

STAFFORD & STONE CANOE CLUB

CONSTITUTION

1. NAME

1.1. The name of the club shall be STAFFORD & STONE CANOE CLUB hereinafter referred to as the Club.

2. OBJECT

2.1. The object of the Club is to promote the sport of canoeing.

2.2. In support of this objective the Club shall be an affiliated member club of British Canoeing.

3. MEMBERSHIP

3.1. **Qualification** Any person who undertakes to behave in the best interest of the sport and Club shall be eligible for membership.

3.2. **Classes of Membership**

3.2.1. **Full Members** Those who are 18 or over on the 1st January in the year commencing the joining/renewing membership year who take an active part in the sport of canoeing.

3.2.2. **Junior Members** Those whose 18th birthday falls on or after the 1st January in the year commencing the joining/renewing membership year who take an active part in the sport of canoeing.

3.2.3. **Associate Members Group A** Non paddling members who wish to support the club and / or need to be a member to validate the roles they undertake in the club.

3.2.4. **Associate Members Group B** Former Full Members who have moved out of the area, that rarely use club facilities, and are members of BC.

3.2.5. Deleted 2020

3.2.6. **Group Members** Youth groups, Schools or other educational organisations may be accepted at the discretion of the Committee. The terms and subscription applicable shall be decided in each case by the Committee as it thinks fit. The leader or secretary of any group must be a Full member of the Club.

3.3. **Election** Candidates for election to membership shall make written application to the Club Membership Secretary. If deemed necessary by the Membership Secretary, the power of election shall rest with the Committee and shall be by a simple majority vote.

3.4. **Restriction** Any person who has been expelled from any club affiliated to British Canoeing shall not normally be eligible for membership.

4. ENTRANCE FEE

4.1. Each applicant for membership shall, if the application is accepted, pay an entrance fee, the amount of which shall be determined by the members in General Meeting.

5. SUBSCRIPTIONS

5.1. The rates of subscription for the various classes of membership shall be determined by the members in General Meeting and shall be due on election and thereafter on or before the 1st March in each year.

5.2. Prospective members joining mid-year will pay a reduced subscription at a rate determined by the members in General Meeting. Previous year's members joining mid-year will pay the full annual subscription, reductions in exceptional circumstances may be made following application to and approval by the Committee

5.3. Deleted 2018

5.4. Deleted 2016

5.5. The date of joining for the purpose of paragraphs 5.2 & 5.3 shall be the date of election to membership.

5.6. Any boat left in storage at the Club for more than two months without payment will, after due notice in writing, be transferred to the ownership of the Club for use as a club boat.

6. **CESSATION OF MEMBERSHIP**

- 6.1. Any member may resign giving one month's clear notice in writing to the Secretary.
- 6.2. Any member violating rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may by resolution of the Committee be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than three members.
- 6.3. Any member so suspended or expelled may also appeal to British Canoeing.
- 6.4. A member shall be deemed to have resigned from the Club if, after due notice in writing, the member has not paid by the 1st May the annual subscription which became due on the 1st March. That person may, however, re-join at any time during that membership year with payment of an administration fee plus the full subscription due. The members in General Meeting shall determine the amount of the administration fee.

7. **ACTIVITIES**

- 7.1. Any aspect of Club activity may be organised by a sub-committee of which the Chairman of the Club or his deputy shall be a member.
- 7.2. All members or persons who attend Club activities of any kind do so at their own risk and neither the Club or its officers can accept any liability for any loss or injury of any kind sustained whilst engaged in any Club activity.

8. **DISQUALIFICATION FROM HOLDING OFFICE**

- 8.1. Junior members shall be eligible for election to the Committee only as a Junior Representative.

