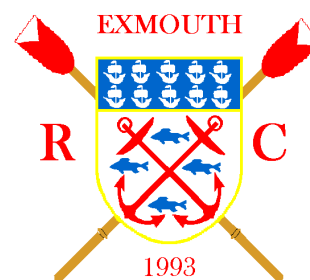


# **EXMOUTH ROWING CLUB** **RULES AND CONSTITUTION**



## 1. **NAME**

The Club shall be known as Exmouth Rowing Club hereinafter known as 'the Club'.

## 2. **OBJECTIVES**

The objectives of the Club are to encourage rowing among amateurs, on both offshore and inland waters, for recreational and competitive purposes.

## 3. **MEMBERSHIP**

### A. **The following are eligible for membership**

Open Membership

### B. **Classes of Membership**

- |                        |   |
|------------------------|---|
| 1. Full members        | over the age of 18 years  |
| 2. Student members     | over the age of 18 years in full time education.                                    |
| 3. Junior members      | under the age of 18 years, and over the age of 12 years.                            |
| 4. Life Members        | elected by the membership, maximum of ten.  |
| 5. Sibling membership  | reduced fee for more than one junior from same family.                              |
| 6. Daily Membership    | offered to visiting and occasional rowers.  |
| 7. Associate/Volunteer | non-rowers offering general support and including coaching and safety boat driving. |
| 8. VP Member           | charged at 50% for members of other rowing clubs. <sup>6</sup>                      |

### C. **Election of Membership**

1. Membership of the Club shall be open to anyone interested in the sport of rowing on application in accordance with the Equal Opportunities Policy (Paragraph 4). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
2. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
3. Applicants for membership and members renewing their membership will abide by the Rules and Regulations of the Club and the sport of rowing.
4. If it is considered by the Club committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Club, by virtue of conduct or character likely to bring the Club or the sport of rowing into disrepute or for some other similar good cause, the Club committee shall be entitled to refuse or withdraw such membership. In doing so the committee shall provide full reasons for their decision and grant a right of Appeal to the member concerned.

- D. **Restriction**  
A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership.
4. **EQUAL OPPORTUNITIES POLICY**  
The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.
5. **CHILD PROTECTION PROCEDURES**  
The Club accepts the policy and procedures relating to Child Protection and the Protection of Vulnerable Adults as set out by British Rowing, and requires all members to accept them as a condition of membership.
6. **SUBSCRIPTION**  
The rates of subscription shall be determined by the members in General meeting and shall be due on election and, thereafter, on or before 1<sup>st</sup> April in each year.
7. **CESSATION OF MEMBERSHIP**
- a. Any member may resign giving one-month's clear notice in writing to the Secretary.
  - b.i. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to an independent Hearings Panel if such an appeal is approved by a majority of the officers of the Club. The panel may be drawn from the membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm or reject the sanctions imposed as appropriate.
  - b.ii. Any Hearings Panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and British Rowing
  - c. A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by 1<sup>st</sup> May the annual subscription which became due on 1<sup>st</sup> April. They may, however, rejoin at any time during that year by payment of the appropriate subscription, subject to the provision of 3.C or D above.
8. **GRIEVANCE AND DISCIPLINARY PROCEDURES**  
An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to a club officer who must communicate it to the Chairman or President, at the earliest opportunity. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.

9. **DISQUALIFICATION FROM HOLDING OFFICE**

- a. Only adult members entitled to vote are eligible to hold office.
- b. Any member who is under the age of 16 years shall not be eligible for election to the Committee of the Club.

10. **COMMITTEE**

- a. The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer, and other Officers as deemed necessary, together with nine ordinary members.
- b. Nominations for the position of Chairman, Secretary, Treasurer and other Officers shall be put forward in the form of a motion under the terms of Rule 14.d.
- c. The term of office shall be for one year, and members shall be eligible for re-election.

