

# Constitution

## 1 Name of Club

The club will be called *Hastings & District Canoe Club* (hereinafter referred to as *The Club*), and may also be known as *HDCC*. *The Club* will be affiliated to *British Canoeing*.

## 2 Aims and Objectives

The aims and objectives of *The Club* will be:

- To offer coaching and competitive opportunities in paddlesport.
- To promote *The Club* within the local community and *paddlesport*.
- To manage *The Club premises*.
- 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.

## 3 Membership

- Membership of *The Club* is open to anyone interested in promoting, coaching, volunteering or participating in *paddlesport*, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.
- The membership shall consist of the following categories:
  - Full member: over the age of 18 years.
  - Junior member: under the age of 18 years. Those under that age will only be admitted when one or both parents/ guardians are members.
  - Student members: full-time students, 18 years plus and under the age of 25 years.
  - Social members: non paddling supporters.
  - Associate members: full members whose permanent residence is over 40 miles from *The Club*.
- All members will be subject to the regulations of the constitution and by joining *The Club* will be deemed to accept these regulations and codes of practice that *The Club* has adopted.
- Members in each category will pay membership fees, as determined at the AGM, due on 1<sup>st</sup> February each year.
- Individuals shall be eligible to take part in the business of *The Club*, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has not been paid by the due date and/or membership has not been agreed by *The Committee*.

## 4 Cessation of Membership

- Any member violating any of the rules or regulations of *The Club* or being adjudged guilty of subscription, unsatisfactory conduct may, by resolution of *The Committee*, be suspended or expelled. Appeal against suspension or expulsion may be made to the members.
- A member shall be deemed to have resigned from *The Club* if, he/she has not paid within 21 days of the due date the annual subscription. He/she may, however, rejoin at any time during that year on payment of the annual subscription.
- Non-members, including lapsed members, are not entitled to store equipment at *The Club*.

## 5 Sports Equity

- (a) 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.*
- (b) *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.
- (c) *The Club* is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) *The Club* will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## 6 The Committee

- (a) The affairs of *The Club* shall be conducted by *The Committee* which shall consist of the Chair, Treasurer, Secretary, Welfare officer, up to five other Members over the age of 18 years and a Junior Section Chair, who shall be elected at the AGM.
- (b) All Committee members must be members of *The Club*.
- (c) If required, *The Committee* shall elect a Vice-chair from among its number.
- (d) Presidents and Vice Presidents can be nominated annually or for life by *The Committee* and put to the AGM for ratification. Vice Presidents may vote at meetings but Presidents attend ex-officio.
- (e) The term of office shall be for one year, and members shall be eligible for re-election.
- (f) If the post of any officer or ordinary committee member should fall vacant after such an election, *The Committee* shall have the power to fill the vacancy until the succeeding AGM.
- (g) *The Committee* will be responsible for adopting new policy, codes of practice and rules that affect the organisation of *The Club*.
- (h) *The Committee* will have powers to appoint any advisers to *The Committee* as necessary to fulfill its business.
- (i) *The Committee* will be responsible for disciplinary hearings of members who infringe *The Club* rules/regulations/constitution. *The Committee* will be responsible for taking any action of suspension or discipline following such hearings.
- (j) Meetings of *The Committee* will be convened by the Secretary of *The Club* and be held no less than four times per year.
- (k) Only the posts listed above will have the right to vote at meetings of *The Committee*.
- (l) The quorum required for business to be agreed at meetings of *The Committee* will be no less than 40% of *The Committee*.

## 7 Finances

- (a) The Treasurer will be responsible for the finances of *The Club*.
- (b) The financial year of *The Club* will run from 1<sup>st</sup> January and end on 31<sup>st</sup> December.
- (c) All club monies will be banked in an account held in the name of *The Club*.
- (d) An audited statement of annual accounts will be presented by the treasurer at the AGM.

- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
- (f) All members of *The Club* shall be jointly and severally responsible for the financial liabilities of *The Club*.

## 8 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of *The Club* exercise their democratic rights in conducting *The Club's* affairs.
- (b) *The Club* shall hold the AGM in the month of January to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and those responsible for certifying *The Club's* accounts and approve the Annual Accounts.
  - Elect the officers on *The Committee*.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the AGM will be given by *The Club* secretary with at least 28 days notice to be given to all members.
- (d) Nominations for officers of *The Committee* will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary, who shall circulate at least 7 days before the AGM.
  - (f) All members have the right to vote at the AGM.
  - (g) The quorum for AGMs will be *one third of the Full Members of The Club*.
  - (h) The Chairman of *The Club* shall hold a deliberative as well as a casting vote at general and Committee meetings.
  - (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of *The Club*. *The Committee* shall also have the power to call an EGM by decision of a simple majority of *The Committee* members.
  - (j) All procedures for EGMs shall follow those outlined above for AGMs.

## 9 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## 10 Discipline and appeals

- (a) 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 Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) *The Committee* will meet to hear complaints within 14 days of a complaint being lodged. *The Committee* has the power to take appropriate disciplinary action including the termination of membership.
- (d) 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 14 days of the hearing.

- (e) There will be the right of appeal to *The Committee* following disciplinary action being announced. *The Committee* should consider the appeal within 14 days of the Secretary receiving the appeal.

## 11 Dissolution

- (a) A resolution to dissolve *The Club* can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of *The Club* that remain following this will become the property of a properly constituted body with similar interest, as approved by a majority vote at that meeting or British Canoeing as the governing body.

## 12 Declaration

Hastings Canoe Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>		<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	
<b>Sign</b>		<b>Date</b>	