

# Paddlers for Life Windermere

To relieve sickness and protect and preserve good health for persons facing cancer, in particular but not exclusively breast cancer, or persons in need of rehabilitation as a result of such illness within Cumbria and Lancashire by providing or assisting in the provision for physical activity and recreation, notably Dragon Boating.



## 'Rules & Bye-laws'

The following Rules & Byelaws are from the 2020 Pfl Constitution, and form an Appendix to our newly established Constitution of a CIO (dated 27<sup>th</sup> October 2022)

### 1. Membership.

- (1) Types, rights and responsibilities of membership are set out in Appendix A of this document.
- (2) The Trustees may only refuse to recognise a membership if the criteria set out in Appendix A has not been met.
- (3) Members of the Charity can appoint Patrons who will act as ambassadors to promote the Charity's work, in line with the stated aims and ethos of Paddlers for Life. A Patron may choose to be an active member of the Charity, by registering annually his or her full commitment to the team.

### 2. Officers and Trustees.

The Charity shall have the following Officers:

A chair,  
secretary,  
treasurer.

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A

### 3. Powers of Trustees.

(1) The Trustees must manage the business of the Charity and they have the following powers in order to further the Objects (but not for any other purpose):

(a) to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;

(b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use up to an expenditure of £1500;

(c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity up to a value of £1000. In exercising this power, the Trustees must comply as appropriate with current Charity legislation;

(d) to borrow money up to a value of £500 and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed.

(e) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

(f) to obtain and pay for such goods and services as are necessary for carrying out the work of the Charity up to an expenditure of £1500, with the exception of garage rental (£3,600 in 2020) which may be paid, unless it increases by more than 10% from the previous year, without referral to members;

(2) Before entering into any transactions with a value of more than £1500 the Trustees must have explicit authorisation given by simple majority vote of a general meeting of the Charity.

(3) No alteration of the CIO Governing Document, 'Rules & Bye-laws' or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.

(4) The Trustees commit to raising awareness of the benefits of Dragon Boating as a form of physical recreation to improve the quality of life of persons living with the disease and to inspire them to overcome the challenges of their journey.

#### **4. Repair and insurance.**

The Trustees must keep in repair and insure to their full value against fire and other usual risks all the property of the Charity. They must also insure suitably in respect of public liability and employer's liability.

#### **5. Rules.**

(1) The Charity, by simple majority vote at a general meeting, may from time to time make rules or bye-laws for the conduct of the Charity's business, but such rules or bye-laws must not be inconsistent with any provision of the CIO Governing Document.

(2) The bye-laws may regulate the following matters but are not restricted to them:

(a) the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

(b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;

(c) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;

(d) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by the CIO Governing Document;

(e) the keeping and authenticating of records.

(3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.

(4) The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Charity.

(5) The rules or bye-laws shall be binding on all members of the Charity. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, the CIO Governing Document.

## **Appendix A – Membership**

- (1) Only the Trustees and full members of the Charity shall have voting rights.
- (2) To be a full member, an individual must have had cancer, predominantly but not exclusively breast cancer, and be an active member of the Dragonboat team, where 'active' means : Registering annually a commitment in remaining a full member
- (3) Anyone meeting the criteria for full membership is automatically considered to be a full member.
- (4) Anyone not fulfilling the criteria for full membership may become a supporting member by registering with the Charity as such.
- (5) All members (voting and non-voting) shall have the right to attend, and participate in, all general meetings of the Charity
- (6) Full members have the right to vote in all types of general meetings.
- (7) Trustees have the right to vote in Trustees meetings and all types of general meetings.
- (8) Composition of the Charity Board of Trustees at any given time may be entirely comprised of breast cancer survivors. Survivors of other types of cancer and supporters may be appointed as trustees provided that the proportion of such trustees does not exceed 2 such trustees to every 3 trustees being breast cancer survivors.
- (9) Any member – whether full or supporting – may stand for election as a Trustee.
- (10) In exercising their right to vote and influence the governance of the Charity, the members and Trustees should ensure that their behaviour is not damaging to the running of the Charity or to its good name.
- (11) Charity members and Trustees should exercise their right to vote in the interests of the Charity.
- (12) Charity members and Trustees should be prepared to abide by decisions that are taken fairly and within the rules of the Charity, even if this does not match their own personal preferences.
- (13) The Charity is not responsible for any commitment made by an individual member unless details have been submitted to the Trustees and written approval given. Until such approval is received, any commitment (financial or otherwise) remains the responsibility of the individual concerned.

## Appendix B – Meetings

(1) In addition to the annual general meeting, there shall be a minimum of 3 ordinary general meetings per year, and there shall be no more than 4 months between any 2 of these meetings.

(2) The responsibilities of the Secretary during general meetings include ensuring that:

- there are copies of all documents needed for the meeting;
- arrangements for any vote or poll which may be needed are in place;
- the meeting is properly convened;
- there is a quorum (and if required, that it is present throughout the meeting);
- apologies for absence are noted; and
- all decisions made at the meeting are minuted (if the result of a discussion is unclear, clarify decisions with the Chair during the meeting to ensure the minutes are accurate).

(3) If it appears that a matter has been overlooked, the Secretary should draw this to the attention of the Chair.

(4) If a meeting needs to come to a decision, the Chair should make sure that all Charity Trustees (and members in a general meeting) understand what the decision means to the Charity, eg agreeing to a grant of money or establishing an investment policy.

(5) At a general meeting the Chair should make it clear to members which decisions (if any) voted upon by the members are binding on the Charity Trustees. It may be that the voting is merely a recommendation to the Charity Trustees.

(6) Once the formal minutes of the previous meeting have been approved, they should be signed as an accurate record by the Chair, and they then form the only legal record of the business of the previous meeting.

(7) If any member or Trustee is unable to agree that the draft minutes are an accurate record of the meeting, then he or she should draw the matter to the attention of the Chair before they are approved and signed. It is for this reason that copies of the draft minutes should be sent to every member and Trustee that attended the meeting to ensure they have the opportunity to comment. If after discussion the member or Trustee is still unable to agree then his or her dissension should be formally noted and recorded as a postscript to the minutes before they are signed.

(8) An extraordinary general meeting should only be called to discuss a specific and urgent issue that if left to an ordinary general meeting will be detrimental to the Charity.

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