



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. 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 calendar year basis.
- The minimum age for all club organised activities shall be 18 years old. The club does not currently have a junior section.
- Only those with fully paid membership can be considered members. Lapsed payments will also remove the Paddle Scotland (PS) associate membership status from within the Paddle Scotland portal.

4. Subscriptions

Subscriptions shall be on annual basis payable on the 1st of January each year. 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. Club Equipment

The hire of Club Equipment by fully paid up members is possible - details are available on the Club Website, or contact a member of the committee for more information. Rental of club equipment to non-members will require the approval of the Club Committee.

6. 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. The club follows the relevant Paddle Scotland (PS) Policy, linked from the club website.

7. Data Protection

The club will comply with the Paddle Scotland (PS) Data Protection Policy. One member, normally the Secretary, will be responsible for this and will undergo suitable training to fulfil this role. The club follows the relevant Paddle Scotland (PS) Policy, linked from the club website.

8. 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



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comprising of three committee and three ordinary members; none of whom were involved in the relevant event. This group will normally include the Chairperson. 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 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. The club has adopted a Paddle Scotland template for a Code of Conduct – this is available on the Club website.

9. Appeals Procedure

Should any person wish to appeal against a decision made by the Club or it's 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.

10. 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 or 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
- Club Safeguarding Officer - responsible for ensuring a safe and welcoming environment for all members, particularly children and vulnerable adults, by managing and reporting safeguarding concerns



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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. The roles and responsibilities of the committee should be reviewed on a regular basis, the best time for this would be at the AGM.

Office bearers shall stand down at the yearly AGM and the posts will become vacant. Nominations to fill the posts will be carried out at the AGM. Postholders can 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.

11. Meetings

The AGM, General Meetings and Extraordinary General Meetings (EGM) 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 members 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.

12. Electronic Meetings

Electronic meetings can be used as an alternative when the opportunity for face-to-face meetings is not possible. All other rules of business apply. The use of electronic distribution emails lists will be based only on the current paid up members.

13. 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.

14. 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.

15. Affiliation

The Club shall be affiliated to the Paddle Scotland (PS) based on the criteria set by the National Governing Body (NGB).



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16. Safeguarding Children and Adults at Risk

The club will follow the Paddle Scotland (PS) policies relating to wellbeing and safeguarding, currently [Safeguarding Adults Policy](#) and [Safeguarding Policy](#) (these are linked from the club website). This includes the handling of requests / referrals to Disclosure Scotland.

The club will appoint a Safeguarding Officer as part of the Committee. The role will ensure that any volunteers who work with vulnerable groups (identified in the above policies) are appropriately trained. With the changes relating to Standards for Deployment, the Officer will undergo training as CWPO (Child Wellbeing and Protection Officers) and CWPO (Child Wellbeing and Protection Officer). The Officer should also be registered under the PVG scheme.

17. 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 Paddle Scotland (PS).

18. 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.

19. Declaration

The above document represents the current version of the Integrate Paddling Club Constitution.

Role	Signature	Date
Chairperson	
Secretary	