



Maldon Canoe Club



Club Constitution

1. Name of Club

Ref: Version 2025R02

The club will be named Maldon Canoe Club (hereinafter will be referred to as the Club) and may also be known as MCC. MCC will be affiliated to PaddleUK.

2. Aims and Objectives

The Aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Canoeing/Kayaking
- To promote the club within the local community and Canoeing/Kayaking
- To manage Maldon Canoe Club in accordance with British Canoeing guidelines
- 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

- (a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in Canoeing/Kayaking regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
 - Adult Membership
 - Senior Membership (60 plus)
 - Junior Membership
 - Family Membership
- (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 by the membership on an annual basis
- (e) Membership and hire charge increases will be proposed and voted on by members at an open meeting in the autumn or via an online vote
- (f) Individual members shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team and to the committee unless the applicable subscription has not been paid by the due date and/or membership has not been agreed by the Club committee / Subcommittee



Maldon Canoe Club



4. Sports Equity

The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

- (a) Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- (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. As per BC Policy on their website
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equal opportunity and abide by the BCU Code of Conduct.
- (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 may consist of the Chairman, Vice Chairman, Treasurer, Club Secretary, Health & Safety Officer, Website and Communication Officer, Welfare Officer, Equipment Officer, Coordinator, Grant Officer, Youth Officer and Development Officer 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 and 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 or EGM (proxy voting shall be offered by exception) within 60 days. Online committee meetings are acceptable.
- (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 subcommittees and 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 rules/regulations/body/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (h) Committee meetings will be convened usually by the Secretary and held no less than 4 times per year.



Maldon Canoe Club



- (i) The quorum required for business to be agreed at Committee meetings will be a minimum of 4 Committee members.

6. Finances

- (a) The Treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will end on. 31st October
- (c) All club monies will be banked in an account held in the name of the Club.
- (d) A statement of audited annual accounts will be presented by the Treasurer at the AGM.
- (e) Any monies above £200 drawn against club funds should hold the signature of the Treasurer and one other authorised signature as approved by the Committee

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.

The Club shall hold the AGM in the month of November to January for the previous year (if in the month of January members of the previous year will have a vote) to:

- Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Audited Annual Accounts.
 - Elect the officers on the committee.
 - Consider any proposed changes to the constitution.
 - Deal with other relevant business.
- (b) Notice of the AGM will be given by the Club secretary with a minimum of 28 days' notice to be given to all members.
 - (c) Nominations for officers of the Committee will be presented to the Secretary, a minimum of 7 days prior to the AGM.
 - (d) Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate to all members at least 7 days before an AGM.
 - (e) All members attending the AGM have the right to vote.
 - (f) The quorum for AGMs will be 10% of membership.
 - (g) The Chairman of the Club shall, when there is a tie, provide a casting vote at general and committee meetings.
 - (h) 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.



Maldon Canoe Club



- (i) All procedures for the EGM shall follow those outlined for AGMs with the exception that one may be called within 14 days.

8. Amendments to the constitution

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

9. Welfare

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

10. Discipline and appeals

- (a) All complaints regarding the behaviour of members should be presented and submitted in writing to the Welfare Officer.
- (b) The Committee or nominated sub-committee will make the relevant party(s) aware of the complaint against them on a confidential basis. The individual(s) have the right to submit their account of the dispute to the Secretary within 14 days of receiving notification of the complaint.
- (c) The Committee will meet to hear complaints/respond within 21 days of a complaint being lodged.
- (d) 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. Any appeal should be made in writing to the Secretary within 14 days of receiving the outcome of the disciplinary hearing.
- (g) The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

11. Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of two thirds of all members.



Maldon Canoe Club



- (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 another club with a similar interest or PaddleUK.

12. Declaration

Maldon Canoe Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	Steve Hunter	Position	Chairman
Signature	<i>S Hunter</i>	Date	07 February 2025

Name	Judy Podd	Position	Club Secretary
Signature	<i>J Podd</i>	Date	07 February 2025