11. **DUTIES OF OFFICERS & COMMITTEE MEMBERS**

All are encouraged to work together in the best interest of the club, but the following roles are identified for each officer and committee member of the club.

**PRESIDENT** is an honorary position duly nominated and elected by the membership for such a duration as is stated at the time of election, and holds a purely ambassadorial role within the club. He or she shall be available to represent the club on appropriate official and social occasions. He or she has no special voting or executive rights other than as an ordinary member of the club.

**CHAIRMAN** (or Chair) shall preside at all general meetings of the club and at all meetings of the committee, and shall be responsible for guiding the activities of the club in accordance with its general policy as expressed by the majority of its members. The chairman shall represent or arrange for the representation of the club at British Rowing regional level and at meetings of other organisations. The chairman shall ex officio be a member of any other committee of the club.

**VICE-CHAIRMAN** shall support the chairman in all his/her duties and substitute in his/her place when circumstances demand.

**CAPTAIN** will be responsible for overseeing training, coaching, and representation of the club in competitions, in collaboration with other club coaches. He/she shall ensure that opportunities to compete are available to all interested club members. It is the captain's responsibility, through the club secretary, to keep the committee fully informed of progress and developments in these areas.

**SECRETARY** will be responsible for the organisation of meetings of the committee and of the club, and the recording of minutes relating to such meetings, and for all correspondence relating to the general business of the club.

**TREASURER** will be responsible for the collection and disbursement of all monies belonging to the club and will keep proper accounting records of all such transactions. He or she will present to the members at the AGM a balance sheet and income and expenditure account showing the club's financial position, and the results of its transactions for the year. All cheque transactions of the club will be conducted through a bank or building society account and will require two signatures from members of the committee who have been designated for the purpose. Electronic processing of financial transaction (BACs), which do not require second signatories, will be conducted solely by the treasurer for all other transactions.

**VICE CAPTAINS** (2) one responsible for junior members, the other responsible for adults. The vice captain for juniors with support from the club captain shall ensure that all under 18s irrespective of their rowing ability, shall have access to regular rowing opportunities and coaching advice, under supervision from an appropriate adult. The vice captain for adults with support from the club captain will ensure that all adult members, irrespective of their rowing ability, shall have access to rowing opportunities and coaching advice.

**MEMBERSHIP SECRETARY** should be an early point of contact for potential new members. He/she shall provide and collect membership applications by the agreed date each year. He/she shall compile and maintain an accurate list of all members for submission to British Rowing and WEARA, and will ensure that the list is displayed within the clubhouse.

**BOAT CAPTAIN** shall be responsible for the maintenance of all boats and ancillary equipment, including life jackets, flares and trailers. He/she shall commission repairs where appropriate and advise the club captain and safety adviser accordingly.

**ENTRIES SECRETARY** will gather and publicise notice of all rowing events. He/she shall compile lists of rowers who make themselves available for such events, and in conjunction with the club captain ensure the timely and efficient despatch of paperwork for each event.

**WELFARE OFFICER** shall have the responsibility to communicate all British Rowing welfare requirements. He/she shall have particular regard to the welfare and safety of junior members and vulnerable adults. In these respects he/she shall via the committee seek to ensure that all club members are familiar with and implement best practice embodied in the following British Rowing policies and guidelines: Safeguarding and Protecting Children, Vulnerable Adults, and Grievance and Disciplinary Procedures. He/she also has the responsibility to ensure that the appropriate club members are CRB checked and ISA registered as necessary.

**SAFETY ADVISER** shall be responsible for the promotion of good practice on all matters pertaining to safety, and for keeping the club updated with regard to current British Rowing safety policy and recommendations. He/She shall, through working with the clubs officers and coaches, endeavour to ensure such good practice.

**KIT OFFICER** after full consultation shall be the person responsible for the selection of kit, of suppliers, and for the management of ordering procedures. He/she shall circulate full details of the latter to all club members.

