



Trentham Canoe Club (TCC) Constitution

Reviewed Date: March 2018

i. Name

The organisation shall be known as Trentham Canoe Club hereinafter known as the Club. The Club is affiliated to British Canoeing. The Club is part of Trentham Watersports Association.

ii. Objectives

The objectives of the Club are to promote the sport and recreation of canoeing in Staffordshire and Stoke-on-Trent and to encourage community participation in the same.

- 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;
- To ensure that all present and future members receive fair and equal treatment.

iii. Membership

- Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- The following are eligible for the indicated categories of membership:

Full adult membership (inc use of club equipment)

Adults over 18 wanting to use club equipment

Adult membership (using own equipment)

Adults over 18 predominately using own equipment. Outrigger canoe paddlers would fall into this category.

Junior membership

Young people between the ages of 8 and 18. Those under the age of 8 will only be admitted when one or both parents are members.

Family membership

Partner or spouse of adult member

Junior family membership

Juniors who are primarily paddling with a member of their family who are making little use of coaching or equipment.

Associate/Social membership

Those that do not utilise the facilities of the club other than for the limited number of taster sessions permitted by Club insurance. Can upgrade to full membership.



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Student membership

Over 18s in full-time education.

Community Group membership

Local Clubs that want to use the facilities of the club on a restricted basis.

- iii. The Club committee may refuse or remove from membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- iv. 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 conduct that the club has adopted.

4. Election

The power of election shall rest with the committee who shall decide admittance by a simple majority vote in favour. The committee shall have the discretion to decline renewal of membership only for good cause as detailed in 3iii above. Appeal may be made to the members.

iv. Equal Opportunities Policy

The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

v. Child Protection Procedures

The Club accepts the policy and procedures relating to Child Protection, as set out in the policy document of British Canoeing, and requires all members to accept them as a condition of membership.

vi. Member Fee

- i. Membership fees will be set annually but the committee will remain mindful of its aim of making canoeing accessible to disadvantaged young people.
- ii. Community Group Membership to be renewed annually.
- iii. Those in particular financial difficulty who feel they are unable to pay the full membership fees may apply in writing to the Secretary for consideration for a reduction.

8. Cessation of Membership

- i. Any member may resign giving clear notice of one month in writing to the Secretary.
- ii. Any member violating any of the Rules or Regulations of the Club or being judged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled.
- iii. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than one third of members present who are entitled to vote.



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9. Property and Funds

- i. The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- ii. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- iii. The Club may also in connection with the sport purposes of the Club sell and supply food, drink and related sports clothing and equipment.
- iv. The Club may employ members (though not for competing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person being present.

10. Sections

- i. The Club may organise various sections to cover the various activities of canoeing.
- ii. The affairs of each section shall be conducted by a Sub-Committee of whom the Chairperson or his/her deputy shall serve on the General Committee.

11. Committee

- i. The Committee shall conduct the affairs of the Club and will consist of: Chairman, Secretary, Treasurer and between four and eight other committee members as deemed necessary to reflect the current interests of the Club.
- ii. A parent representative shall co-ordinate the views of the junior members. The junior members may wish to form their own junior committee. Up to two junior members may be elected by the Junior members to sit on the Club committee and shall be entitled to vote on matters discussed at Club committee meetings.
- iii. Nominations for the position of Chairman, Hon Secretary, Hon Treasurer and other officers shall be put forward in the form of a motion.
- iv. The Committee shall elect a Vice Chairman from amongst its number.
- v. The committee shall appoint positions of responsibility at the first committee meeting following the AGM from amongst its number. If necessary ordinary members may be invited to take on these positions without being on the committee.
- vi. The term of office shall be for one year and members will be eligible for re-election.
- vii. The Club's Directors of Trentham Watersports Association will be nominated at the Annual General Meeting to stand for the next 12 months of office according to the TWA calendar. They will usually be committee members of the Club.

12. Disqualification from holding office

Only members entitled to vote are eligible to hold office, except that a Junior Representative may be elected by the junior members of the Club, and be entitled to vote at General Committee meetings.



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13. Duties of Committee

Chairman

The Chairman will preside at all General Meetings of the Club and at all meetings of the Committee. S/he shall be responsible for guiding the activities of the group in accordance with its general policy as expressed by the majority of its members. The Chairmen shall represent or arrange for the representation of the group at British Canoeing meetings at regional level and at meetings of other organisations. S/he shall ex-officio be a member of any other committee of the group.

