



## Constitution

### 1. Name

This club shall be called the Drumchapel and Clydebank Kayak Club and hereafter shall be referred to as the club.

### 2. Objects

The objects of the club shall be to promote the sports of canoeing and kayaking in the local community, to provide access to canoeing and kayaking, and to provide coaching for club members and other interested parties.

The club is not for profit. No portion of the income or 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. This does not preclude the Club from paying members in respect of goods or services provided by that member.

### 3. Powers

In furtherance of the objects, the Management Committee may exercise the power to:

- Provide regular outdoor trips and training sessions.
- Encourage individual development both educationally and physically.
- Encourage individuals to take part in the British Canoeing award scheme.
- Affiliate to the Scottish Canoe Association (SCA) so allowing members access to the resources of, and competitions run by the SCA.
- Support individuals to train as Coaches, thus creating a pool of Coaches to benefit the whole community.
- Organise pool sessions for club members as and when funds allow.
- Raise funds through grant applications and other activities.
- Maintain a stock of equipment for the use of club members.

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- Hire or rent appropriate storage for club equipment and obtain appropriate insurance cover for such equipment.
- Deal with matters of discipline following the process outlined in the *Club Rules and Guidelines*.
- Publish and maintain policy documents in respect of the *Equity, Health and Safety, Data Protection* and *Child Protection* policies and the *Club Code of Conduct*.

## 4. Membership

The Club endorses the principle of sports equality and will strive to ensure that everyone who wishes to participate in kayaking, canoeing or other paddle sports will have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities. 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.

Membership of the club shall be open to any person who wishes to take part in kayaking or canoeing activities. The membership of the Club shall consist of the following categories:

- Junior up to 18 years.
- Adult (waged) 18 years and over.
- Adult (un-waged) 18 years and over with no salaried income.
- Family - One adult and other family members at same address.
- Family (unwaged) - One adult and other family members at the same address with no salaried income to the household.

The following rules shall apply to the members of the club:

- Membership fees shall be agreed at each Annual General Meeting (AGM) and will be applied on an annual basis for that year.
- All members joining the club shall be deemed to accept the terms of this constitution, the *Club Rules and Guidelines*, the *Club Code of Conduct* and any byelaws published from time to time by the club.
- All members can vote at the AGM.
- Termination of membership is at the discretion of the Management Committee and may only occur after appropriate consideration and due process including a right of appeal as determined in the *Club Rules and Guidelines*. Termination of membership may be considered when an individual's behaviour is considered to be so dangerous or reckless that the individual's behaviour presents a danger to members of the public or to other club members.

## 5. Management Committee

- The affairs of the Club shall be conducted by a Management Committee, which shall consist of the Officers of the Club and at least 4 other members.

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- The Officers of the Club who shall be honorary shall consist of a Chairperson, Vice-Chairperson, Treasurer, Secretary and Equipment Officer, all of whom shall be elected annually at the AGM. If the post of any Officer or other Committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.
- All Management Committee members shall be members of the Club.
- Management Committee members may be co-opted by the committee due to their knowledge, skills or experience.
- Committee meetings should be held at a regular intervals throughout the year.

## 6. General Meetings

The Club will hold an AGM during October to:

- Approve the minutes of the previous year's AGM.
- Receive reports from Chairperson and Secretary.
- Receive a report from Treasurer and approve accounts.
- Receive a report from an independent Auditor.
- Elect the Management Committee.
- Consider any changes to the Constitution.
- Appoint an independent Auditor for the Club accounts.
- Deal with other relevant business.

An Extraordinary General Meeting (EGM) may be called by an application in writing to the Secretary supported by at least two members of the Club. The Executive Committee shall also have the power to call an EGM by simple majority of members.

The following rules will apply to General Meetings, both AGM and EGM.

- At least 30 days notice shall be given to all voting members of any General meetings.
- With the exception of changes to the Constitution, simple majority at General meetings shall solve decisions put to a vote.
- The Chairperson of the Club shall hold a deliberative vote as well as a casting vote.
- Quora - The quorum at the General meeting shall be one third of the membership or fifteen members, whichever is the lesser. The quorum for Committee meetings shall be four members.

## 7. Finance and Accounts

- The financial year shall start from the 1st of October each year.
- The Treasurer shall be responsible for the preparation of the annual accounts of the Club.
- An independent Auditor elected annually at the AGM shall audit the accounts.
- The Treasurer and one other member of the Management Committee shall sign all cheques drawn against the Club funds.

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- Pool fees may be changed without notice by a simple majority vote of the Management committee.
- All members of the Club shall be considered to be jointly responsible for the financial liabilities of the Club.
- Fees shall be due on the first day of October for that financial year.

## 8. Byelaws

- The Management Committee shall have the power to publish and enforce such byelaws as the membership feels necessary to govern the activities of the Club. These will be published in the *Club Rules and Guidelines*.
- Club members taking part in and organising trips and pool sessions run by the club should adhere to the *Club Rules and Guidelines* as published by the Management Committee.

## 9. Changes to the Constitution

- Any changes to the Constitution shall require a two-thirds majority of those present and eligible to vote at a General meeting.
- Notice shall be given to all voting members of any General meeting as specified above (30 days) and any proposal to change the Constitution shall be submitted in writing to the Secretary at least 15 days prior to the meeting.
- All proposals for changes shall be signed by two members eligible to vote at a General meeting.

## 10. Dissolution

In the event of the dissolution of the Club any assets thereof shall not be disposed amongst the members in any way whatsoever. In the event of dissolution the assets shall be donated to the Scottish Canoe Association (SCA).