



Integrate Paddling: Constitution

1. Name

The name of the Club shall be "Integrate Paddling"

2. Aims and Objective

To provide canoeing activities and training for members.

Notes:-

1. Whilst the club is predominantly a sea kayaking club other disciplines will be catered for at the wishes of the members.
2. At present there is not an intention to have a junior section.
3. The club can take part in other activities identified as supporting the main aims of the club or to the benefit of the canoeing in general.

3. Membership

Membership is open to all persons who identify with the aims of the club and shall be on an annual basis

4. Subscriptions

Subscriptions shall be on annual basis payable on the 1st of January. The amount decided/confirmed at the AGM. Any member not paying their subscription by the 1st of March will be sent a reminder and if payment is not then received by the 31st of March may be considered as having resigned. New members joining during the year will pay the full annual subscription.

No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members.

5. Equality

There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

6. Data Protection

The club will comply with the Scottish Canoe Association (SCA) Data Protection Policy. One member, normally the Secretary, will be responsible for this and will undergo suitable training to fulfil this role.

7. Suspension

A member will be liable for suspension from the club if they bring the club or canoeing into disrepute, are abusive or discriminatory to another member of the club or act in a manner which is deemed unsafe to the extent that it threatens their own life or that of others. Should any member or members feel that another member has behaved in a manner that may require suspension they should bring it to the attention of the committee by e-mail as soon as is practical, giving details of the event. The committee will form a sub group comprising of three committee and three ordinary members; none of whom were involved in the relevant event. This group will normally include the Chair. If there are not three committee members who were not privy to the event then their place will be taken by ordinary members. The individual(s) will be allowed the opportunity to defend their



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actions and any member who wishes to do so may make representation to the sub group. A two thirds majority of the sub group is required for a suspension to be implemented. Any suspended member will forfeit the remainder of their annual subscription.

8. Appeals Procedure

Should any person wish to appeal against a decision made by the Club or its officials then they must notify a committee member within seven days of the incident. The Club will form a tribunal of three members one of which shall be a member of the Club and the other two persons may be from outside the club but have relevant knowledge and/or experience of the issue of the appeal. The members of the tribunal shall be persons mutually acceptable to both the club and the complainant. The decision of the tribunal shall be binding based on a majority vote.

9. Committee and responsibilities

The Executive Committee shall consist of:-

- Chairperson. Responsible for the overall good governance of the Club
- Secretary. Responsible for, internal and external correspondence of the Club, the notification of the AGM and meetings, the publication of an agenda for meetings and the taking of and promulgation of minutes of meetings and the maintenance of a list of members.
- Treasurer. Responsible for the financial regularity of the Club. Shall maintain a Bank Account in the Clubs name, keep an account as an accurate record of the Club's financial transactions, make payments and raise invoices as required, collect subscriptions and hire fees and ensure the club has funds to meet its financial liabilities. The treasurer will present the account and give a report of the Clubs financial position at the AGM. The accounting period shall be a calendar year.
- Equipment Officer. Shall keep an inventory of all club equipment, monitor the state of repair and serviceability of all equipment and plan a maintenance programme as necessary. The equipment officer shall recommend to the club as and when necessary the need to dispose of, replace or purchase items and shall be responsible for the registration of any PLBs owned by the club and the disposal of pyrotechnics. A report on the condition and serviceability of all equipment shall be presented to the Club at the AGM. Note: - Any safety equipment deemed unserviceable will be destroyed.
- Training Officer. Shall encourage and provide training for Club members and instructors and organise basic training as and when required for new members. A report on the training carried out each year shall be presented to the club at the AGM.
- Trip Planning Officer. Shall on an annual basis publish a proposed timetable of Club Trips and other club activities together with other events that may be of interest to members. The timetable shall, were possible, be published before the middle of March each year.
- Section Officers. If and when the Club has more than one section then each section shall have a member to represent that section and report that sections activities to the club at the AGM

The committee shall also consist of at least two but not more than five ordinary members and co-opted members as the committee deem necessary.



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Office bearers shall stand down at each AGM but may be re-elected any number of times. During the year the Executive Committee may approve more than one committee member to undertake the role with the duties being either shared or divided.

10. Meetings

The AGM, General Meetings and Extraordinary General Meetings shall be called by the Secretary and members given two weeks notification. The time, location of the meeting and any agenda will be promulgated at least five days before any meeting. 10% of members will be allowed to call an EGM at any time, this to be done through the secretary and the proposed business of such a meeting shall be notified to members at least two weeks before the meeting.

A quorum shall be 40% of the Committee members which shall include ordinary and co-opted members.

The decision of any vote shall be by a simple majority of those present with, if necessary, the Chairperson having the casting vote.

An AGM shall be held annually in the autumn, the business of this meeting will include as a minimum:-

- Approval of the minutes of the previous AGM
- Office Bearers reports
- Presentation of the accounts including a report from whoever certifies the account. Note:
 - With the agreement of the committee having had an opportunity to inspect the account this may be the Treasurer.
- Decided the subscription for the forthcoming year.
- Consider any changes to the constitution.
- Election of Office Bearers.
- Any other relevant business.

11. Electronic Meetings

With the exception of the AGM business may be conducted by electronic means provided that the secretary receives acknowledgment that all addressees are in receipt of all correspondence. Such acknowledgements will be promulgated to all other addressees. All other rules of business apply. The use of electronic distribution emails lists will be based only on the current paid up members.

12. Club Assets

All funds and the property of the Club shall be the responsibility of the Executive Committee and their successors on behalf of Integrate Paddling.

13. Grants

The Club will consider financial grants to members towards the cost of training, skills development or any activity deemed to the benefit of the club. Such grants will normally be limited to 50% of the total cost of fees, expenses and associated costs.

14. Affiliation

The Club shall be affiliated to the Scottish Canoe Association.



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15. Dissolution

In the event of the dissolution and after any outstanding obligations have been satisfied all funds, property and other assets will be given to the Scottish Canoe Association.

16. Interpretation

The Executive Committee shall have the sole responsibility for the interpretation of the Constitution or of any Rules that shall be in force at any time.

Signed Date:

Greg Manning (Chairperson, Integrate Paddling)