

# Nottingham Kayak Club Constitution

## 1. Name of Club

The club will be called Nottingham Kayak Club (Hereinafter will be referred to as 'The Club'), and may also be known as NKC. Nottingham Kayak Club will be affiliated to British Canoeing (BC)

## 2. Aims and Objectives

The aims and objectives of The Club will be:

- (a) To promote recreational and competitive kayaking and canoeing and to offer coaching opportunities in these.
- (b) To promote the club's activities within the local community.
- (c) To manage the clubhouse and boat storage areas of the club.
- (d) To ensure a duty of care to all members of the club.
- (e) To provide all its services in a way that is fair to everyone.

## 3. Membership

(a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in paddlesports, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social /economic status.

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

- **Full Member** - Any person aged 19 years or over at the beginning of the current calendar year, who is not in full time education.
- **Junior Member** - A Junior is a member under 19 years of age at the beginning of the current calendar year.
- **Student Member** - For those aged 19 or over and in full time Education.
- **Supporter Member** - For those who do not directly participate in The Club activities but wish to be involved.
- **Family Membership**  
Available to parents/carers and those children who are under 19 years of age on the 1st of January or are in full time education and participating in club activities.

- **Away Member** - For those who live more than 30 miles from The Club and do not have frequent opportunities to make use of the facilities and do not wish to store a boat at the club.
- **Life Membership** - For those who have either purchased life membership in the past or were made honorary life members by the committee.

(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 codes of practice that the club has adopted.

(d) Members in each category will pay membership fees, due in advance for the year unless otherwise agreed, as determined at the Annual General Meeting.

(e) Individuals shall be eligible to take part in the business of The Club, vote at general meetings and be eligible for selection of any Club team unless the applicable subscription has not been paid by the due date. However, see section 7(h).

#### **4. Sports Equity**

(a) 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 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.

## 5. Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of
- The Chair,
  - Treasurer,
  - Secretary
  - 6 Committee Members
- (b) Each Committee Member will serve for a period of 2 years. The Chair and Treasurer will stand down at the same AGM and the Secretary will stand down in the alternate year. The positions of Chair, Secretary and Treasurer cannot be held for more than 6 consecutive years. Of the remaining Committee Members, half will stand down and be eligible for re-election one year and remaining members, the alternate year. There is no limit to the number of consecutive years they can be elected.
- (c) Additional Officers of The Club.  
The Committee will appoint various officers who may also sit on The Committee as co-opted, non-voting members.

### Essential Officers of The Club

- Welfare and Safeguarding
- Safety
- Membership and Racking

### Optional Officers of The Club (but not exclusive)

- President
- Social Secretary
- Marathon Captain
- Sprint Captain
- Wild Water Racing Captain
- Recreational Head Coach
- Catering

- Equipment Records and Maintenance
- (d) All Committee Members and Officers must be members of the Club.
  - (e) If required, the committee may elect a Vice Chair who shall be from among its number.
  - (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 Annual General Meeting.
  - (g) The Committee will be responsible for adopting new Policy, Codes of Practice and Rules that affect the organization and general running of The Club. The committee is responsible for communicating and promoting policies and rules to members.
  - (h) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil 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) The committee meetings will be convened by the Secretary of the Club and be held at least 6 times a year.
  - (k) Only the elected committee in(a) above will have the right to vote at committee meetings. The Chair will only have a vote in the event of a tie.
  - (l) The quorum required for business to be agreed at Management Committee meetings will be 6.

## **6. Finances**

- (a) The Club Treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 1st September and end on 31st August.
- (c) All club monies will be banked in an account held in the name of the club.

- (d) A reviewed, independently of the treasurer and committee, statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) A budget for the year will be presented by the treasurer at the AGM
- (f) Any cheques drawn against club funds should hold the signatures of either the Chair, Treasurer or Secretary and online banking can be carried out by either of the 3 aforementioned officers provided that the person who processes each financial transaction shall not be the same person who makes financial decisions or authorises that expenditure.
- (g) The committee must approve (by majority) the expenditure of any amount in excess of £5000.00
- (h) All committee members must be informed of any expenditure in excess of £1000-00.
- (i) Any payment from the club's accounts in excess of £100.00 must be authorised by at least two persons from the Chair, Secretary or Treasurer. In respect of recurring bills, this applies initially and then to any non-inflationary charges.

## **7. Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings (GM) 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) in the month of October to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chair
  - Receive reports from the 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 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 publicised by the club Secretary at least 28 days before by publication on the club web site and the club notice board.
- (d ) Nominations for officers of the committee will be sent to the Secretary at least 2 weeks prior to the AGM with the names of the proposer and seconder. These names along with the Proposer and Seconder will then be displayed on The Club notice board until the AGM.
- (e ) Proposed changes to the constitution shall be sent to the Secretary two weeks prior to a GM, who shall circulate these proposals by email to the committee and publicise them on the club notice board and the club web site at least 7 days before that GM.
- (f ) Motions not originating from within the Committee will be submitted at least 2 weeks prior to the AGM and must be supported by at least 8 members of The Club.
- (g ) Amendments to motions can be accepted from the floor at a GM providing there is a Proposer and a Seconder and the amendment does not change the context or spirit of the original motion.
- (h ) All members have the right to vote at a GM. Families will be entitled to one vote per adult member up to a maximum of two votes.
- (i ) Proxy votes will be allowed at General Meetings. A member may nominate The Chair, or an attending member to cast a vote on their behalf either as instructed or as they wish by informing the Secretary in writing prior to the meeting.
- (j ) The quorum for GMs will be 25 members.
- (k ) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 25 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. Only the business for which the EGM was called will be discussed at an EGM.
- (l ) All procedures shall follow those outlined above for AGMs.
- (m ) All changes to the membership and racking fees shall be subject to a vote at the AGM.

## **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 Officers are the lead contacts 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 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership on either a permanent or temporary basis.
- (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 7 days of the hearing.
- (e)** There will be the right of appeal to the Club Committee following disciplinary action being announced. The appeal must be made within 14 days of the member receiving notice of the disciplinary action being taken. The committee should consider the appeal within 21 days of the Secretary receiving the appeal. Any disciplinary action shall not commence until the result of any appeal is known

## **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 of the club's funds with any payment to the Club's Trustees for payment of any outstanding rent being paid first.

(c) Any assets of the club that remain following this will become the property of another club with similar objectives as agreed at a final general meeting of The Club.

## 11 Declaration

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

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

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	