**CONSTITUTION adopted by the club in Annual General Meeting 29/03/2018**

**Certified a true copy**

**---------------------------------------------------------**

**Secretary**

The Club shall be known as Shrewsbury Canoe Club, hereinafter “the Club“. The aim of the Club is to promote the sport and recreation of paddlesport. The Club shall be affiliated to British Canoeing.

**1. MEMBERSHIP**

1.1. Membership is open to all irrespective of sex, sexual orientation, race, religion, age or disability.

1.2. Three classes of membership shall be available:

1.2.1. Adult (18 and over).

1.2.2. Students and under 18s (applications from under 18s must be countersigned by a parent or guardian, students are persons in full time education up to the age of 25, members must be over 16 to vote at Club meetings).

1.2.3. Family (maximum 2 adults plus all students and under 18s in that family group, maximum of two votes per family group).

1.3. Every application for membership shall be made by the on-line application form on the Club website followed by payment of the appropriate annual membership fee.

1.4. The Membership Secretary shall either grant membership or refer an application to the Management Committee for decision and the Management Committee shall have power to grant or refuse the application. Any person refused membership shall have the right of appeal to an Appeals Committee.

1.5. Members will be sent a confirmation when the application is accepted. This will give the expiry date of their membership.

1.6. Any member may resign on giving one month’s clear notice in writing to the Secretary. There will be no refund of any fees paid.

**2. CHILD WELFARE, DISCIPLINE AND APPEALS**

2.1. Any concern or complaint related to the welfare of a member less than 18 years of age should be notified to the Child Welfare Officer who will deal with it in accordance with the Club Policy on child welfare in force at the time.

2.2.1 All other complaints regarding the behaviour of members should be submitted in writing to the Secretary.

2.2.2. The Management Committee will make the relevant party/parties 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 5 daysand the Management Committee will meet to hear complaints within 10 days of a complaint being received by the Secretary. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.

2.2.3 The outcome of the hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within five days of the hearing.

2.2.4. Any member against whom disciplinary action, including termination of membership, is taken shall have the right of appeal within five days of being informed of such action. An Appeals Committee will consider the appeal within 20 days of the appeal being lodged with the Secretary.

2.2.5 An Appeals Committee shall consist of two members who did not take part in the decision which is the subject of the appeal and one BC representative.

**3. THE MANAGEMENT COMMITTEE** (hereinafter “the Committee“)

3.1. The Committee shall consist of Chairman, Secretary, Treasurer, Membership Secretary, and up to 5 general members

3.2. The Committee may co-opt members as and when required.

3.3. Officers and general Committee members shall be appointed at the Annual General Meeting and shall remain in post until the next AGM. Officers and Committee members shall be eligible for re-election.

3.4. The Committee shall conduct the general affairs of the Club. Any decision of the Committee may be challenged by a body of not less than five members who shall require in writing that the Secretary call a General Meeting to resolve the matter.

3.5. Meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or any three Committee members.

3.6. A quorum shall consist of at least three Committee members.

3.7. In case of a casual vacancy in the Committee, the Committee may appoint a substitute.

3.8. Members under 16 years old shall not be eligible for appointment to the Committee and members from 16 to 18 years old shall not be eligible for appointment to the officers’ posts

**4. CLUB SECTIONS**

4.1. The Club may organize various sections to cover the various activities of paddlesport

4.2. The affairs of each section shall be conducted by a sub-committee of up to 5 members and the chairman of each sub-committee shall serve on the Committee

**5. TRUSTEES**

5.1. Up to 4 trustees may be appointed at a general meeting to hold freehold or leasehold property on behalf of the Club.

5.2. In the event of the dissolution of the Club the trustees’ collective responsibility shall be no more than the total assets of the Club in their ownership.

**6. DUTIES OF OFFICERS**

6.1. The Chairman shall preside at all meetings of the Committee and General Meetings of the Club at which he is present. The Chairman shall be responsible for guiding the activities of the Club in accordance with the constitution and the wishes of the members. He shall represent the Club at the meetings of other organizations.

6.2. The Secretary shall be responsible for the general correspondence of the Club, and for the organization of meetings and the recording of the minutes thereof.

6.3. The Treasurer shall be responsible for the collection of all monies and shall keep such books of account as required by the General Meetings. He shall produce at the AGM balance sheets showing the financial state of the Club as at the preceding 31st of January.

6.4. The Membership Secretary shall process new membership applications and annual renewals and expirations of membership and shall maintain the Club database and e mail address list

6.5. Elected officers may seek assistance with their duties from members who may be co-opted to the Committee. Delegation of duties must be clearly agreed and understood and approved by the Committee. Responsibility for duties remains with the elected officer

**7. GENERAL MEETINGS**

7.1. The annual general meeting shall be held in the spring of each year.

7.2. An extraordinary general meeting shall be called on the resolution of the Committee or any requisition signed by not less than five members.

7.3. Not less than 10 days clear notice of any general meeting shall be given stating the time, place, and business of the meeting. Such notice shall be given to all the members by email to the addresses on the Club mailshot database but accidental omission to give notice to, or non-receipt of notice by, a member shall not of itself invalidate the proceedings of the meeting. Notice to one member of a family membership shall stand as notice to all the family.

7.4. Motions for discussion at the annual general meeting and nominations for election to the Committee shall be lodged with the Secretary not later than five clear days before the meeting, and signed by two members. Other motions may be considered by the annual general meeting at the discretion of the Chairman

7.5. At any general meeting a resolution put to the vote shall be decided by show of hands unless the meeting resolves to hold a secret ballot on the issue, except that any election for a position for which more than one nomination has been received shall be by secret ballot.

7.6. In the first instance at any general meeting 10% of the Club’s voting membership shall constitute a quorum. If after 20 minutes from the time appointed for the meeting a quorum is not present, the meeting, if called at the request of the members, shall be dissolved; in any other case the meeting shall be adjourned to a time and place to be fixed by the Committee and if fewer than 10% of the voting membership are present at the time appointed for such adjourned meeting the members present shall constitute a quorum.

**8. LIABILITY**

8.1. Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee members but shall be the responsibility of the Club as a whole.

8.2. All members or other persons who attend functions of the Club do so at their own risk and neither the Club nor its officers can accept liability for loss or damage incurred on Club premises or at any Club function.

**9. ALTERATION OF RULES**

9.1. This constitution shall not be altered, amended or rescinded in any part except by a general meeting of the Club.

**10. AUDITOR**

10.1. Prior to every annual general meeting an auditor shall be appointed to examine the accounts of the Club, and ascertain by reasonable sampling and inspection the correctness of the income and expenditure accounts and of the balance sheet.

**11. PROFITS**

11.1. In no circumstances may any profit be distributed to members. All profits shall be placed in a general fund for the use of the Club.

**12. TERMINATION**

12.1. The Club shall not terminate except by a resolution of an AGM or an extraordinary general meeting called for the purpose, and in such event any surplus assets shall be handed over to British Canoeing.

**13. INTERPRETATION**

13.1. Any matter not provided for in this constitution or any question over interpretation of it shall be dealt with by the Committee whose decision shall be binding until reversed by a general meeting