**SOCIAL SECRETARY** shall be responsible for the annual dinner and dance arrangements, together with all social functions as and when they occur. He/she shall make every effort to thus generate extra income for the club.

**ROWERS REPRESENTATIVES** (4) shall be the link between the club membership and the Management Committee. They shall attend committee meetings, and be prepared to table requests, complaints or grievances on behalf of the wider membership. As such they will have full voting rights in all issues that come to committee.

**WEARA DELEGATE** shall attend West of England Rowing meetings as advised by the club secretary. The appointed delegates shall vote on behalf of the club when required and report relevant proceedings to the Management Committee.

12. **CLUB COMMITTEE**

- a. The Committee is responsible for the general conduct of the Club's business and activities.
- b. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- c. Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than three committee members.
- d. A quorum shall consist of not less than seven members.
- e. In the case of casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next AGM.
- f. The Committee and individual committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.
- g. In order to facilitate the general running of the club, a quorum of at least seven committee members are empowered to create, delete, or amend club bylaws. Such adjustments will take immediate effect. The bylaws including any such alterations will be openly displayed and available to all members. Any such action shall be raised at the following annual general meeting for ratification by the membership. Additionally such changes are open to challenge by the membership at any time through the proceedings of an extraordinary general meeting. (13b)

13. **GENERAL MEETINGS**

- a. An Annual General Meeting shall be held in December of each year. There shall be laid before the meeting a statement of accounts made up to the 31st day of the month of October immediately preceding.
- b. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than eight of the members of the Club entitled to vote.
- c. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

- d. Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 30 days preceding the AGM, and be signed by two member entitled to vote.
- e. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.
- f. At all General Meetings the Chairman will preside or, in his/her absence the Vice Chairman. In the event of non attendance by both, a Chairman for the meeting will be elected by the voting members present.
- g. At all General Meetings not less than seven members of the Club entitled to vote shall constitute a quorum.
- h. **Absences of Quorum:** If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.
- i. **Accidental Omission:** Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

14. **LIABILITY**

The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole. The Committee should ensure that adequate and appropriate public or preferably civil liability insurance is in place to cover all the activities of the club, its committee and members.

15. **VOTING**

Full, Life, Student, and junior members, over the age of 16 years are entitled to vote at all meetings, but only adult members may vote on issues relating to legal, contractual, or financial matters of the club.

16. **ALTERATION OF CONSTITUTION**

- a. This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.
- b. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

17. **AUDITOR**

Every Annual General Meeting shall appoint an Auditor who shall at the conclusion of the next financial year examine the accounting records of the Club, and report to the members on the income and expenditure accounts and balance sheet that are presented to the next AGM.

18. **DISTRIBUTION OF PROFITS**

In no circumstances can any profit be distributed to members, but any profits earned shall be used in furthering the objects of the Club.

19. **TERMINATION**

The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities agreed by the meeting which formally terminates the Club.

20. **POWER OF DECISION**

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.

21. **SAFETY**

The Officers and Committee have primary responsibility for safe practice within the Club and for observing guidance on water safety issued by British Rowing, through Row Safe.

The club adopts as part of its constitution, the policies of British Rowing, and where practicable will comply with the guidelines on:

- Grievance & Discipline
- Codes of Conduct
- CRB Disclosure & ISA Guidance
- Training & Competition Guidance
- Training Camps & Residential Visits
- Use of Media & Information Sharing

22. **DECLARATION**

Each member upon joining shall sign the following declaration:

Name: \_\_\_\_\_

Upon acceptance into membership of the \_\_\_\_\_ Rowing Club I understand that rowing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.\*

I also confirm that I am able to swim a minimum of 50 metres.

Signed: \_\_\_\_\_

Parent/Guardian (if under 18) \_\_\_\_\_

\*Should a medical condition exist, this will not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.

Signed.....Chairman

.....Secretary

Date .....