9. **OFFICERS AND COMMITTEES**

- 9.1. The officers of the Club shall be the President, Chairman, Vice-Chairman, Secretary and Treasurer and any other officers as necessary.
- 9.2. The President of the Club shall be appointed for a term of two years, such an appointment being in an Honorary capacity with the rights of a Full Member of the Club, and thereafter become an Honorary Life Member. The proposal of such a person to be made by the Committee at a General Meeting of the Club.
- 9.3. Honorary Life Members may be proposed by the Committee at a General Meeting of the Club and such an appointment shall confer on the recipient all the rights and privileges of a Full member.
- 9.4. The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by the members in General Meeting and serve for two years. They shall be eligible for re-election. The Chairman and Treasurer shall be elected in even numbered years and the Vice Chairman and Secretary in odd numbered years.
- 9.5. The Committee shall, subject to the overriding policy decisions of the Club in General Meeting, conduct the affairs of the Club as a whole. The Committee shall consist of the Chairman, Secretary, Treasurer, Vice-Chairman, ex officio and other officers as necessary, and up to six further members, one of whom may be a Junior member. Additionally the Committee may co-opt up to five members to its number for specific purposes. With the exception of a Junior representative, other officers and Committee members shall be elected annually at the Annual General Meeting. A Junior Committee member shall be elected by junior members and ratified by Committee at meeting to follow the AGM.
- 9.6. 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.
- 9.7. A General meeting or the Club Committee shall have the power to appoint sub-committees as they may deem necessary or desirable. The Chairman or his deputy will be an ex officio member of any sub-committee. Such sub-committees may co-opt additional members. Terms of reference for any sub-committees shall be laid down by the appointing body.
- 9.8. Casual vacancies on the Committee or any sub-committee shall in the case of the Chairman, Vice-Chairman, Secretary and Treasurer and may in the case of other members be filled by the Committee or sub-committee concerned from the members of the Club to act until the next Annual General Meeting. Such appointments shall be reported to the next Annual General Meeting. The Committee or any sub-committee shall at its first meeting after its appointment fix its quorum.
- 9.9. The Committee shall meet not less than six times a year. Meetings shall be called by the Secretary on the instruction of the Chairman or any three members of the Committee in writing.
- 9.10. Sub-committee meetings shall be called by the Secretary of the sub-committee or on the instruction of any member of the sub-committee.
- 9.11. Voting at Committee and sub-committee meetings shall be by show of hands; in the event of equality the Chairman of the Committee or sub-committee shall have a casting vote.
- 9.12. Sub-committees shall keep minutes of their meetings. A copy shall be forwarded to the Club Secretary without unnecessary delay.

1.
 10. **TRUSTEES**
 - 10.1 The Trustees must be elected by the Committee to hold office until death or resignation unless removed from office by a resolution of the Committee.
 - 10.2 There must be not less than two or more than four Trustees of the Club.
 - 10.3 The first Trustees must be appointed by the Committee and the property of the Club (other than cash which must be under the control of the Treasurer) must be vested in them to be dealt with by them as the Committee from time to time directs by Resolution and an entry in the Minute Book is conclusive evidence of a Resolution.
 - 10.4 The Trustees may be indemnified against risk and expense out of the Club property.
 - 10.5 The Trustees hold office until death or resignation or until removed from office by a resolution of the Committee, which may, for any reason which may seem sufficient to a majority of the Members of the Committee present and voting at any meeting, remove any Trustee from the office of Trustee.
 - 10.6 Where by reason of the death, resignation or removal of a Trustee a new Trustee needs to be appointed or if the Committee deems it expedient to appoint an additional Trustee or additional Trustees, the Committee may by Resolution nominate the person or persons to be appointed as the new Trustee or Trustees.
 - 10.7 To give effect to a nomination:
 1. The President is nominated as the person to appoint new Trustees of the Club within the meaning of the Trustee Act 1925 Section 36 and
 2. The President must by Deed appoint the person or persons nominated by the Committee as the new Trustee or Trustees of the Club and
 3. The provisions of the Trustee Act 1925 apply to any appointment.
 - 10.8 Any statement of fact in the Deed of Appointment of New Trustees in favour of a person dealing bona fide and for value with the Club or the Committee is conclusive evidence of the fact so stated.

11. **DUTIES OF OFFICERS**

- 11.1. **Chairman** The Chairman will preside at all General Meetings of the Club and at all General Meetings of the Committee and be responsible for guiding the activities of the Club in accordance with this Constitution and general policy as expressed by the majority of members in General Meeting.
- 11.2. **Vice-Chairman** The Vice-Chairman will deputise for the Chairman whenever necessary.
- 11.3. **Secretary** The Secretary shall:-
 - 11.3.1. Ensure that an up to date register of members is kept.
 - 11.3.2. Convene meetings and keep minutes of the proceedings.
 - 11.3.3. Attend to correspondence relating to the general business of the Club.
 - 11.3.4. Receive and keep copies of minutes of proceedings of any sub-committees.
 - 11.3.5. Generally conduct the business of the Club in accordance with the instructions of the Club in General Meeting and its Committee or sub-committees.
- 11.4. **Treasurer** The Treasurer shall:-
 - 11.4.1. Keep proper and accurate accounts of all monies received or paid on behalf of the Club, together with its property.
 - 11.4.2. Monitor and/or receive all monies due to the Club and ensure that they are promptly deposited with the Club's bankers.
 - 11.4.3. Discharge the day to day financial liabilities of the Club, together with other liabilities incurred on the instructions of the Club in General Meeting or of the Committee. Except for small petty cash type items paid in cash, payments of accounts shall be approved by any two from Chairman, Secretary, Deputy Chairman, Trustee and Treasurer.
 - 11.4.4. Prepare the annual account of all transactions during the Club's year ended 31st August and submit the accounts to the Auditor.
 - 11.4.5. Submit the accounts, together with the Auditor's report thereon to the Annual General Meeting of the Club.
- 11.5. Other officers may perform duties as prescribed by the Committee.

12. **GENERAL MEETINGS**

- 12.1. General Meetings of which not less than 14 days' notice shall be given shall be held at least once per year.
- 12.2. One of these meetings, to be held as soon after 31st October as is practical, shall be the Annual General Meeting.

- 12.3.A Special General Meeting shall be called on the instructions of the Committee or a written request to the Secretary with a statement of the business to be transacted by ten or more Full members. Such a meeting must be held within 28 days of the receipt of such a request.
- 12.4.At least seven days' notice of a Special General Meeting shall be given in writing to members.
- 12.5.Notice of General Meetings may be by way of details in the club's Newsletter or other periodical, publicity or information document. The notice shall specify the business to be transacted.
- 12.6.Motions for discussion at the Annual General Meeting, not of origin from within the Committee, shall be lodged with the Secretary on or before the last day of September and be signed by at least two members.
- 12.7.All members of the Club shall be entitled to attend and speak at the General Meeting, but only Members over 18 are entitled to vote. Club supporters may also attend and speak with the permission of the Chairman but may not vote.
- 12.8.The quorum at General Meetings shall be twelve voting members.
- 12.9.The Chairman, or in his absence the Vice Chairman shall preside at all General Meetings. Should neither be present a temporary Chairman shall be elected from those present pending the arrival of the Chairman or Vice Chairman. The decision of the Chairman on points of order and matters affecting the conduct of the meetings shall be final.
- 12.9.1.At any General Meeting a resolution put to the vote shall normally be voted on by a show of hands except when the resolution involves a contested election of officers or Committee members. Under these circumstances voting will be by secret ballot.
To be carried, a resolution shall require a simple majority of votes of members present and voting. In the event of equality of votes the Chairman shall have a casting vote.
- 12.9.2.If after half an hour from the time appointed for the meeting a quorum is not present the meeting, if called at the request of members, shall be dissolved. In any other case, the meeting shall be adjourned to a time and place to be fixed by the Committee. If a quorum is not present within half an hour of the time appointed for *an* (the) adjourned meeting, the members present shall constitute a quorum.
- 12.9.3.The Chairman may, with the consent of the majority of the voting members present, adjourn a General Meeting from time to time and place to place but no business shall be transacted at such an adjourned meeting other than that left unfinished at the meeting at which the adjournment took place.
- 12.9.4.Accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of a meeting.
- 12.9.5.An account of the year's activities and progress shall be made by the Chairman to the Annual General Meeting without prejudice, however, to such other reports as may be felt appropriate.

13. AUDITOR

- 13.1.At every Annual General Meeting an Auditor shall be appointed. The Auditor shall at least once in every year immediately following the close of the Club's financial year examine the accounts of the Club and ascertain the correctness of the income and expenditure accounts and of the balance sheet.
- 13.2.The Auditor will report his findings to the Annual General Meeting and may make such observations as he thinks desirable in any aspect of the Club's finances to the Committee via the Secretary.

14. AMENDMENTS TO THE CONSTITUTION

- 14.1.No alterations or additions to the Constitution shall be made except at a General Meeting with the approval of two-thirds of those present and entitled to vote.
- 14.2.Note:- Prior approval needed from Inland Revenue.

15. DISTRIBUTION OF NET INCOME GENERATED

- 15.1.In no circumstances may any net income generated be distributed to members.
- 15.2.Any net income generated shall be contributed to the General Fund for furthering the object of the Club.

16. DISSOLUTION

- 16.1.The Club may be dissolved at a General Meeting with the approval of two-thirds of those present and entitled to vote.
- 16.2.On dissolution any property or assets remaining after the satisfaction of all debts and liabilities shall be given to or transferred to British Canoeing or another Community Amateur Sports Club or Charity with similar objectives. The dissolving resolution may give instructions for the disposal of surplus assets.

17. PROPERTY OF THE CLUB

- 17.1.All property and effects of the Club shall be vested in and for the use of the Club in furthering its object.

- 17.2. All moneys of the Club in excess of current working requirements shall be invested so as to earn interest.
- 17.3. Temporary investment may be in a bank or other short notice deposit account as the Treasurer thinks fit.
- 17.4. Other than temporary investments shall be made in investments authorised for the investment of trust funds on the authority and at the discretion of the Committee. In making its decisions the Committee should seek written advice from a person considered by the Committee to be appropriately qualified to give such advice. The Committee may delegate to a member or members the power to take decisions hereon of an urgent nature.
- 17.5. The Committee shall keep all investments under continuous review taking advice as in 17.4 above.
- 17.6. All property and assets belonging to the Club shall be held in the name of the Club.

18. POWER OF DECISION

- 18.1. Any matter not provided for in this Constitution or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

19. GENDER

- 19.1. In this constitution the masculine includes the feminine and vice versa, unless the context specifically requires otherwise

Published:- November 1986

Revised:- November 1997, November 1998, November 2002, March 2003 (Trustees added), November 2009 (14.2 added. 17.5 ref to 17.4 corrected), November 2011 (Associated Members A&B added), November 2015 (3.2.2 Delete No person under 9 is eligible to be a Junior member.), November 2016 (British Canoeing corrected to British Canoeing - 3.2.5 Delete. Under 9's may hold Family membership providing a parent holds Full membership and assumes responsibility for that child. - 5.4 Delete Paid up members shall be issued with a membership card), November 2017 (9.5 Change Youth to Junior), November 2018 (5.2 Delete Members joining on or after the 1st July in any year. Add Prospective members joining mid-year. Add Previous year's members joining mid-year will pay the full annual subscription, reductions in exceptional circumstances may be made following application to and approval by the Committee. 5.3. Delete. 9.5 Add With the exception of a Junior representative. Add A Junior Committee member shall be elected by junior members and ratified by Committee at meeting to follow the AGM. 12.1 Replace 21 with 14).

2. November 2019 (3.2.1 & 3.2.2 replace current with year commencing the joining/renewing. 5.1 replace January with March. 6.4 Replace March with May. Replace January with March.

3. November 2020 (Delete section 3.2.5 Family Membership. Section 3.3 Remove the requirement to make a verbal membership application to the membership secretary. Section 3.3 Change the requirement for membership applications to be made to the Secretary to say that they are made to the Membership Secretary. Section 3.3 Change the need for all membership applications to be approved by the committee so that this is at the discretion of the Membership Secretary. Change Section 8.1 To allow Juniors to be elected to the committee but only as Junior Representatives Change Section 11.4.3 to take out the requirement for all payments (other than petty cash payments) to be paid by cheque. Change Section 11.4.3 to allow the Deputy Chairman and Trustees to approve payments as well as the Chairman, Secretary and Treasurer.



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Date: 19 March 2003
Our Ref: CH00652/CDY
Your Ref:

Dear Mr Mantle,

COMMUNITY AMATEUR SPORTS CLUB REGISTRATION

Stafford & Stone Canoe Club

The Inland Revenue has registered Stafford & Stone Canoe Club as a **Community Amateur Sports Club** for the purposes of *Schedule 18 Finance Act 2002* with effect from 05 March 2003.

I have entered the club's name and address on the Register of Community Amateur Sports Clubs. Please note that the club's

CASC Registration number is: **CASC 00302**

Tax Reference number is: **CH 00652**

The tax reference number should be quoted in any correspondence with this office.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Colin Young'.

Colin Young
Technical Executive
(Sports Clubs Unit)



INVESTOR IN PEOPLE

Business Director: Mark Nellthorp