



Constitution

1 Name of Club

The club will be called Kingston Kayak Club (hereinafter will be referred to as The Club), and may also be known as KKC. This will be a not for profit unincorporated community sports club. Kingston Kayak Club will be affiliated to the National Governing Body 'British Canoeing' (previously British Canoe Union / Canoe England).

2 Aims and Objectives

The aims and objectives of the club will be:

- To be high profile and promote the club, activities offered and the sport of canoeing within the local community and wider afield
- To offer recreation, coaching and competitive opportunities in all aspects of Kayaking/Canoeing
- To manage the Albert Avenue premises
- To ensure a duty of care to all members/users and ensure they respect each other and the environment whilst paddling
- To provide services in a fun but respectful way and ensure that all opportunities are open, accessible and fair to everyone
- To follow the good practice guidelines of the NGB and Sport England

3 Membership

(a) Membership of the club is open to all specifically interested in promoting, coaching, competing, volunteering or participating in Kayaking/Canoeing, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

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

- Adult member (18 years or over on 1st May)
- Junior member (Under 18 on 1st May, however subscriptions will be based on current age)
- Family member (family of up to 2 adults and all children under 18 years)
- Non Paddling member (Non paddler who supports club development at the discretion of 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, as determined at the Annual General Meeting. The new membership years commences on the 1st May each year. They will be eligible

to become Associate Members of British Canoeing and may opt in or out of the benefits available.

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

(f) Membership must be renewed within the first 6 weeks of the commencement of the membership year or an additional £5 / membership will be added.

(g) Pro rata membership will be available for new member. This will commence 3 months into the new membership year with a maximum discount of 75% of full membership fees.

(h) Members of former Humber Canoe Association Clubs will be permitted to use the outdoor facilities at KKC at members' rates, however indoor sessions will be charged as non-members.

(i) In order for KKC to conduct its business, provide safe session and communicate effectively with its membership there is a requirement to gather certain information. This is generally collected on membership forms which can require disclosure of sensitive information; consent to share information with British Canoeing and consent for photographs/videos to be taken whilst participating. The Club will comply with the General Data Protection Regulations (GDPR), a Code of Practice document is available from the club website club website

www.kkc.org.uk

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 incidents 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, and Secretary. Co-opted members:- Welfare Officer(s), Volunteer Coordinator, Buildings Officer, Equipment Officer, Youth Representatives shall be elected at the Annual General Meeting. All UKCC level 2 coaches and above are automatically full committee members.

(b) All committee members must be members of the Club.

(c) If required, the committee shall elect a Vice Chair from among its number.

- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting and implementing new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint and 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 determine appropriate sanctions to be taken following such hearings.
- (i) The committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year.
- (j) Only the posts listed above will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Management Committee meetings will be 5
- (l) Any member who might have a vested business interest in a committee decision must make their involvement clear prior to the decision being finalised.

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 1 January and end on 31 December
- (c) All club monies will be banked in an account held in the name of the club.
- (d) The audited statement of annual accounts or the Limited Assurance Engagement Accountant's Report will be presented by the treasurer at the Annual General Meeting. The Auditors for the following year will be appointed at the same meeting.
- (e) Any cheques or on-line electronic payments drawn against club funds should hold the signatures of the treasurer plus one other officer, which may be in electronic form.
- (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) Annual 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) in the month of April 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 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 given by the club secretary at least 14-28 days' before to all members.

(d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.

(e) 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. The same timescales apply to amendments in year requiring an EGM.

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

(g) The quorum for AGMs will be 30

(h) The Chairman 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 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 Codes of Behaviour, Discipline and appeals

(a) Codes of Practice are displayed on the club website www.kkc.org.uk and members are reminded of them on the annual membership subscription form which also brings their attention to other important operational information. To ensure that the sport is enjoyed by all in a safe manner all participants are obliged to follow the codes of conduct at all times.

(b) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and others will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and other procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

(c) All complaints regarding the behaviour of members should be presented and submitted in writing to an officer of the club, for the committee to determine an appropriate course of action.

(d) 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.

(e) 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.

- (f) 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.

10 Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of another club with similar objectives

11 Declaration

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

Dated – 23/04/18

Chair – Signed – Dave Rawding

Secretary – Signed – Sue Burgess

Treasurer – Signed Lesley Medina