



Constitution 2023

1) Name of the organisation

The name of the organisation shall be Hinckley Canoe Club.

2) Affiliation

The club shall be affiliated to the British Canoeing.

3) Aims of the club

The aims of the club shall be to:

- 3.1) Promote paddlesport within Hinckley and surrounding area.
- 3.2) Provide opportunities for people of all ages and abilities to take part in paddlesport and develop their skills to whatever level they desire.

4) Objectives of the club

- 4.1) To promote and encourage the development of all aspects of paddlesport.
- 4.2) To encourage members to develop their skills to their full potential.
- 4.3) To run a regular program of trips appropriate to the skills and interests of all club members
- 4.4) To provide a fun and supportive environment for members to take part in paddlesport.
- 4.5) Ensure that members are able to develop and continue to participate in paddlesport regardless of their age and ability.
- 4.6) Operate on a non-profit making basis. Any surplus shall be spent on the continuing development of the club.
- 4.7) Ensure that sports equality is achieved and maintained within the Club.
- 4.8) Ensure that all activities within the club are compliant with the Club's code of practice and any appropriate guidance or ruling from British Canoeing.

5) Membership

- 5.1) Three categories of membership shall be available:

- 5.1.1) **Ordinary Member** on payment of the appropriate subscription for the Year as one of

- 5.1.1.1) Adult Individual - aged over 26

- 5.1.1.2) Young Adult Individual - aged between 18 and 25
- 5.1.1.3) Junior Individual - young person aged under 18 years old
- 5.1.1.4) Family group - Two Adults at the same address
- 5.1.1.5) Family group - One Adult and up to three Juniors
- 5.1.1.6) Family group - Two Adults at the same address and up to three Juniors
- 5.1.1.7) The Juniors aged under 18 in a Family Group must be named members and may be children or grandchildren of the adult(s).

5.1.2) **Trial Member** for a period of 3 sessions to enable one taster or beginner session per craft. The Trial Membership can be converted to the appropriate Ordinary membership on payment of the Membership Subscription
(section 6.1). Trial Members do not have voting rights at AGM or SGM.

5.1.3) **Honorary Member** In recognition of special contributions made to the operation or development of the club, members may be awarded honorary membership at the decision of the Committee. This may be either lifetime or annual and can be a joint membership if appropriate. Honorary memberships shall be bestowed at the AGM.

5.2) Termination of membership

5.2.1) Any member shall be allowed to terminate their membership of the club at any time by giving written notification of this to the committee.

5.2.2) Upon termination of membership any club equipment or resources on loan or held on the club's behalf shall immediately be returned to a member of the Committee.

5.2.3) Membership may be terminated at any time at the discretion of the Committee based on the outcome a Disciplinary Procedure.

6) Subscriptions

- 6.1) Ordinary Members shall pay an annual membership subscription covering the period of One Year from the date of joining
- 6.2) Honorary members shall be exempt from the annual membership subscription.
- 6.3) The subscription rates shall be set by the committee at the Annual General Meeting.
- 6.4) It shall be the responsibility of the Membership Secretary to maintain accurate records of memberships, and to issue renewals prior to the end of the Member's membership period

7) Trips and Events

- 7.1) All trips will be run in accordance with the club's Code of Practice and approved by the committee
- 7.2) The Club's Code of Practice will be reviewed each year by the committee and any amendments notified to the club membership via the committee meeting minutes.

- 7.3) All club trips and events will advertised as official club trips or events and they will be run in accordance to club policies and guidance.
- 7.4) Any member(s) taking part in (or booking to take part in) any event, or trip where the club may incur costs, will pay their share of all fees due to the club or, its appointed person. Fees shall still be due if the member(s) concerned do not attend unless the place is passed on to another member who meets the fees due.
- 7.5) Committee members will receive free subscription, for retrospective work carried out on the committee for the previous year.
- 7.6) The Committee can offer free subscription to members (max 3) in recognition of the services they have provided to the club over the previous year.

8) Club Committee

- 8.1) The affairs of the Club shall be managed by a Committee.
- 8.2) The Committee shall be empowered to deal with all matters concerning the club and shall have the power to co-opt members as required
- 8.3) The Committee shall consist of:
 - 8.3.1) Chairperson
 - 8.3.2) Equipment Officer
 - 8.3.3) Secretary / Clubmark
 - 8.3.4) Treasurer
 - 8.3.5) Membership Secretary
 - 8.3.6) Paddlesport Development Officer & Junior/Volunteer Coordinator
 - 8.3.7) Programme Secretary
 - 8.3.8) Communications officer
 - 8.3.9) Vice Chair (Floating role to be attached to any other role)
- 8.4) The Committee will appoint a Welfare Officer and also a Safety Officer

9) Voting system

- 9.1) The Chairperson must receive nominations for the committee positions. The deadline date will be set by the committee and published on the nomination forms.
- 9.2) Nomination forms will be sent out to all members in November. A reminder and second nomination form will also be sent out in December.
- 9.3) Nominations will be collated and if there are any contested committee places a voting form will be produced with the running candidates listed for their positions
- 9.4) Voting forms for the contested places will be handed out at the AGM, an anonymous ballot will be cast
- 9.5) If a position is still contested after the vote another vote will be required.

