

Titan's Canoe Club Constitution

1.0 Name

This club will be called Titan's Canoe Club and use the acronym TCC. TCC will also be affiliated to the Scottish Canoe Association (SCA) and adopt and follow its policies.

2.0 Aims and Objectives

The main aim and reason for founding the club is to form a Canoe polo team, the aim will be to grow the sport within the club starting with a single team and growing into more teams as membership grows.

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities for Canoe polo players
- to offer coaching and competitive opportunities in all disciplines of Paddlesport as the club grows
- to promote the club within the local community
- to manage the equipment
- 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
- to ensure that all present and future members receive fair and equal treatment.

3.0 Membership

1. Membership should consist of officers and members of the club.
2. 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 conduct that the club has adopted.
3. The Club may have different classes of membership and subscription on a nondiscriminatory and fair basis. The Club will have an equitable pricing and will keep subscriptions at levels that will not pose a significant obstacle to people participating.
4. The level of subscriptions will be decided by the Committee from time to time and notified to the members. The membership shall consist of certain categories of membership that include:
 - a) Full members
 - b) Youth and Junior members (under 18)
 - c) Student members
 - d) Discretionary members
 - e) Non-Paddling Membership
 - f) Sponsored 1st Year Valkyries

5. Application for membership of the Club shall be by completion of a membership application form.
6. The Committee shall have power to terminate the membership of any member and any member whose membership has been terminated or any member who voluntarily resigns at any time shall forfeit all interest in any funds or property of the Club and shall not be entitled to refund of any subscription or part of subscription.
 - a) The Committee may refuse membership, or remove it, at their discretion but only for good cause such as conduct or character likely to bring the Club into disrepute.
 - b) The club retains the right to review and make decisions regarding the renewal of memberships based on the club's constitution & code of conducts, ensuring that our club remains a positive, inclusive, and enjoyable environment for all members.
7. Members in each category of membership shall pay such membership fees as are determined by the Committee from time to time. Any member failing to pay their annual subscription by the deadline set by the Committee will automatically cease to be a member upon expiry of their membership term and must re-join as if a new applicant for membership.
8. All members shall comply with and be subject to this constitution and the Club's code of conduct and, by joining the club or renewing their membership, shall be deemed to accept the constitution and the code of conduct and any other codes of practice that the Club has adopted.

4.0 Membership Fees

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

Fees will be paid: annually at a rate proposed by the committee.

5.0 Officers of the Club

1.1 Executive committee members

The Executive officers of the club will be:

- President
- Treasurer
- Secretary

Officers will be elected annually at the Annual General Meeting.

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

All officers of the club must carry out club business in accordance with SCA policies.

1.2 General Members

It is seen that more than one team will be possible in the future. Each team should have at least one representative on the committee.

Team Rep – At least one from each team on the committee

6.0 Committee

The club will be managed through the Management Committee consisting of executive and general committee members.

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

The quorum required for business to be agreed at Management Committee meetings will be: 3.

The Management Committee will be responsible for adopting new policy, codes of conduct 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.

7.0 Finance

All club monies will be banked in an account 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: May 31st.

A 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 one other officer.

8.0 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 14 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management 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 at least 30% of the clubs 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.

As a minimum the structure of the annual general meeting should be documented to include the following;

- Approves minutes of previous AGM
- Receives office bearer reports
- Receives and approves accounts and receives a report from\ those responsible for certifying the accounts (should be defined)
- Appoints someone responsible for that certification
- Fixes subscriptions
- Considers constitutional changes and bye laws
- Conducts any other relevant business

There should be provision within the constitution for general meetings and the process for calling should be defined, which will normally be by the executive or at least 10% of the membership. As with all meetings, fair notice must be given to all voting members. The notice period should be defined.

9.0 Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management 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 7 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.

10.0 Dissolution

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

11.0 Amendments

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

12.0 Declaration

Titan's Canoe Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members

13.0 Policies

Titan's Canoe Club follows the policies according to the SCA policies.