



Hemel Hempstead Canoe Club Constitution

1. Name of Club

The club will be called Hemel Hempstead Canoe Club and may also be known as HHCC. Hemel Hempstead Canoe 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 Paddle Sports
- To promote the club within the local community and Paddle Sports
- To manage the Hemel Hempstead Canoe Club
- To ensure a duty of care to all members of HHCC
- To provide all its services in a way that is fair to everyone

3. Membership

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

3.2. The membership shall consist of the following categories:

- *Adult Membership* - for any member that is over the age of 18.
- *Over 60 Membership* - for any member that is over the age of 60.
- *Junior Membership* - for any member that is between the age of 16 and 18, or 23 and in full-time education. Members under the age of 16 will be eligible to join in the class of Family Membership only.
- *Family Membership* - includes a partner, and/or junior(s) under the age of 18, or under the age of 23 and in full-time education. All members must live at the same address.
- *Associate Membership* - for any member that is over the age of 18 and lives over 50 miles from the clubhouse.
- *Affiliate Membership* - for a group or organisation that has a secondary interest in canoeing.
- *Life Membership* - for a member that has been granted life membership by the Committee.

3.3. All members will be subject to the regulations of the constitution and, by joining HHCC, will be deemed to accept these regulations and codes of practice that HHCC has adopted.

3.4. Members in each category will pay membership fees, as determined at the Annual General Meeting. The Committee reserve the rights to apply discretionary discounts for exceptional circumstances.

3.5. Individuals shall be eligible to take part in the business of HHCC, vote at general meetings or be eligible for selection of any HHCC team provided the applicable subscription has been paid by the due date and/or membership has been agreed by the HHCC committee.

4. Membership Fees

- 4.1. The membership fees (including different classes and joining fees) shall be determined by the members in a General Meeting and shall be due on election and, thereafter, on or before 1st April in each year.
- 4.2. Any member that has not paid his/her membership fee for a period in excess of 30 days from the due date shall be immediately suspended from HHCC until such payment is received or that Member is deemed to have resigned in accordance with this constitution.
- 4.3. Part-year membership to the end of the year is permitted for new members on the following basis:

April to September	100% Membership Fee
October to March	50% Membership Fee
- 4.4. Any member may resign, membership fees are non-returnable.

5. Sports Equity

- 5.1. HHCC 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.
- 5.2. 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.
- 5.3. HHCC 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.
- 5.4. HHCC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 5.5. All HHCC members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 5.6. HHCC will deal with any incidence of discriminatory behaviour seriously, according to the HHCC disciplinary procedures.

6. Committee

- 6.1. The affairs of HHCC shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Secretary and other positions as required, who shall be elected at the Annual General Meeting.
- 6.2. All Committee members must be members of HHCC.
- 6.3. If required, the Committee shall elect a Vice Chair from among its number.
- 6.4. The term of office shall be for one year, and members shall be eligible for re-election.
- 6.5. 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.

- 6.6. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of HHCC.
- 6.7. The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- 6.8. The Committee will be responsible for disciplinary hearings of members who infringe HHCC rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 6.9. The Committee meetings will be convened by the HHCC Secretary and be held as required.
- 6.10. Posts listed above, and all other Committee members, will have the right to vote at Committee meetings.
- 6.11. The quorum required for business to be agreed at Committee meetings will be the higher of 3 or 50% members of the committee where at least one is either the Chair, Secretary or Treasurer.

7. Finances

- 7.1. The Club Treasurer will be responsible for the HHCC finances.
- 7.2. The financial year for HHCC will run from 1st January and end on 31st December.
- 7.3. All Club monies will be banked in an account held in the name of HHCC.
- 7.4. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 7.5. Any cheques drawn against HHCC funds should hold the signatures of the treasurer plus up to two other officers (who are not family related).
- 7.6. Financial or legal liability incurred in the rightful exercise of the office shall not, however, be the personal liability of the Committee but shall be the responsibility of HHCC as a whole.

8. Annual General Meetings and Extraordinary General Meetings

- 8.1. General Meetings are the means whereby the HHCC members exercise their democratic rights in conducting the HHCC affairs.
- 8.2. HHCC shall hold the Annual General Meeting (AGM) in the month of March 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 HHCC 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.
- 8.3. Notice of the AGM will be given by the Club Secretary with at 28 days' notice to be given to all members.

- 8.4. Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- 8.5. 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.
- 8.6. All full members have the right to vote at the AGM.
- 8.7. The quorum for AGMs will be 20% of membership.
- 8.8. The HHCC Chair shall hold a deliberative, as well as a casting, vote at all HHCC meetings.
- 8.9. 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.
- 8.10. All procedures shall follow those outlined above for AGMs.

9. Amendments to the constitution

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

10. Discipline and appeals

- 10.1. 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 HHCC Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- 10.2. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- 10.3. The 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 14 days.
- 10.4. 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.
- 10.5. 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 14 days of the hearing.
- 10.6. 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

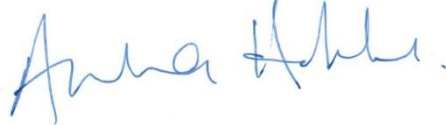
- 11.1. A resolution to dissolve HHCC can only be passed at an AGM or EGM through a majority vote of the membership.

11.2. In the event of dissolution, all debts should be cleared with any HHCC funds. Any assets of the club that remain following this will become the property of an Amateur Sports Club or British Canoeing for use in related amateur Sport. Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

12. Declaration

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

Name	Chris Sword	Position	Chair
Sign		Date	03/05/2022

Name	Anna Hobbs	Position	Secretary
Sign		Date	03/05/2022