



FIFE CANOEING ACTIVITIES GROUP

Registered Community Amateur Sports Club No. 02345

SCOTTISH CANOE ASSOCIATION AFFILIATED CLUB No. 0423

CONSTITUTION

1 TITLE

- a) The title of this community amateur sports club is “Fife Canoeing Activities Group” hereinafter referred to as ‘The Group’.

2 PURPOSE

- a) The Group is a non-profit making organisation dedicated to the development of the amateur sport of canoeing and community participation in the same. To accomplish this purpose the Group shall:
 - i) Promote the introduction of the sport to all members of the community.
 - ii) Arrange, where practicable, for coaches to provide recognised training for the Group membership, individual members of the community and community groups.
 - iii) Provide opportunities for assessment to recognised standards by qualified coaches.
 - iv) Provide safety training and advice appropriate to activities being undertaken.
 - v) Promote awareness of training available from other recognised providers.
 - vi) Promote awareness and encourage participation in competitive events.
 - vii) Promote and encourage the training and development of coaches.
 - viii) Organise a varied annual programme of events, excursions and expeditions for all levels of ability.
 - ix) Apply the “SCA Paddlers’ Access Code” and promote awareness of current issues relating to access to waters.
 - x) Maintain contact with the SCA and distribute information to members as required.
 - xi) Apply the policies of the SCA with regard to the protection of children and vulnerable adults.
 - xii) Apply other appropriate policies of the SCA brought into effect from time to time.

3 MEMBERSHIP

- a) Membership of the Group shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities and resources is allowable on a non-discriminatory basis.
- b) The Group has different classes of membership and subscriptions on a non-discriminatory and fair basis. The Group will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c) The Planning Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Group or the sport into disrepute. Appeal against refusal or removal may be made to the members at an Extraordinary General Meeting. The Chairperson and Secretary shall call such an Extraordinary General Meeting within one calendar month of an appeal being lodged.
- d) Membership of the Group will run for twelve calendar months from either June or September. Any new membership subscription shall be calculated on a pro rata basis from the end of the month that it is taken out. Membership of the Group can be taken out in the following ways:

- i) SENIOR MEMBERSHIP is open to people of eighteen years and over who wish to participate in and support the activities of the Group.
 - ii) NON-PADDLING SENIOR MEMBERSHIP is open to people of eighteen years and over who wish to support the activities of the Group.
 - iii) JUNIOR MEMBERSHIP is open to people of fourteen years to seventeen years who wish to participate in and support the activities of the Group.
 - iv) FAMILY MEMBERSHIP is open to young people under the age of fourteen years, where at least one parent or guardian is a Senior, Non-paddling Senior, Life or Honorary Life Member.
 - v) LIFE MEMBERSHIP is open to people of eighteen years and over who wish to participate in and support the activities of the Group. Life membership shall terminate on the request of the member or be suspended if the member has not been actively participating or supporting the activities of the Group for a period of three consecutive years.
 - vi) HONORARY LIFE MEMBERSHIP as awarded at a General Meeting.
- e) Membership subscriptions shall be decided at the AGM.

4 GROUP EXECUTIVE

- a) The Group Executive shall be elected at each Annual General Meeting. Nominations for each office are to be in the hands of the Secretary a minimum of fourteen days prior to the Annual General Meeting.
- b) Only members entitled to vote are eligible to hold office. The Group Executive comprises the following office bearers:
 - i) Chairperson
 - ii) Vice-Chairperson
 - iii) Secretary
 - iv) Treasurer
 - v) Membership Secretary
- c) Duties of office bearers
 - i) The Chairperson presides at all General Meetings and all Planning Committee meetings of the Group. The Chairperson is responsible for guiding the activities of the Group in accordance with the Constitution and other policies and procedures adopted by the Group from time to time. The Chairperson shall be a member of any other committee of the Group.
 - ii) The Vice-Chairperson shall deputise for the Chairperson in his or her absence and carry the same responsibilities and voting powers as the Chairperson at such times.
 - iii) The Secretary is responsible for the organisation of General Meetings and Planning Committee meetings and the recording of minutes of such meetings. The Secretary is responsible for all correspondence relating to the general business of the Group.
 - iv) The Treasurer is responsible for the collection of all monies including subscriptions and shall keep accurate records of the financial transactions of the Group and ensure effective examination of these records by an independent examiner. The Treasurer shall produce a proper statement of income and expenditure accompanied by the Examiner's report to all members at each Annual General Meeting.
 - v) The Membership Secretary processes applications for membership and is responsible for keeping accurate records of the Group's membership. The Membership Secretary monitors membership levels and administers a waiting list for prospective members as required and in accordance with 3(a) above.
- d) The Group Executive may suspend, modify or cancel any Group activity which is not planned or conducted in line with current guidelines and procedures, or rules brought into effect by the Planning Committee for the safe conduct of canoeing activities.

