formally terminates the club.



1. **Declaration**

Wombourne Kayak Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Declaration**

Wombourne Kayak Club hereby adopts and accepts this as a current operating guide regulating the actions of members. ***Electronically signed.***

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| --- | --- | --- | --- | --- |
| **Name** | Tim Kelly | | **Position** | Chair |
| **Sign** |  | | **Date** | 15/07/2021 |
| **Name** | Rich Dowen | | **Position** | Vice Chair |
| **Sign** | Rich Dowen | | **Date** | 27/07/21 |
| **Name** | Mick O’Brien, Note Paul Elkington to take over role; signed signatures: J.Teuwen, Paul Elkington, Tim Kelly  Paul Elkington | | **Position** | Treasurer |
| **Sign** | John Teuwen | | **Date** | 5/07/2021 |
| **Name** | John Teuwen | | **Position** | Welfare |
| **Sign** | John Teuwen | | **Date** | 5/07/2021 |
| **Name** | John Teuwen, Tim Kelly | | **Position** | Health & Safety |
| **Sign** | John Teuwen | | **Date** | 15/07/2021 |
| **Name** | | Paul Elkington | **Position** | Equipment |
| **Sign** | | Paul Elkington | **Date** | 26/07/2021 |
| **Name** | | Paul Elkington | **Position** | Media Publicity |
| **Sign** | | Paul Elkington | **Date** | 26/07/2021 |
| **Name** | | Rich Dowen | **Position** | Events Trips Organiser |
| **Sign** | | Rich Dowen | **Date** | 27/07/21 |
| **Name** | | John Teuwen | **Position** | Coaching Coordinator |
| **Sign** | | John Teuwen | **Date** | 15/07/2021 |
| **Name** | | John Teuwen | **Position** | Website |
| **Sign** | | John Teuwen | **Date** | 15/07/2021 |
| **Name** | | John Teuwen | **Position** | Secretary |
| **Sign** | | John Teuwen | **Date** | 15/07/2021 |