

PANGBOURNE PADDLESPO RT CLUB CONSTITUTION (13th Dec 2023)

1 Name of Club

- (a) The club will be called 'Pangbourne Paddlesport Club' (hereinafter will be referred to as the 'Club') and will be affiliated to British Canoeing.

2 Vision and Aims

- (a) The vision of the Club is to:
- ensure that our members are at the heart of everything that we do
 - be a financially independent and sustainable club
 - be one of the region's leading paddlesport clubs, renowned for its club spirit, development and training opportunities, and achievements
 - offer a variety of paddlesport activities to inspire and challenge
 - be at the heart of our local community
- (b) The aims of the Club are to:
- grow the membership of the Club through reputation, personal recommendation, and targeted advertising
 - provide members with skills training and personal development
 - represent our members through governing bodies
 - provide good quality equipment and training to encourage people into sport and activities
 - actively promote our activities to our local community

3 Membership

- (a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering, or participating in paddlesport, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.
- (b) The membership shall consist of the following categories:
- Junior member
 - Student member
 - Adult member
 - Family member
 - Senior member
 - Social member
- (c) 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.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting (AGM).

- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Committee.
- (f) All Club members will be affiliated members of the Adventure Dolphin (Pangbourne) Charity.

4 Sports Equality

- (a) The Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and aligns with British Canoeing's Equality Diversity and Inclusion policy [2023]:

“British Canoeing is committed to ensuring everyone is able to access and enjoy paddlesports, regardless of their identity, background or circumstances, whether they wish to paddle recreationally, represent their Country on the world stage, or give back to the community through coaching or volunteering.”¹

- (b) 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.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- (d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chairperson, Vice Chairperson, Treasurer, Welfare Officer, Members' Secretary, Secretary, Communications co-ordinator (websites and social media team), and up to three other members of the Club, who shall be elected at the AGM.
- (b) All Committee members must be members of the Club.
- (c) The term of office shall be for one year for all role except the role of 'treasurer' which is a 3-year term. Committee members shall be eligible for re-election.
- (d) If the post of any officer or ordinary Committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding AGM.

¹ <https://www.britishcanoeing.org.uk/about/equality-diversity-and-inclusion>

- (e) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- (f) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- (g) The Committee will be responsible for disciplinary hearings of members who infringe the Club's Constitution, rules, or regulations. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (h) The Committee meetings will be convened by the Secretary of the Club and be held no less than six times per year.
- (i) All the Committee members will have the right to vote at Committee meetings.
- (j) The quorum required for business to be agreed at Committee meetings will be 50%.

6 Finances

- (a) The Club Treasurer will be responsible for the finances of the Club.
- (b) The financial year of the Club will run from 1 April and end on 31 March.
- (c) All Club monies will be banked in an account held in the name of the Club.
- (d) The Treasurer will prepare a statement of Annual Accounts for each financial year. If required by the Committee this will be reviewed by an appropriately qualified individual prior to presentation at the AGM.
- (e) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) within seven months of the financial year end, usually in the month of September to:
 - Approve the minutes of the previous year's AGM
 - Receive reports from the Chairperson and Secretary
 - Receive a report from the Treasurer and approve the Annual Accounts
 - Receive a report from those responsible for certifying the Club's accounts
 - Elect the officers on the Committee
 - Membership fees for the following year will be discussed but may be finalised at a later date by the committee.
 - Consider any proposed changes to the Constitution
 - Deal with other relevant business

- (c) Notice of the AGM will be given by the Club Secretary with at least 14 days' notice to be given to all members.
- (d) Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- (e) Proposed changes to the Constitution shall be sent to the Secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
- (f) All members over 16 years of age have the right to vote at the AGM.
- (g) The quorum for AGMs will be 20%.
- (h) Decisions shall be passed on a simple majority basis, with the Chairperson holding a deliberative as well as a casting vote at general and Committee meetings.
- (i) 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.
- (j) All procedures shall follow those outlined above for AGMs.

8 Amendments to the Constitution

- (a) The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

9 Discipline and Appeals

- (a) 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 protection policy and procedures. The Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Committee or nominated sub-committee will make the relevant party/s 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 28 days.
- (d) The Committee will meet to hear complaints within 28 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- (e) 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 14 days of the hearing.

- (f) There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10 Dissolution

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any Club funds. Any assets of the Club that remain following this will become the property of the Adventure Dolphin (Pangbourne) Charity.

11 Declaration

- (a) Pangbourne Paddlesport Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Name	Stuart Quinton	Position	Chairperson
Sign	<i>S.Quinton</i>	Date	12 th April 2023

Name	Vicky Metcalfe	Position	Vice Chairperson
Sign	<i>V.Metcalfe</i>	Date	12 th April 2023