- 9.6) If nominations have been received for a position no further nominations will be accepted from the floor at an AGM or SGM.
- 9.7) The Committee shall have the power to co-opt additional members at its discretion
- 9.8) The Committee shall have the power to co-opt a member to fill any Committee position that may become available following the resignation of a Committee member between AGM's. In this circumstance co-opted members shall have full voting rights.
- 9.9) The Committee shall have the power to set up sub Committees and task forces, as it feels appropriate to conduct the business of the Club. The Committee must ratify any decisions made by sub Committees.
- 9.10) The Committee will meet on a monthly basis plus other occasions as deemed necessary by the Chairperson who will be responsible for calling such meetings. The Secretary will be responsible for taking minutes of all Committee meetings; these shall be made available for inspection by the club's membership on request and these will be posted each month on the Canoe Clubs website.
- 9.11) A record of attendance at Committee Meetings will be maintained and made available for inspection by members at the Annual General Meeting
- 9.12) A Committee meeting shall be considered quorate if there are 50% of the current members plus one present (including the Chairperson or Vice -Chairperson).
- 9.13) If after fifteen minutes a Committee meeting has not achieved a quorum as defined in section 9.12, the members present shall form a quorum in order to the carry out the business of the meeting, all decisions made in such circumstances must however be ratified at the next Committee meeting.
- 9.14) Resolution of any motion shall be by a simple majority, if a clear majority is not achieved the motion will be considered to have failed.
- 9.15) Proxy votes will not be accepted
- 9.16) In the absence of the Chairperson the Vice Chairman must be in attendance to form a quorum, and shall act as Chairperson on that specific date.
- 9.17) The Committee shall be responsible for ensuring that a regular programme of trips and events to meet the needs of the clubs membership is provided.
- 9.18) The Committee shall be responsible for preparing a Development Plan (including an action plan) which shall be presented to the AGM for the members approval at which time the Committee shall also report the clubs performance against the past years objectives.
- 9.19) All Committee positions, except that of Chairperson, shall have a term of one year after which incumbents may opt to stand for re-election or resign from the Committee. The post of Chairperson will be for a minimum period of two years. It is expected of the individual leaving any post to provide a suitable handover to the person obtaining the role.

10) Finance

- 10.1) The Treasurer shall keep proper financial records and shall be responsible for providing a current financial statement at each meeting of the Committee.

- 10.2) The financial year for the Club shall end on the 31st of December and a dated and audited statement of accounts up to and including this date shall be presented to the Club's Annual General Meeting
- 10.3) The Club's funds shall be lodged at a bank and the Treasurer plus at least one other Committee member as appointed by the Committee detailed in the mandate deposited with the bank shall sign all cheques or authorise internet banking payments from the account.
- 10.4) The Committee may only authorise expenditure out of the Clubs funds for the furtherance of the objects of the Club.
- 10.5) In the event of dissolution, all remaining assets of the Club shall be transferred to the British Canoeing East Midlands Region to be devoted to objectives similar to those of the Club.
- 10.6) When any members is given funding from the club to attain a coaching or leadership qualification it is expected of that member to provide at least two seasons commitment actively working within the club.

11) Annual General Meeting

- 11.1) An Annual General Meeting shall be held before the end of March each year on a date to be fixed by the Management Committee to carry out the business as detailed below:
 - 11.1.1) Receive apologies
 - 11.1.2) Confirm the minutes of the last AGM
 - 11.1.3) Hear both the Chairperson's, and Treasurer's annual report
 - 11.1.4) Present a Development Plan for the following year and review of progress against the preceding year's objectives (as detailed in section 9.18)
 - 11.1.5) Deal with any proposed amendments to the Clubs constitution
 - 11.1.6) Elect the Committee
 - 11.1.7) Deal with any urgent correspondence
 - 11.1.8) At the Chairpersons discretion deal with any other business previously notified
- 11.2) All resolutions for the agenda of this meeting must be forwarded to the Secretary prior to the end of January
- 11.3) At least 21 days written notice of the venue, date and time of the Annual General Meeting together with an agenda for this meeting shall be circulated to all members.
- 11.4) Alterations, deletions or additions to the constitution shall only be made at an Annual General Meeting or Special General Meeting and any such proposal shall be submitted in writing to the Secretary 35 days prior to such a meeting
- 11.5) The clubs constitution shall not be amended except by a resolution carried by a majority of two thirds of those present at either the Annual General Meeting or a Special General Meeting called as defined in section 12.1
- 11.6) All members with the exception of trial members shall be eligible to vote at an AGM or SGM
- 11.7) Voting at the Annual General Meeting or any Special General Meeting shall limited to one vote per person eligible to vote in accordance with section 11.6, motions shall be carried by a simple majority of those present and eligible to vote over the age of 16

- 11.8) Non-members may attend an AGM or SGM as an observer but are not eligible to vote on any motion

12) Special General Meetings

- 12.1) A Special General Meeting shall be held at the expressed or written request of the majority of the Committee as defined in section 8.3 or within one month of receipt by the Secretary of a resolution signed by at least twelve members eligible to vote as defined by section 11.6.

13) Club Procedures and Policies

13.1) Complaints Procedure - the Committee shall set out a Complaints procedure that will be posted on the Club website. Amendments may be made by approval of the Committee and advised to the members by email giving 30 days notice of the change

13.2) Disciplinary Procedure - the Committee shall set out a Disciplinary procedure that will be posted on the Club website. Amendments may be made by approval of the Committee and advised to the members by email giving 30 days notice of the change

13.3) Other policies are as listed on the Club website and are agreed to as a part of membership acceptance. Amendments may be made by approval of the Committee and advised to the members by email giving 30 days notice of the change

Revised March 2023