

Hillingdon Junior Canoe Club

1. Name

The Club shall be called “**Hillingdon Junior Canoe Club**”.

2. Objectives

Hillingdon Junior Canoe Club is a voluntary run organisation, affiliated to the national canoeing body, Canoe England, and the British Canoe Union (BCU). The aim of the club is to introduce young people to the broad range of positive experiences that canoeing or kayaking can provide.

The club will provide opportunity, instruction, equipment and supervision to introduce young people safely to:

- Placid water canoeing and Kayaking
- Racing Marathons
- Touring
- Canoe Polo
- Slalom
- Freestyle Play boating

The club will also try to develop our members' skills and abilities to gain qualifications through:

- Paddlepower
- The BCU star tests scheme
- Canoe safety tests
- Coaching courses (Age appropriate)
- Introduction to competition

The aim of the club is to create a self-generating club of active, enthusiastic canoeists who will, in turn, want to promote the benefits of Canoe sport.

3. Status of Rules

These Rules (the “Club Rules”) form a binding agreement between each member of the Club.

4. Rules and Regulations

- a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of Canoe England, part of the British Canoe Union.
- b) The Club will also abide by The BCU’s Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. Club Membership

- a) Hillingdon Junior Canoe Club is intended for ALL young people between the ages of 10 and 25 years who want to participate in paddlesport, but is primarily aimed at a core age between 12 and 18 years.

- b) Club membership may include “paddling parents”, those parents with children that are members, and wish themselves to participate / progress in paddlesport.
- c) Club membership may include “temporary members”, those parents or young people that participate in club events as a trial or join with HJCC for a particular trip or event.
- d) Club membership may include “external members”, those parents or young people who already have a 3-Star qualification, their own equipment and BCU Membership, but wish to participate in off-site trips and events.
- e) Club membership will also include BCU coaches that are qualified BCU “Level 2 Coach” or above, or BCU Coaches qualified as Level 1 Coaches who wish to progress in coaching.
The membership fee for Level 2 Coaches or above, that provide coaching for the club, and any immediate family members is waived on a “quid pro quo” basis.
- f) The club will endeavour to make HJCC accessible to all young people from all sections of the community, and in following the BCU Equal Opportunities Statement, the club will take all appropriate and reasonable steps to remove barriers and obstacles to ensure that all present and potential members receive equally favourable treatment on their merits, irrespective of their age, financial background, colour, disability, ethnic origin, race, sexual orientation or gender.
- g) The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.
- h) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time.
Membership shall become effective upon an applicant’s name being entered in the Membership Register.
- i) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
- j) The BCU shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b) The Club Committee shall have the authority to decrease or waive fees to meet the clubs obligation under section 5b, 5c and 5d above.
- c) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
- d) The membership fee is payable for the year starting 1st May to the 30th April on the following year.
- e) A fee for “temporary membership” (see 5c) can also be made on a per event or activity basis to ensure that all participants are members of the club and thus covered by the clubs insurance.

7. Resignation and Expulsion

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

8. Club Committee

- a) The Club Committee shall consist of the following Club Officers: Chairperson, President (Vice Chairperson), Treasurer, Secretary, Child Protection Officer, and up to two (2) parent representatives and at least one (1) member representative, all elected at an Annual General Meeting ("AGM").
- b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman, or in their absence the President or Secretary. The quorum for the transaction of the business of the Club Committee shall be four (4).
- c) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than one (1) meeting per year, which could be the AGM.
- e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.
- f) The position of a Club Officer shall be vacated if such a person is subject to a decision of the BCU that such person be suspended from holding office or from taking part in any kayaking activity relating to the administration or management of a club, or working with children.

9. Annual and Extraordinary General Meetings

- a) An AGM shall be held in each year to:
 - i) receive a report of the activities of the Club over the previous year;
 - ii) receive a report of the Club's finances over the previous year;
 - iii) elect members of the Club Committee; and
 - iv) consider any other business.
- b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made by the proposer and seconder, both of whom must be existing members of the Club, parents of existing junior members or club coaches. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the Meeting.

- c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each member at their registered e-mail address (self-registered on the e-mail club list-server) written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 7 days before the meeting.
- e) The quorum for a General Meeting shall be 7 (seven).
- f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.
- g) The Club Secretary, or in their absence a member of the Club Committee, shall record the Minutes of General Meetings which will be published on the club web site.

10. Affiliation to the other bodies

- a) The club will be affiliated to Canoe England though the payment of annual fees (included in a members annual membership fee).
- b) The club will be affiliated to Hillingdon Outdoor Activity Centre (HOAC) and thus indirectly to Hillingdon Borough Council.

11. Working with other bodies

- a) The officers of the club will, where appropriate, develop relationships with other like-minded bodies to deliver canoeing opportunities for young people.
- b) Any relationship will meet or exceed the BCU/Canoe England guidelines for affiliated clubs.
- c) Any relationship will meet or exceed the BCU/Canoe England guidelines for working with young people.

12. Club Finances

- a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-from site expenses, refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- e) The Club may also in connection with the sports purposes of the Club:
 - i) sell and supply food, drink and related sports clothing and equipment;
 - ii) employ members and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - iii) pay for reasonable hospitality for visiting organisations and guests; and

- iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- g) The Club shall prepare an annual "Financial Statement" which shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to the Canoe England.
- h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.
- i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- j) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

13. Dissolution

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another BCU affiliated Club with a comparable junior section, or to HOAC, at the discretion of the committee in place at the time of dissolution.

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