

## **PCC Constitution – Updated Draft Version 1B – 21/8/23**

### **1 Name of Club**

The club will be called Perth Canoe Club (hereinafter will be referred to as The Club), and may also be known as PCC. Perth Canoe Club will be affiliated to the Scottish Canoe Association (SCA).

### **2 Aims and Objectives**

The aims and objectives of the club will be:

- To introduce new members of the club to the different aspects of canoeing/kayaking.
- To offer coaching to increase members' skills and competence in kayaks, following guidelines and coaching plans recommended by the Scottish Canoe Association.
- To get members fully involved in all aspects of the club, and to encourage them to take a turn on the committee.
- To ensure a duty of care to all members of the club.
- To ensure that all present and future members receive fair and equal treatment.

### **3 Membership**

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

3.2 The membership shall consist of the following categories:

Adult (16 and over) SCA member

Adult (16 and over) non-SCA member

Junior (under 16)

Concession (student/unwaged/retired)

Family (up to 2 adults and up to 3 children)

3.3 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.

3.4 Members in each category will pay membership fees, as determined at the Annual General Meeting.

3.5 Members shall be eligible to take part in the business of the Club and vote at general meetings.

#### 4 Sports Equity

4.1 This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and supports the following Sport Scotland position:

“We know that there is inequality in sport and physical activity. We provide leadership to the sporting sector, to influence and drive the changes needed to address inequalities and ensure everyone has the opportunity to take part. Through this, we contribute to a more inclusive Scotland.

In our role as an employer and a leader for the sport sector, we are committed to achieving greater workforce diversity at all levels and creating an environment where the contributions of everyone are valued.”

4.2 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.

4.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

4.4 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

4.5 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### 5 Committee

5.1 The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, and coordinators for Information & Membership, Coaching, Training, Safeguarding and Website who shall be elected at the Annual General Meeting.

5.2 All committee members must be members of the Club.

5.3 If required, the committee shall agree an acting Vice Chair from among its number.

5.4 The term of office shall be for one year, and members shall be eligible for re-election.

5.5 If the post of any officer or ordinary 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.

5.6 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

5.7 The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.

5.8 The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

5.9 The Club meetings will be convened by the Secretary of the Club and aim to be held monthly but be no less than six times per year.

5.10 Management committee meetings will be convened as required by the Secretary of the Club. Only the posts listed above will have the right to vote at committee meetings.

5.11 The quorum required for business to be agreed at Management Committee meetings will be four.

## 6 Finances

6.1 The club treasurer will be responsible for the finances of the club.

6.2 The financial year of the club will run from the 1<sup>st</sup> of September to the 31<sup>st</sup> of August.

6.3 All club monies will be banked in an account held in the name of the club.

6.4 An audited statement of annual accounts, including the Sue Burns Fund, will be presented by the treasurer at the Annual General Meeting.

6.5 Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.

6.6 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

6.7 The Sue Burns Fund exists to support the training and development of new coaches / river leaders within Perth Canoe Club to assist young people taking part in canoeing / kayaking. Contributions to this fund have come from Sue, her family and friends and members of Perth Canoe Club.

The fund shall be administered by representatives from the coaching team and committee.

Applications for funding can be made at any time and should be submitted to the club secretary and training coordinator. These will then be considered at the monthly club meeting and applicants informed of a decision.

Priority for any funding will be to club members who are actively involved in the training, coaching and leadership of club activities or those pursuing qualifications to allow them to become more involved in such activities.

## 7 Annual General Meetings and Extraordinary General Meetings

7.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

7.2 The Club shall hold the Annual General Meeting (AGM) in the month of September 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 those responsible for certifying the Clubs' 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.

7.3 Notice of the AGM will be given by the club secretary with at least 21 days' notice to be given to all members.

7.4 Nominations for officers of the committee will be sent to the secretary prior to the AGM.

7.5 Proposed changes to the constitution shall be sent to the secretary at least 14 days prior to the AGM, who shall circulate at least 7 days before an AGM.

7.6 All members have the right to vote at the AGM.

7.7 The quorum for AGMs will be 10.

7.8 The Chair of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

7.9 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.

7.10 All procedures shall follow those outlined above for AGMs.

## 8 Amendments to the constitution

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

## 9 Discipline and appeals

9.1 All concerns, allegations or reports of poor practice/abuse will be recorded and responded to swiftly and appropriately. Any report relating to the welfare of children, young people or vulnerable adults will be managed in accordance with the club's safeguarding policy and procedures. The Club Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.

9.2 All complaints regarding the behaviour of members should be presented and submitted in writing or via electronic mail to the Secretary.

9.3 The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

9.4 The outcome of a disciplinary hearing should be notified in writing or via electronic mail to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

9.5 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

## 10 Dissolution

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

10.2 In the event of dissolution, all debts should be cleared with the club fund. Any assets of the club that remain following this will become the property of any other clubs in the area with similar objectives.

10.3 Any remaining funds held in the Sue Burns fund at the time of dissolution shall be exempt from 10.2. Disposal of these funds shall be at the discretion of a representative of the Burns family.

## 11 Declaration

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

Name:

Name:

Position:      Chair

Position:      Secretary

Signature:

Signature:

Date:

Date: