



# Stonehaven Canoe Club



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## CONSTITUTION

- A. Name: The name of the club shall be Stonehaven Canoe Club.
- B. Aims:
1. The aim of the club shall be to encourage an active interest in canoeing/kayaking among members.
  2. Encompass the objects as set out in the Constitution of the Scottish Canoe Association.
- C. Membership:
1. Categories of membership:
    - a) Full membership shall be open to individuals aged sixteen or over, at membership renewal.
    - b) Junior membership shall be open to individuals aged fourteen to seventeen, at membership renewal.
    - c) Family membership shall include one or two parents and all children aged seventeen or under, at membership renewal. Both parents shall have the voting rights of a full member. If no children, then both adults to pay full membership.
  2. Membership will only be granted after receipt by the Treasurer of the appropriate subscription and will be valid for a standard calendar year i.e. it will run for 12 months starting from the 1<sup>st</sup> January of each year. All new memberships and renewals should be processed in January, however any new members joining throughout the year, but before the 1<sup>st</sup> October of that year will also pay the full annual subscription. Anyone joining in the last quarter of a year, (October, November and December) will be enrolled during this period but their membership will carry through until the 1<sup>st</sup> January of the year after.
  3. The committee shall be empowered to refuse or terminate an individual membership in the interest of the club, providing that the member concerned shall have the right to address the Committee personally before the final decision is taken.
  4. Subscription rates shall be decided at the Annual General Meeting of the club.
- D. Officers and Committee:
1. An Honorary Chairman or Honorary Vice-Chairman may be elected at the Annual General Meeting.
  2. The executive officers of the club shall be -
    - a. Chairman
    - b. Secretary
    - c. Treasurer

The office of Chairman shall not be combined with that of Secretary or Treasurer.  
All executive officers shall stand for re-election each year, at the Annual General Meeting.
  3. The committee shall consist of the executive officers of the club together with at least THREE other elected members.

4. Executive officers and committee members shall -
  - a. be elected at the Annual General Meeting
  - b. serve until the termination of the next Annual General Meeting
  - c. be eligible for re-election each year.
5. Nominations for executive officers and committee members shall be made at the Annual General Meeting by members eligible to vote, or may be made in writing to the Secretary at least 7 days prior to the AGM.
6. The committee shall be empowered to co-opt additional members for specific purposes or should vacancies occur between Annual General Meetings.
7. The committee shall be empowered to form sub-committees for specific purposes.
- E. Working of the committee:
  1. The committee shall manage the affairs and funds of the club according to the requirements of this constitution and shall take such action as they may consider necessary to further the aim of the club.
  2. In the event of a contingency not covered by this constitution the committee shall take such action as they consider necessary meantime, providing that any decisions so made shall be subject to ratification at the Annual General Meeting, or competent Special General Meeting of the club.
  3. The committee shall meet at least FOUR times between Annual General Meetings.
  4. THREE members of the committee, including at least ONE executive officer of the club, shall constitute a quorum.
  5. Motions shall be carried by a simple majority of those present.
  6. Meetings of the committee shall be called by the Secretary as necessary or on receipt of a request to do so signed by TWO members of the committee.
  7. The Secretary shall normally notify committee members at least seven days before the date of a meeting and shall intimate so far as possible the nature of the business to be transacted.
- F. Finance:
  1. The Treasurer shall keep accounts of all moneys paid to or by the club.
  2. An auditor, who is not a member of the committee, shall be elected at the Annual General Meeting.
  3. The Accounts shall be made up to the end of the club's financial year, which shall be February 28th, and submitted to the auditor.
  4. The audited accounts shall be submitted at the next Annual General Meeting.
  5. The committee shall be empowered to open an account with a bank in the name of the club and all withdrawals relative to this account shall only be authorised if signed by the Treasurer and another executive officer of the club.
  6. Termination - The club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities.
- G. Annual General Meeting:
  1. The Annual General Meeting shall be held before the end of September each year to allow committee details to be submitted to the SCA.

2. The Secretary shall issue notices at least 21 days before the date of the Annual General Meeting and shall intimate so far as possible the nature of the business to be transacted. It shall also be the Secretary's responsibility to ascertain which of the existing committee members are willing to stand for re-election if nominated.
3. The right to vote at the Annual General Meeting shall be permitted to all members of the club as defined in Section C.
4. A quorum shall consist of EIGHT members.
5. Except for amendments to the constitution (see section J), motions shall be carried by a simple majority of those eligible to vote.
6. The Chairman shall be empowered to decide whether voting on any issue shall be by show of hands or by ballot.
7. If the Chairman of the club is unable to attend, the meeting shall first elect another member of the committee to act as Chairman. Thereafter business shall be transacted in the following order-
  - a. Apologies for absence
  - b. Minutes of the previous meeting
  - c. Matters arising from the minutes
  - d. Chairman's report
  - e. Treasurer's report and Statement of Accounts
  - f. Secretary's report
  - g. Election of executive officers and committee members
  - h. Election of auditor
  - i. Amendments to Constitution, if applicable
  - i. Annual subscription
  - j. Consideration of matters from the floor
  - k. Any other competent business.

H. Special General Meetings:

1. A Special General Meeting shall be empowered to discuss only the specific business for which it was called.
2. A Special General Meeting shall be called by the Secretary -
  - a. if a motion to do so is carried by the committee
  - or
  - b. on receipt of a request to do so that is signed by SIX members of the club.
3. The Secretary shall issue notices at least 21 days before the date of a Special General Meeting specifying the nature of the business to be transacted.
4. The right to vote at a Special General Meeting shall be permitted to all members of the club as defined in Section C.
5. A quorum shall consist of EIGHT members.
6. Except for amendments to the constitution (see section J), motions shall be carried by a simple majority of those eligible to vote.
7. The Chairman shall be empowered to decide whether voting on any issue shall be carried by a simple majority of those eligible to vote.
8. If the Chairman of the club is unable to attend, the meeting shall first elect another member of the committee to act as Chairman.

I. General Matters :

1. The committee shall manage the affairs of the club. Financial or legal liability incurred in the rightful exercise of their office shall not however be the personal liability of the Committee but shall be the responsibility of the club as a whole.
2. All members or other persons who attend club tours or meets 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 while participating in club activities. Each person is responsible for the condition and suitability of the equipment they use.

J. Amendments to the Constitution:

Amendments to the Constitution shall be made only by a motion carried by two thirds of those present and eligible to vote at the Annual General Meeting or a competent Special General Meeting.

K. Data Protection

Data provided by club members will be stored electronically in accordance with Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. Only data provided by members on membership forms will be stored and this data will be deleted when an individual ceases to be a member of the club. Data stored by the club will be shared with the club committee, coaches, trip leaders and with the SCA. Membership data will be used for the purposes detailed on the membership form. Club members can request a copy of the data stored about them by contacting the club secretary.