

SFCC CONSTITUTION

1.0 NAME

The club shall be called Stirling and Falkirk Canoe Club (SFCC), hereinafter referred to as “The Club”.

2.0 AIMS

The aims of the club shall be :-

- (a) To introduce the sport of canoeing to beginners with a particular emphasis on the Stirling and Falkirk areas
- (b) To promote the club and the sport within the local community
- (c) To ensure a duty of care to all members of the club
- (d) To promote and maintain high standards of technical competence and safety in the sport
- (e) To provide equal opportunities for successful participation by all sections of the community
- (f) To ensure that all present and future members receive fair and equal treatment
- (g) To distribute information and maintain contact with the Scottish Canoe Association (SCA) / British Canoeing (BC)
- (h) To apply the policies of the SCA with regard to the protection of children and vulnerable adults

3.0 AFFILIATION

The Club shall be affiliated to the SCA or other National Governing Body for the sport of canoeing in Scotland at the time.

4.0 MEMBERSHIP

4.1 Membership shall be open to any person who wishes to further the interests of the Club. No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.

4.2 Each person admitted to membership shall be:

- 4.2.1 bound by the Constitution and Bye-laws of the Club
- 4.2.2 deemed to accept these regulations and codes of conduct that the club has adopted
- 4.2.3 come liable for such fees and subscriptions as may be fixed by the Club; and
- 4.2.4 entitled to all advantages and privileges of membership.

4.3 Membership shall consist of 5 categories

- (a) Adult Membership
- (b) Junior Membership
- (c) Family Membership – consisting of a maximum of 2 adults and their children under the age of 18
- (d) Unwaged Membership
- (e) Honorary life-time membership – bestowed on
 - (1) people who have made a significant contribution to the club
 - (2) people who have achieved significant success representing the club
 - (3) people to whom the Executive Committee vote to make an honorary life-time member

Note: Members under 18 will be regarded as juniors

4.4 The Executive Committee shall appoint a member of the Executive Committee to maintain an up to date register of members of the Club who shall also regularly update the register of members held by the SCA.

4.5 A member may at any reasonable time inspect the records or documents of the Club.

4.6 All members will receive a copy of the Club's Child Protection Policy and a copy of the Constitution. This may be by electronic distribution and/or publication on the Club website.

4.7 Membership fees to be set annually at the Annual General Meeting.

5.0 MANAGEMENT

5.1 The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Officers of the Club plus a minimum of 2 and a maximum of 8 other members.

5.2 The Officers of the Club, who shall be honorary, shall consist of a Chairman, Treasurer, Secretary and a Safety Officer. The Executive Committee, including the Officers of the Club shall be elected annually at the AGM. If the position of any officer or other committee member should fall vacant after an election, the Executive Committee shall have the power to fill the vacancy.

5.3 The Executive Committee of the Club shall be adult, unwaged or honorary members (of at least 18 years of age) of the club.

5.4 The Executive Committee of the club shall meet bi-monthly, or more often if required.

5.5 The Executive Committee of the club may conduct the affairs of the club by meetings in person, party telephone (conference) calls, email or other

electronic means. All decisions made during telephone conversations shall be included in the minutes of the next meeting, and copies of email decisions shall be kept by the Secretary.

6.0 GENERAL MEETINGS

6.1 The Club shall hold an Annual General Meeting during the months of September or October to :-

- 6.1.1 Approve the minutes of the previous year's AGM.
- 6.1.2 Receive reports from the Chairman and the Honorary Secretary.
- 6.1.3 Receive a Report from the Honorary Treasurer and approve the Annual Accounts.
- 6.1.4 Receive a report on the accounts as defined in point 7.3.
- 6.1.5 Elect the new Executive Committee and other offices of the club.
- 6.1.6 Consider changes to the Constitution.
- 6.1.7 Set the Annual Membership fees.
- 6.1.8 Deal with other relevant agenda items as notified by the Executive Committee.

6.2 Extraordinary General Meeting

An EGM shall be called by an application in writing to the secretary, supported by at least one third of the membership of the Club. The Executive Committee shall also have the power to call an EGM by decision of four of its members.

6.3 Notice

At least 30 days' notice should be given to all members of any General Meeting.

6.4 Voting

- 6.4.1 With the exception of changes to the Constitution, decisions put to the vote shall be resolved by a simple majority at General Meetings.
- 6.4.2 The Chairman of the Club shall hold a deliberative as well as a casting vote.
- 6.4.3 All Adult, Unwaged or Honorary members have voting rights at General Meetings.

6.5 Quorum

The quorum at General Meetings shall be twelve current members of the club. The quorum at Committee Meetings shall be five members of the Committee.

6.6 Changes to the Constitution

- 6.6.1 Any changes to the Constitution shall receive a two-thirds majority of those present.
- 6.6.2 Notice shall be given to all members of any General Meeting as specified in 6.3. Any proposal to change the Constitution shall be submitted in writing to the Secretary at least two weeks prior to the meeting.

7.0 FINANCE AND ACCOUNTS

- 7.1 The financial year shall run from 1st September each year to 31st August the following year.
- 7.2 The Honorary Treasurer shall be responsible for the preparation of the annual accounts of the Club.
- 7.3 The accounts of the Club shall be certified by an independent person agreed by the Executive Committee.
- 7.4 All cheques drawn against the Club's funds shall be signed by the Treasurer **and** one other nominated office bearer.
- 7.5 All full members of the Club shall be considered jointly responsible for the financial liabilities of the Club.

8.0 BYE LAWS

The Executive Committee shall have the power to publish and enforce such bye-laws as the committee feels necessary to govern the activities of the Club. The bye-laws may be amended by the Executive Committee from time to time.

9.0 Discipline and appeals

- 9.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 9.2 One half of the Executive Committee will meet to hear complaints within fourteen days of a complaint being lodged, to include a minimum of two officers and two other members of the committee. This subgroup of the committee has the power to take appropriate disciplinary action including the termination of membership.
- 9.3 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 fourteen days of the hearing.

- 9.4 There will be the right of appeal to the Executive Committee following disciplinary action being announced. The appeal should be considered by the half of the Executive Committee not involved with the original hearing (defined at point 9.2) within fourteen days of the Secretary receiving the appeal. This subgroup should include a minimum of two officers and two other members of the committee.

10.0 DISSOLUTION

- 10.1 In the event of the dissolution of the Club, any assets thereof shall not be distributed amongst the members of the club in any way whatsoever.
- 10.2 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any properties whatsoever, the same shall be given or transferred to some other organisation or organisations having objects similar to the Club (which may include the National Governing Body), such organisation or organisations to be determined by the members of the Club by resolution passed at a General Meeting at or before the time of dissolution, and if and so far as effect cannot be given to such provision then to some charitable object.

11.0 USE OF CLUB EQUIPMENT

Club equipment including boats, paddles etc is for the use of members of SFCC. However, should a non-member require the loan of equipment this can be allowed at the discretion of the committee. Damaged equipment will be replaced on a like for like basis or repaired. Further conditions on the use of equipment shall be defined in the bye-laws.

12.0 OWNERSHIP OF HERITABLE PROPERTY

The Club may own heritable property for the use of club members. The property shall be registered on behalf of the Club in the names of the Chairman, Treasurer and Secretary of the Club and their successors in office.

STIRLING & FALKIRK
CANOE CLUB