

HELENSBURGH CANOE CLUB (HCC) CONSTITUTION



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1 Name of Club

The club will be called *Helensburgh Canoe Club* (Hereinafter will be referred to as The Club), and will be affiliated to and be bound by the rules of the Scottish Canoe Association

2 Aims and Objectives

The aims and objectives of The Club will be:

To encourage the promotion and provide facilities for Paddlesports in Helensburgh and the surrounding area and to undertake other activities incidental or conducive to the furtherance of these objects.

The Club is committed to encouraging the highest ethical standard. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

3 Membership

(a) 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.

(b) The membership shall consist of the following categories:

- Senior member (age 18+)
- Junior member (age 12 – 17, younger children at the committee's discretion)
- Family members (2 seniors plus 1 or more juniors)

(c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations, and any bye-laws and codes of practice that the club has adopted.

(d) Members in each category will pay membership fees, as determined at the Annual General Meeting. The Club in General Meeting may also require members to contribute to the funds of the club by way of a special levy.

(e) Any member seeking to join The Club shall submit an application to the Committee. Members shall be admitted by the Committee.

(f) Individuals shall be eligible to take part in the business of the Club and vote at general meetings unless the applicable subscription has not been paid by the due date and/or membership has not been agreed by the Club committee.

4 Sports Equity

(a) This Club is committed to ensuring that equity is incorporated across all aspects of its development.

(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.

5 Committee

(a) The affairs of the Club shall be conducted by a Committee which shall consist of the Officers of the Club plus between 1 and 5 more ordinary members, all of whom shall be elected at the Annual General Meeting

(b) The officers of The Club who shall be honorary shall be the Chair, Vice-Chair, Treasurer, Secretary and the Safeguarding Officer who shall be elected at the Annual General Meeting.

(c) Ordinary Committee members who may be responsible for various operations of the club including but not restricted to Chief Coach, Quartermaster, Sea Convenor, Inland Convenor.

(d) 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 Annual General Meeting.

(e) All Committee members must be members of the Club.

(f) The term of office shall be for a period of 1 year, renewable 4 times and have a minimum of 1 year break before returning to office. This term can be extended if there is no-one else available to take on the role. For clarification, a change of role within the committee shall start a new term of office.

(h) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

(i) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.

(h) 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.

(i) The Committee shall have full power to deal with all matters relating to the Club not reserved to a General Meeting in terms of this Constitution, including power to make public and enforce such bye-laws as the Committee feel necessary to govern the activities of the Club (including bye-laws relating to discipline).

(j) The Committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.

(k) All Committee members will have the right to vote at Committee meetings.

(l) The quorum required for business to be agreed at Committee meetings will be 4.

6 Finances

(a) The club treasurer will be responsible for the finances of the club and the preparation of the Annual Accounts of the Club.

(b) The financial year of the club will run from March and end on the last day of February.

(c) All club monies will be banked in an account held in the name of the club.

(d) A verified statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

(e) Any cheques or electronic bank payments drawn against club funds should be authorised by the treasurer plus one other officer of the club.

(f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 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 Annual General Meeting (AGM) no later than 6 months after the end of the financial year (i.e., no later than August) to:

Approve the minutes of the previous year's AGM.
Receive reports from the Chair and Secretary.
Receive a report from the Treasurer and approve the Annual Accounts.
Receive a report from those responsible for verifying the Club's accounts.
Elect the officers and the ordinary members of the committee.

Appoint someone responsible for verifying the Club's accounts for the following year.
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 to all club members by the club secretary at least 14 days prior to the meeting.

(d) Nominations for officers and ordinary members of the committee will be sent to the secretary at least 10 days prior to the AGM.

(e) Proposed changes to the constitution shall be sent to the secretary at least 13 days prior to the AGM, who shall circulate to all club members at least 7 days before an AGM.

(f) All members have the right to vote at the AGM.

(g) The quorum for AGMs will be 10 or 25% of the club members whichever is the lower.

(h) The Chair 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 EGM procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

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

9 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 Club 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 30 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 30 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 30 days of the Secretary receiving the appeal.

10 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 club's funds. Any assets of the club that remain following this will become the property of the Club's Governing body, The Scottish Canoe Association or its successors.

11 Declaration

Helensburgh Canoe Club hereby adopts and accepts this revised constitution as a current operating guide regulating the actions of members at the Annual General Meeting held on 5th May 2021.

Name	Vonna Cowper-Smith	Name	Gordon Smith
Position	Chair	Position	Secretary
Signature		Signature	
Date		Date	