Hon Secretary

The Hon Secretary will be responsible for the organisations of meetings of the Committee and of the Club, and the recording of minutes and all correspondence relating to the general business of the Club. The Hon Secretary will receive copies of the minutes relating to the meetings of Trentham Watersports Association.

Hon Treasurer

The Hon Treasurer shall keep such books of account as required by the general meeting. The Hon Treasurer may appoint a cashier to collect any monies. The Hon Treasurer shall ensure that the books are audited annually and shall produce at the AGM accounts showing the financial state of the Club, accompanied by the Hon Auditor's report. Cheques should have two signatures. The Hon Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

The Committee

The committee is responsible for the general conduct of the Club's business and activities.

The committee shall meet at regular intervals during the year, as required by the business to be transacted.

Special meetings of the committee shall be called by the Hon Secretary on instruction from the Chairman or not less than three committee members.

A quorum shall consist of not less than four members.

In the case of casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next AGM.

14. General Meetings

- i. An Annual General Meeting shall be held in the Autumn of each year. There shall be laid before the meeting a statement of accounts made up to the end of the month prior to the meeting.
- ii. All adult members, including adult Associate, adult family members and student members (over 18), are entitled to vote at General Meetings. Junior members may vote for the Junior Representatives of the Committee. Non members may attend and contribute to General meetings but are not entitled to vote.
- iii. An Extraordinary General Meeting shall be called on the instruction of a simple majority of the Committee or on a requisition signed by not less than a third of the members of the club allowed to vote.



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- iv. Not less than Thirty Days clear notice shall be given, specifying to all members the time and business of the General Meeting
- v. Motions for discussion at Annual General Meetings not of origin from within the Committee shall be lodged with the Hon Secretary at least 21 days preceding the AGM and signed by two members entitled to vote.
- vi. At any General Meeting a resolution put to the vote of the meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.
- vii. At all General Meetings the Chairman will preside or, in his/her absence, a Chairman for the meeting will be elected by the voting members present
- viii. At all General Meetings not less than twenty percent of members of the Club entitled to vote shall constitute a quorum.
- ix. Absences of Quorum: If, after half an hour from the appointed time for the meeting a quorum is not present the meeting, if called at the request of members, shall be dissolved. In any other case the meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.
- x. Accidental Omission: Accidental omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

15. Liability

The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee but shall be the responsibility of the Club as a whole.

16. Alteration of the Constitution

- i. This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.
- ii. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting and voting on this behalf.

17. Auditor

Every Annual General Meeting shall appoint an Hon Auditor who shall at least once in every year examine the accounts of the Club and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

18. Distribution of Profits

In no circumstances can any profit be distributed to members but any profits earned shall be used in furthering the objects of the Club.



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19. Termination

The Club shall not terminate, except by a resolution of a Special General Meeting convened for the purpose and, in such event, any surplus assets shall be handed over to another club with similar sports purposes which is a registered CASC; or to a registered charity or charities; or to the British Canoeing for use by them for related community sports agreed by the meeting which formally terminates the Club.

20. Power of Decision

- i. Any matter not provided for in this constitution, or any question over the interpretation of it, shall be dealt with by the Committee whose decision shall be final.
- ii. Interpretation of all rules must be consistent with the statutory requirements for CASCs

21. Safety

The Committee shall appoint a member to act as Safety Advisor whose duty it will be to understand the requirements of the BCU Code of Practice for Water Safety and advise on its prominent display, its observation and implementation at all times.

22. Rules

The committee shall be empowered to draw up rules for the safe conduct of canoeing activities, to include the following:

1. All members must follow the risk assessment agreed between the Club and Trentham Leisure.
2. All members must follow the access agreements between the Club and Trentham Leisure.
3. No juniors may canoe alone on the lake.
4. Juniors must wear buoyancy aids at all times unless exempted at the express permission of their coach on an organised race training session with the written permission of their parents.



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23. Declaration

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

Date: 14 March 2018

Signed: T Holmes

Position: Vice Chairperson (Acting Chair)

Date: 14 March 2018

Signed: F Wheildon

Position: Club Secretary

Review History

Date	Version	Activity	Lead
January 2006	V1	Adopted	
January 2017	V2	Revised	
February 2008	V3	Revised	
June 2011	V4	Revised	
March 2013	V5	Revised	
March 2018	V6	Revised	Hadrian Smith/Chris Haigh