



SDCC CONSTITUTION

22nd May 2025



Fun, inspiring, and inclusive, whilst also being knowledgeable, approachable, and affordable.

1 Name of Club

The club will be called Swindon and District Canoe Club and may also be known as SDCC (hereinafter will be referred to as The Club). Swindon and District Canoe Club will be affiliated to Paddle England.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in kayaking, canoeing and stand-up paddle boarding
- To promote the club within the local community and paddle sports in all their forms.
- To manage the containers and equipment stored within them at Coate Water Country Park and Dorcan Recreation Complex
- 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 kayaking, canoeing and stand-up paddle boarding, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.
- (b) The membership shall consist of the following categories:
 - Full member – aged 18+
 - Family member – 2 adults and 2 children (in full time education under the age of 21) in the same household.
 - Youth member – aged 12-17 years old
 - Senior member – of state pension age at the time of application.
 - Non-Paddler member – a subsequent member of the same household as either a full or concessionary member.
 - Honorary member – awarded membership by the Club Committee.
- (c) All Members will be subject to the regulations of the constitution and, by joining the Club, will be deemed to accept these regulations, the code of conduct and codes of practise that the Club has adopted.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting. The membership year runs from April 1st to March 31st.

- (e) Members shall be eligible to take part in the business of the Club and vote at general meetings provided the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- (f) Any Paddle England Club Associate Member will pay an additional fee of £2.50 to cover the individual cost of affiliation to the national governing body. To be paid at the time of membership.

4 Sports Equity

- (a) 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:

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.
- (d) All club Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (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 shall consist of the Chairperson, Treasurer, Secretary, Welfare and Safety Officer, Volunteer Co-ordinator, Equipment Officer and up to 5 ordinary Committee Members as deemed necessary, who shall be elected at the Annual General Meeting.
- (b) All Committee members must be members of the Club.
- (c) If required, the Committee shall elect a Vice Chair from among its number.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) 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 Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, Code of Conduct and Codes of Practice that affect the organisation of the club.

- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the regulations found in the Constitution, the Code of Conduct, and the Codes of Practise. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The Committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year.
- (j) Only the posts listed above will have the right to vote at Committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings will be 50% of committee members.
- (l) Each Committee Member shall be indemnified by the club for personal costs, charges, losses or other expenses and liabilities incurred by him or her in the execution of his or her duties or in relation there to.

6 Finances

- (a) The Club Treasurer will be responsible for the finances of the Club.
- (b) The financial year of the Club will run from 1st April and end on 31st March. The accounts will be audited at the end of each financial year.
- (c) All Club monies will be banked in accounts held in the name of the Club.
- (d) The Club bank accounts must hold the signature of the treasurer and up to two other officers of the Committee who are not related.
- (f) All Members shall be jointly and severally responsible for the financial liabilities of the Club.
- (g) The accounts to be audited at the end of the financial year by an independent person without any relation to a club member.

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.
- (b) The Club shall hold the Annual General Meeting (AGM), either in person or on a suitable online platform as deemed appropriate, in the month of May to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairperson and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the officers on the Committee.

- Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the Club Secretary with at least 21 days' notice to be given to all Members.
- (d) Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
- (f) Members aged 18 years and above are entitled to speak and vote at general meetings and Members aged 12-17 can speak at general meetings.
- (g) The quorum for AGMs will be 25% of the club membership.
- (h) The Chairperson of the Club shall hold a deliberative, as well as a casting, vote at general and Committee meetings.
- (i) 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.
- (j) All procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

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

9 Discipline and appeals

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people, and adults will be recorded and responded to swiftly and appropriately in accordance with the club's Safeguarding policy and procedures. The Club Welfare and Safety Officer is the lead contact for all Members in the event of any Safeguarding concerns.
- (b) All complaints regarding the behaviour of Members should be presented and submitted in writing to the Secretary.
- (c) The Committee or a nominated sub-committee will make the relevant party/s aware of the complaint against them on a confidential basis. They have the right to submit their account of the dispute to the Secretary within 14 days.
- (d) The Committee will meet to hear complaints within 21 days of a complaint being lodged. 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 within 28 days following disciplinary action being announced. The Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

10 Dissolution

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any club funds. Any assets of the club that remains following this will become the property of another established club with similar objectives to be decided and voted on at the same AGM/EGM for 10A

11 Declaration

Swindon and District Canoe Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of Members.

Name	Louise Goddard	Position	Chairperson
Sign	<i>L. Goddard</i> (signed electronically)	Date	02/06/2025

Name	Joni Thomas	Position	Treasurer
Sign	<i>J. Thomas</i> (signed electronically)	Date	02/06/2026