

# Salford Canoe Polo Club

## CONSTITUTION

### 1. NAME

The club will be called Salford Canoe Polo Club and will be affiliated to the British Canoe Union.

### 2. AIMS AND OBJECTIVES

The aims and objectives of the club will be to:

- offer coaching and competitive opportunities in canoe polo.
- promote the club within the local community and within paddlesport.
- ensure a duty of care to all members of the club.
- provide all its services in a way that is fair to everyone.

### 3. MEMBERSHIP

To ensure all present and future members receive fair and equal treatment, membership should consist of officers and members of the club.

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.

Members will be enrolled in one of the following categories:

- Adult Member
- Junior member

### 4. MEMBERSHIP FEES

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

Fees will be paid: Annually on the 1<sup>st</sup> September each year

### 5. OFFICERS OF THE CLUB

The committee officers of the club will be:

- Chair
- Secretary
- Treasurer
- Equipment Officer
- Media Secretary
- Ladies and Youth Development Officer
- Social Secretary
- Welfare Officer

Salford Canoe Polo Club will also have a team captain for each competitive team. The team captain is responsible for presenting a team to the committee for ratification against the team selection criteria.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

## 6. COMMITTEE

The club will be managed through the Committee consisting of the above committee members.

Only these posts will have the right to vote at meetings of the Committee.

The Committee will be convened by the Secretary of the club and held no less than 4 meetings per year.

The quorum required for business to be agreed at Management Committee meetings will be: 5 (including two of either the chair, treasurer, or secretary).

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. FINANCE

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on: 31st March

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

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 8. ANNUAL GENERAL MEETINGS

Notice of Annual General Meetings will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 40% of club members.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 9. 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 protection 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 within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the 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 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## 10. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of NW Paddlesport to be used for Regional Canoe Polo projects or clubs

## 11. AMENDMENTS TO THE CONSTITUTION

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

## 12. DECLARATION

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

SIGNED:  
DATE:  
NAME:  
POSITION:

SIGNED:  
DATE:  
NAME:  
POSITION: