



# AGM Agenda

## West Yorkshire Canoe Club

Thursday 3<sup>rd</sup> March, 7:00pm – Navigation Inn (WF4 3DS)

- Introduction to meeting and Apologies received
- Chairs Report
- Annual Report and Financial Statements
- Motions
  - Motion 1 – Administrative Updates
  - Motion 2 – Trustee Eligibility and Induction
  - Motion 3 – Democratic election of Chair
- Election of Trustees *See note below*
- Any other business
- Presentation of Dan Jackson Award

### **Note: Retirement and Election of Trustees**

As per Sections 13(1) and 13(2) of the charitable constitution, at every annual general meeting of one-third of the charity trustees shall retire from office (and be placed up for re-election if desired by the trustee). Charity trustees are to retire by rotation, in order of those who have been longest in office. Kevin Jackson has submitted his intention to stand down and with 2 trustees appointed at the same oldest date, so Peter William Dawson and Andrew Currell will be retired

Name	Role	Date of Appointment	Date of Last reappointment
Peter William Dawson **	Trustee	14 April 2022	14 April 2022
Andrew Currell **	Trustee	14 April 2022	14 April 2022
Philip Barker	Trustee	13 June 2024	13 June 2024
Sara Cole	Trustee	13 June 2024	13 June 2024
<i>Kevin Jackson**</i>	<i>Trustee</i>	<i>14 April 2022</i>	<i>13 June 2024</i>
Ben Andrew Abrams	Chair	14 April 2022	13 March 2025
Andrew Walker	Trustee	14 April 2022	13 March 2025
Nova Elizabeth Burkinshaw	Trustee	14 April 2022	13 March 2025
Lucy Moorhouse	Trustee	13 March 2025	13 March 2025

# Motion 1 – Administrative Updates

"That the Constitution of West Yorkshire Canoe Club CIO be amended as set out in the schedule below, and that the amended Constitution be adopted with immediate effect upon registration with the Charity Commission."

## SCHEDULE OF AMENDMENTS

### 1. National Governing Body Name Update

**Section 4(6)** – Change reference from "British Canoeing" to "Paddle UK (formally British Canoeing)"

**Section 4(8)** – Update reference from "British Canoeing" to "Paddle UK" for consistency

*Rationale: Paddle UK is the new name for British Canoeing, effective from recent rebrand. This ensures our constitution uses the correct current name while acknowledging the historical name.*

### 2. Removal of Obsolete Provisions

**Section 12(4)** – DELETE entire clause listing the "First charity trustees" appointed in 2021

*Rationale: This clause served its purpose at registration in 2021 but is now obsolete. Trustee appointments are now governed by the election and appointment processes in Section 13.*

# Motion 2 – Trustee Eligibility and Induction

"That the Constitution of West Yorkshire Canoe Club CIO be amended as set out in the schedule below, and that the amended Constitution be adopted with immediate effect upon registration with the Charity Commission."

## SCHEDULE OF AMENDMENTS

### 1. Trustee Membership Requirements

**Section 12(2)(d)** – NEW clause requiring all charity trustees to be members of the CIO and maintain membership during their term of office

**Section 12(2)(e)** – NEW clause requiring all charity trustees to hold and maintain valid Paddle UK membership (Club Associate, On the Bank, or On the Water) during their term of office, with proof required at appointment and annually

**Section 15(1)(g)** – NEW clause: Trustee ceases office if CIO membership ends for any reason

**Section 15(1)(h)** – NEW clause: Trustee ceases office if Paddle UK membership lapses without renewal within 30 days of notice

*Rationale: Ensures trustees are engaged club members and aligned with Paddle UK standards, strengthening governance and insurance compliance.*

### 2. Enhanced Trustee Induction

**Section 14(3)** – NEW clause requiring provision of operational policies to new trustees, including:

- Paddle UK Standards for Deployment Policy
- Health and Safety Policy
- Standard Operating Procedures
- Risk Assessments
- Code of Conduct for Members and Participants
- Trustee Code of Conduct and Declaration Form
- Safeguarding Policy
- First Aid Provision Policy
- Equality and Diversity Policy
- Other policies as trustees consider necessary

**Section 14(4)** – NEW clause requiring new trustees to complete and sign a Trustee Declaration Form before acting as a trustee

*Rationale: Ensures trustees are properly inducted with understanding of Paddle UK standards, legal duties, and club policies. Strengthens governance, supports insurance compliance, and aligns with Charity Commission best practice.*

# Motion 3 – Democratic election of Chair

*"That the Constitution of West Yorkshire Canoe Club CIO be amended as set out in the schedule below, and that the amended Constitution be adopted with immediate effect upon registration with the Charity Commission."*

## SCHEDULE OF AMENDMENTS

### 1. Formalization of Chair Position

**Section 13(6)** – NEW clause establishing that the Chair shall be elected by members at the Annual General Meeting from among the charity trustees

**Section 13(7)** – NEW clause defining the role and responsibilities of the Chair, including:

- Providing leadership to the charity trustees
- Chairing meetings of the charity trustees
- Chairing general meetings
- Representing the CIO externally as required

**Section 13(8)** – NEW clause providing for chairing of meetings in the absence of the Chair (by another trustee nominated by those present)

*Rationale: Formalizes the Chair position in the constitution and clarifies leadership responsibilities. Brings the constitution in line with actual practice.*

### 2. Democratic Election Process

**Section 11(1)** – AMEND to include election of Chair as a required item of business at the AGM

**Section 11(3)(c)(v)** – AMEND to require details of Chair candidates in AGM notice (similar to trustee candidate details)

**Section 19(2)** – AMEND to reference the elected Chair and establish clear chairing procedures for general meetings

*Rationale: Establishes democratic election by members rather than trustee appointment. Strengthens accountability and ensures the Chair has a clear mandate from the membership.*