5 PLANNING COMMITTEE

- a) The Planning Committee comprises the Group Executive plus up to six non-executive members. The Planning Committee has responsibility for managing the Group's funds, property, affairs, events and activities. The Planning Committee has the power to appoint sub-committees as necessary and to draw up rules for the safe conduct of canoeing activities.
- b) Three non-executive members of the Planning Committee shall be elected at alternate Annual General Meetings. Nominations are to be in the hands of the Secretary a minimum of fourteen days prior to the Annual General Meeting.
- c) In the event that there are less than three nominations, the Group Executive has the power to co-opt members of the Group to serve as non-executive members of the Planning Committee.
- d) In the event that there are greater than three nominations, non-executive members shall be elected on the basis of the three highest numbers of votes cast for each nominee.
- e) In the event of an office bearer or member of the Planning Committee resigning during the term of office, the Planning Committee shall have the power to fill the vacancy through co-option from the membership of the Group eligible to vote.
- f) The Planning Committee shall make decisions in accordance with the Voting Procedure (8). Decisions which affect a substantial portion of the Group membership may only be made by the Planning Committee where a minimum quorum of four Planning Committee members are present, two of which must be office bearers.
- g) Accidental omission to give notice of a meeting to any member of the Planning Committee shall not invalidate the proceedings of that meeting.

6 ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETINGS

- a) The Annual General Meeting shall be held within two calendar months of the end of the financial year at which the following business shall be conducted:
 - i) Annual report by the Chairperson
 - ii) Treasurer's report
 - iii) Review of subscriptions
 - iv) Appointment of an independent examiner for end of year accounts
 - v) Election of the Group Executive
- b) The quorum for any general meeting shall be at least 12 individual members eligible to vote or 20% of the membership eligible to vote whichever is the greater.
- c) An Extraordinary General Meeting can be called at any time by the Chairperson and Secretary or by one-third of the Group's membership who are eligible to vote. The Secretary shall call such a meeting within one calendar month of receipt of such written application.
- d) Amendments to the Constitution shall only be made at an Annual General Meeting or at an Extraordinary General Meeting specially convened for that purpose. Notice of intended amendments shall be circulated to all members at least fourteen days prior to the date of the meeting convened for this purpose. Amendments to the Constitution may only be made after agreement by a two-thirds majority of votes cast by those members present who are eligible to vote.

7 PROPERTY AND FUNDS

- a) The Group is non-profit making and any surplus income or gains shall be reinvested in the Group. The Group shall not distribute its assets in cash or in kind to the Group's members or any third party other than in the form of donations to charities or other clubs that are registered Community Amateur Sports Clubs. Reasonable expenditure to meet the cost of awards or trophies given to members to recognise achievement is permitted.
- b) The Financial Year of the Group shall end on October 31st.
- c) The Group shall hold a current bank account. Cheques must bear the signature of two office bearers.
- d) In the event of dissolution of the Group, after discharging all debts and liabilities, the Group's net assets shall be applied to any or all of the purposes of:
 - i) The Scottish Canoe Association for use in community related sport.
 - ii) Another registered Community Amateur Sports Club in Fife. In the event of this not being taken up, distribution over a wider geographical area will be considered.
 - iii) A charity.
- e) The distribution of such assets shall be determined by majority decision at a General Meeting of the Group convened for that purpose.

8 VOTING PROCEDURE

- a) Only members aged fourteen years and over shall be eligible to vote at a General Meeting or a postal referendum.
- b) The Chairperson shall be allowed a deliberative and a casting vote. In the absence of the Chairperson, the Vice-Chairperson shall be allowed a deliberative and a casting vote. No other person shall be allowed to exercise more than one vote.
- c) Planning Committee members only shall vote upon proposals made at a Planning Committee Meeting.
- d) In accordance with decisions made, from time to time, by the Planning Committee, it shall be permissible for members of the Group to be allowed a postal vote (referendum). The exceptions are those items that require to be voted upon at a General Meeting.
- e) Proposals and nominations must be seconded by a member eligible to vote before they can be voted upon.

Adopted at a General Meeting held at Rothes Halls, Glenrothes on 8th December, 2009.

Signed _____

Iain McBride (Chairperson)

Signed _____

Mark Duncan (Vice-Chairperson)