

Club Constitution



Name of the Club

The club will be called Debdale Outdoor Activity Club (Hereinafter will be referred to as The Club) and may also be known as DOAC. The club is affiliated to Debdale Outdoor Centre within the terms of the Service Level Agreement.

Aims and Objectives

The aims and objectives of the club will be:

To offer coaching and competitive opportunities in sailing, kayaking and windsurfing.

To promote the club within the local community and relevant governing bodies.

To ensure the safe and appropriate use of the Debdale Outdoor Centre during club sessions.

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.

Membership

Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

The membership shall consist of the following categories:

JUNIOR membership (6-18 Years)

Adult membership

HONORARY MEMBERSHIP

Voluntary Membership

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CAPS GREEN = Addition/Change

CAPS RED = Removal

Members in each category will pay membership fees, as determined at the Annual General Meeting.

Individuals shall be eligible to take part in the business of the Club, vote at General Meetings or be eligible for selection **FOR** any Club team unless the applicable subscription has not been paid by the due date and/or membership has not been agreed by the Club committee.

Only qualified **INSTRUCTORS AND VOLUNTEERS** can operate equipment, including powerboats during club sessions **WITH APPROVAL FROM THE CENTRE PRINCIPAL**.

PARTICIPANTS and volunteers are only classed as members if they have completed an appropriate membership form.

ONLY APPROVED MEMBERS WITH ADEQUATE QUALIFICATIONS CAN DRIVE POWERBOATS DURING CLUBS SESSION. APPROVAL IS GIVEN WITH THE AGREEMENT OF DEBDALE OUTDOOR CENTRE PRINCIPLE, CHAIRPERSON AND LEAD INSTRUCTOR. BEST PRACTICE MUST BE USED WHEN OPERATING BOATS AND FAILURE TO DO SO WILL RESULT IN SUSPENSION OF APPROVAL.

You do not have to be a member to partake in club sessions, you will be classed and referred to as a non-Member.

Non-Members cannot take part in **EXTERNAL** competitions. **OR OPERATES POWERBOATS**

All members and Non-Members must pay a £10 fee at the start of each session. (**VOLUNTARY AND** Instructor Members are exempt)

Sports Equity

This 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.

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.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behavior and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Committee

The affairs of the Club shall be conducted by a Committee, which shall consist of:

CHAIRPERSON

VICE CHAIRPERSON (CLUB OPERATIONS)

VICE CHAIRPERSON (CLUB DEVELOPMENT)

SECRETARY

TREASURER

WELFARE OFFICER

The committee will also consist of parents/guardians, volunteers and appropriate club members who have been invited by the 'EXECUTIVE COMMITTEE'. They will be known as 'Ordinary Committee Members'.

All of the EXECUTIVE COMMITTEE must be members of the club.

IF REQUIRED THE CLUB SHALL ELECT A VICE CHAIR FROM AMONG IT'S NUMBER.

The term of office for EXECUTIVE COMMITTEE members shall be one year, after which, members shall be eligible for re-election.

If the post of any 'EXECUTIVE COMMITTEE' member should fall vacant after such an election, the Elected Committee Members shall have the power to fill the vacancy until the succeeding Annual General Meeting.

The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The committee will have the powers to appoint advisers to the committee as necessary to fulfil it's business.

The 'EXECUTIVE COMMITTEE' will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Elected Committee Members will be responsible for taking any action of suspension or discipline following such hearings.

The committee meetings will be convened by the Secretary of the Club

Sub-Groups

The club should consist of 4 sub-groups called: '**DEVELOPMENT COMMITTEE**', 'Maintenance Sub-Group', 'Event and Social Sub-Group' and 'Finance **AND FUNDRAISING** Sub-Group'

All sub-groups should appoint a 'Spokesperson' who will report back to the **EXECUTIVE COMMITTEE** and Ordinary committee members at the AGM and upon request.

Sub-Groups shall meet no less than 4 times per year. (**WHERE POSSIBLE**)

One member of the **EXECUTIVE COMMITTEE** shall be present at each sub-group meeting.

All sub-group meetings should be minuted and minutes should be stored in the relevant folder on the Club drive.

The Chairperson, Vice Chairs and any signatories should sit on the Finance **AND FUNDRAISING** Sub-Group.

Finances

The club treasurer will be responsible for the finances of the club.

The financial year of the club will run from April to March.

All club monies will be banked in an account held in the name of the club.

An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

All monies debited from the account must be approved either via a vote of the elected committee or by executive approval.

Executive approval is given by the **CHAIRPERSON** and Treasurer or Vice **CHAIRS** as well as two different authorised signatories.

All transactions must be processed via a transaction form with the appropriate approval noted on that form.

Annual General Meetings (AGM) and Extraordinary General Meetings

General meetings are the means by where the members of the club can exercise their democratic rights in conducting the Club's affairs.

The club shall hold the AGM:

To approve the minutes of the previous year's AGM

To receive reports from the **EXECUTIVE COMMITTEE** and sub-groups spokespeople.

Receive the annual accounts from the treasurer

Elect the **EXECUTIVE COMMITTEE**.

Agree any membership fees

Consider proposed changes to the constitution.

Deal with any other relevant business.

Notice of the AGM must be given with at least 21 days notice to be given to all members.

Nominations for the **EXECUTIVE COMMITTEE** will be sent to the Chairperson prior to the AGM.

Proposed changes to the constitution shall be sent to the

All members have the right to vote at the AGM

The quorums for AGMs will be 25%

The Chairperson of the club shall hold a deliberative, as well as, casting vote at the General and Committee meetings.

An Extraordinary General Meeting (EGM) shall be called by an application in writing to the chairperson supported by at least 10% of the members of the club. The **EXECUTIVE COMMITTEE** shall also have the powers to call for an EGM.

Discipline and Appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

If the Welfare Officer is unavailable, then the Commodore/Vice Commodore will deal with child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Commodore.

The Elected Committee Members will meet to hear complaints within 28 days of a complaint being lodged. The Elected committee Members 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 Elected Committee

Members following disciplinary action being announced. The Elected Committee Members should consider the appeal within 28 days of the Secretary receiving the appeal.

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

Name		Position	
Sign		Date	

Name		Position	
Sign		Date	

Name		Position	
Sign		Date	