



Cuckmere Valley Canoe Club

www.cvcc.org.uk

CONSTITUTION

1. Name

The club will be called CUCKMERE VALLEY CANOE CLUB or CVCC in short and shall be affiliated to the sport's governing body BRITISH CANOEING (CANOE ENGLAND).

2. Purposes

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of Kayaking, Canoeing (Paddlesport) at Exceat (near Seaford) in the Cuckmere Valley.

Specifically:

- To offer coaching and paddling opportunities in paddlesport, including kayaking and canoeing of various disciplines
- To promote the club within the local community and paddlesport in general
- 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

3. Membership

The Club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in Paddlesport at all levels and in all roles of the sport.

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, except as a necessary consequence of the requirements of Paddlesport.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis.

Membership fees will be set annually and agreed by the CVCC Committee or determined at the Annual General Meeting.

Membership will run one year from the date of payment.

The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it, 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 by the member.

Membership may be closed to new members at any time due to limited equipment & coaches.

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.

4. Committee

The club will be managed through a Committee elected by the membership.

Nominations for positions on the Committee will be by invitation prior to the AGM.

Voting for nominees shall be by post or attendance at the AGM, when results of voting will be declared and the election of Committee Members shall be declared immediately thereafter.

In the event of a tie, another vote shall be taken in the same manner. When voting, no member shall give more than one vote to any candidate.

The committee shall consist of at least the following six statutory officers:

- Chairperson
- Secretary
- Treasurer
- Safety Officer
- Welfare Officer
- Junior Representative

The committee shall consist of no more than ten (10) members including its statutory officers.

All committee members shall hold office for one year. They will be eligible for re-election.

In the event of the resignation of any of the members of the committee during the year, the remaining members may co-opt another member of the Club to fill the vacancy until the next annual general meeting.

Should a committee member be absent from three consecutive Committee meetings without offering apologies for absence the Chairperson will contact the Committee Member to ensure they wish to continue to fulfil the role.

Majority of Votes - At all meetings of the Club, Committee or Sub-Committee, matters arising shall be decided by a majority of votes.

Casting Vote - The Chairman shall have a deliberate and casting vote at all times.

Quorum - At all meetings of the Committee, five (5) shall form a quorum.

The Committee meetings will be convened by the Secretary and held no less than four times per year.

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. Finance

All surplus income or profits are to be reinvested in the club.

No surpluses or assets will be distributed to members or third parties.

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

The Club Treasurer shall be responsible for the finances of the club.

All payments & withdrawals (including debit card, bank transfer & cash withdrawals) must be authorised by at least two unrelated members of the committee.

Cheques drawn for amounts less than five hundred pounds (£500) will require only one signatory, with amounts of five hundred pounds (£500) and over requiring at least two Committee Members signatures.

Automated bank transfers and debit card payments will be limited to five hundred pounds (£500).

The financial year of the club will end on 8th November each year.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

The accounts should be scrutineered or audited by an appropriately qualified independent third party once a year.

6. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Secretary to all members, with at least twenty one (21) days notice via the website and in writing.

The quorum for AGM's will be ten (10) members.

Extraordinary General Meetings (EGM's) maybe called outside of the AGM. An EGM may be called at anytime by the committee. Club members may also call for an EGM which may be held at any time upon a requisition being sent to the Chairperson. Such requisition shall be signed by at least ten members stating the purpose of the meeting. Procedures for EGMs will be the same as for the AGM.

7. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child Welfare Policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Committee will meet to hear complaints as soon as possible. The Committee has the power to take appropriate disciplinary action including the suspension or termination of membership.

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 (14) days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being announced.

8. Dissolution

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

The Committee will then be responsible for the orderly winding up of the Club's affairs.

Upon dissolution of the club any remaining assets shall be given or transferred to a registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

9. Amendments to the constitution

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

10. Declaration

CUCKMERE VALLEY CANOE CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: CVCC Chairperson

Signed:

Date:

Name:

Position: CVCC Secretary