

## HEREFORD KAYAK CLUB CONSTITUTION

### 1. NAME

The Club will be called HEREFORD KAYAK CLUB hereinafter known as THE CLUB.

### 2. AIMS, VISION AND OBJECTIVES

The aims, vision and objectives of the Club will be:

- To offer coaching and competitive opportunities in Paddlesports
- To promote the Club within the local community Paddlesports
- To manage the Club boats within the Hereford Rowing Club facility
- 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
- To be affiliated to British Canoeing.

### 3. MEMBERSHIP

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

3.2. The membership shall consist of the following categories:

- Full member – over the age of 18 years
- Family member – at least one adult and one child at the same address
- Junior members – under the age of 18 years. Those under 12 years will only be admitted when one or both parents are members
- Student members – over 18 years and in full time education
- Associate members – at the discretion of the club committee

3.3. 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.

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

3.5. 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 provided the applicable subscription has been paid by the due date and / or membership has been agreed by the Club committee.

3.6. Any member will be deemed to have resigned from the Club if their subscription has not been paid within two months after the annual subscription due date.

3.7. If membership ceases all Club property, equipment, records and keys must be returned to a committee member.

3.8. The committee reserve the right to sell any privately owned equipment for which the storage fee and /or owners membership is more than 3 months in arrears. The proceeds of such sale shall be forwarded to the owner of the equipment after deducting any storage / membership fees outstanding and any expenses from the sale. Such a sale shall only take place after the owner has been given 3 months' notice in writing and shall be at a reasonable market price.

## **4. SPORTS EQUITY**

4.1. The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following Sports England definition of sports equity:

- Sports equity is about fairness in sport, equality of access, recognizing 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.

4.2. 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.

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

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

4.5. The Club will deal with any incidence of discriminatory behavior seriously, according to Club disciplinary procedures.

## **5. COMMITTEE**

5.1. The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary and the Welfare Officer and Health & Safety Officer when appropriate, who shall be elected at the Annual General Meeting if nominations are available on or before the meeting.

- 5.2. All Committee members must be members of the Club or associate member.
- 5.3. If required, the Committee shall elect a Vice Chair from among its number.
- 5.4. The term of office shall be for one year, and members shall be eligible for re-election.
- 5.5. If the post of any office or ordinary committee member should not attract any nominations at the AGM or fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 5.6. The Committee will be responsible for adopting new policy. Codes of practice and rules that affect the organization of the Club.
- 5.7. The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- 5.8. The Committee will be responsible for disciplinary hearings of members who infringe the Club rules / regulations or constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 5.9. The Committee meetings will be convened by the Secretary of the Club and a minimum number of 6 Committee meetings will be held each year.
- 5.10. Only the Committee will have the right to vote at a committee meeting.
- 5.11. The quorum required for business to be agreed at Management Committee meetings will be 4.

## **6. FINANCES**

- 6.1. The Club Treasurer will be responsible for the finances of the Club.
- 6.2 The financial year of the Club will run from 1<sup>st</sup> January to the 31<sup>st</sup> December.
- 6.3. All Club monies will be banked in an account held in the name of the Club.
- 6.4. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 6.5. Any cheques drawn against club funds will require two signatures, the treasurer plus one other committee member. All major payments will be approved by the Committee / Chair prior to payment.
- 6.6. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## **7. ANNUAL GENERAL MEETING & EXTRAORDINARY GENERAL MEETINGS**

7.1. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

7.2. The Club shall hold the Annual General Meeting (AGM) in the spring each year to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's accounts.
- Elect the officers and committee members for the next 12 months.
- Agree the membership fees for the next 12 months.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

7.3. Notice of the AGM will be given by the Club Secretary with at least 21 days' notice to be given to all members.

7.4. Nominations for officers of the Committee shall be sent to the Secretary prior to the AGM.

7.5. Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate at least 7 days before an AGM.

7.6. All members have the right to vote at the AGM.

7.7. The quorum for AGMs will be 10 club members.

7.8. The Chairman of the Club shall hold a deliberative, as well as a casting, vote at general and Committee meetings.

7.9. 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.

7.10. All procedures shall follow those outlined above for SGMs.

## **8. AMENDMENTS TO THE CONSITUTION**

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

## 9. DISCIPLINE AND APPEALS

9.1. 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.

9.2. All complaints regarding the behavior of members should be presented and submitted in writing to the Secretary.

9.3. The Management Committee or nominated sub-committee will make the relevant party /s aware of the complaint against them on a confidential basis. They have the right to submit their account of the dispute to the Secretary within 5 days.

9.4. The Management Committee will meet to hear complaints within 10 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

9.5. 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 10 days of the Secretary receiving the appeal.

## 10. DISSOLUTION

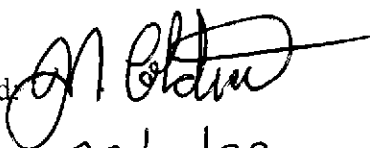
10.1. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

10.2. In the event of dissolution, all debts should be cleared with any Club funds. Any assets of the Club that remain following this will become the property of another Club with similar objectives and constitution or will be sold and the remaining funds will be given to a local charity.

## 11. DECLARATION

11.1 HEREFORD KAYAK CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:



Position: HCK Chair

Date:

29/3/23