

# Weybridge Rowing Club

## Constitution and Rules

### 1. Name and Colours

The Club shall be called 'Weybridge Rowing Club' (hereinafter referred to as 'the Club') and its colours shall be light blue and dark blue.

### 2. Objectives

The objectives of the Club are to teach and promote the arts of rowing and sculling and to encourage competitive racing.

### 3. Membership

a) Membership of the Club shall be open to anyone interested in the sport of rowing or sculling upon payment of the appropriate entrance fee and subscription

b) There shall be nine classes of membership:

i) Senior Member – any member aged over 18

ii) Junior Member – any member aged 18 years or under

iii) Student Member – any member attending a course of full-time education

iv) Coxing or Coaching Member

v) Associate Member – who shall not be allowed to use any of the Club's boats

vi) Indoor Rowing Member – who shall not be allowed to use any of the Clubs boats or boating facilities

vii) Honorary Life Member – who shall not be required to pay a subscription

viii) Temporary Member – whose period of membership shall be agreed with the Committee of the Club.

ix) Student Members Living Away From Home

c) Honorary Life Membership shall only be awarded to a member who has given exceptional service to the Club, usually over a number of years. Any such member shall be nominated for the position of Honorary Life Member by the Committee for election at the Annual General Meeting or an Extraordinary General Meeting.

d) Applicants for membership shall complete a membership application form and it shall be posted on the Club Notice Board for a minimum of seven days. All applications must be considered by the Committee for approval and approval must not be unreasonably withheld.

e) If it is considered by the Committee that the approval of membership would be detrimental to the objectives of the Club, or contrary to its best interests, then the Committee is entitled to refuse membership. In such cases the applicant shall have the right of appeal as determined in clause 5 c) of these Rules.

f) A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership.

g) All rowing members must be able to demonstrate their ability to meet the British Rowing Swimming Standard.

#### **4. Equal Opportunities Policy**

The Club is fully committed to the principles of equality of opportunity for all members and will ensure that there is no unfair discrimination against any member on 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. Cessation of membership**

a) Any member may resign membership by giving one month's clear notice to the Club Secretary.

b) If any member is considered by the Committee to have broken the Constitution & Rules of the Club or otherwise acted in a manner detrimental to the objectives of the Club or acted against the best interests of the Club, then the Committee may suspend the member for a period of time or expel him from membership.

c) Any member so suspended or expelled may appeal to an independent Hearings Panel of three persons. The panel may be drawn from membership of the Club or from other clubs in the region. The Panel will hear and receive evidence, reach a conclusion and affirm or reject the sanctions imposed as appropriate. Any Hearings Panel must give a fair and independent hearing to the member suspended or expelled within an appropriate timescale. Hearings must not contravene the policies of the Club or British Rowing.

#### **6. Entrance fee and subscriptions**

a) The Committee shall make recommendations to the Annual General Meeting of the Club in September each year on the amount of the entrance fee, the amount of annual subscription and the proportion of annual subscription payable if the member joins during the course of a year. The amount of the annual subscription shall be kept at a level that will not pose a significant obstacle to people joining as members.

b) The annual subscription shall be due as from the first of October but may be paid in quarterly or monthly amounts as agreed with the Treasurer.

c) Any applicant for membership who fails to pay his entrance fee and subscription within fifteen days of being notified of his membership being approved shall forfeit his right to membership.

d) Any member who fails to pay his annual subscription by the thirty first of October in any year shall have his membership lapse and have to pay a further entrance fee as well as the annual subscription if he wishes to continue as a member of the Club.

#### **7. Grievance Procedure**

Any member with a complaint about treatment by the Club should set out his grievance in writing to the Committee Chairman. The Chairman will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines and Disciplinary Procedures in Rowing.

## **8. Club Officers**

The Principal Club Officers shall be:

- i) Captain
- ii) Treasurer
- iii) Secretary

## **9. Club Committee**

a) At the Annual General Meeting the Principal Officers and committee will be elected. The secretary will post a nomination form on the Club's Notice Board at least 21 days before the AGM and this will remain open for nominations until 7 days before the AGM. All nominations must be proposed and seconded.

b) The Committee shall consist of the three Principal Officers of the Club, a Water Safety Adviser and up to nine other members. At the Annual General Meeting the three Principal Officers, Water Safety Adviser and Committee Members shall be elected by a simple majority of those present. The Committee shall be responsible for identifying the roles required to support the operation of the club.

If there is more than one nominee for any of these posts then a vote will be taken, a simple majority being sufficient to secure the position.

The Captain may appoint up to three Vice Captains from the Committee Members. The Committee Members shall elect a Committee Chairman from amongst their number.

The Committee shall assume responsibility for the conduct of the Club's business and activities immediately after the close of the Annual General Meeting.

c) The quorum for Committee Meetings shall be 7 Committee Members.

d) All members of the Committee shall have a vote. The Club President, Vice Presidents and Trustees may also attend Committee meetings but unless otherwise elected to do so shall not have a vote.

e) The Committee may designate individual members to hold special responsibilities for the running of the Club who may attend Committee Meetings. If such members are not members of the Committee they shall have no vote.

f) If a vacancy occurs among the Members of the Committee then the Committee may elect a member as a voting member of the Committee.

g) If any Committee Member fails to attend any three consecutive Committee meetings without giving the Secretary, in writing, a reasonable explanation for such absence, then he shall be deemed no longer to be a Committee Member.

h) No member who is under the age of sixteen years shall be eligible for election or cooption to the Committee.

i) The Committee shall normally meet monthly. Special meetings of the Committee shall be called by the Secretary on instruction from the Chairman or no fewer than three elected members of the Committee.

j) Financial or legal liability incurred in the rightful exercise of their duties and responsibilities shall not be the personal liability of the Committee or any member thereof. The Committee shall ensure suitable insurance for the principal officers and the elected members of the Committee in the carrying out of their duties and responsibilities.

k) If the Committee calls a Special meeting, or needs to take an urgent decision in between the usual monthly Committee meetings, then a brief summary of the reason for the meeting and a record of any decisions taken will be added to the minutes of the next Committee Meeting.

l) The Committee must appoint a Club Welfare Officer (C.W.O) responsible for safeguarding children and vulnerable adults. The C.W.O may attend committee meetings but unless otherwise elected to do so shall not have a vote.

## **10. President**

There shall be a President of the Club. He shall be recommended by the Committee and elected each year by the Annual General Meeting. His duties shall include chairing the Annual General Meeting and any Extraordinary General Meetings of the Club and other such matters as the Committee from time to time may decide. The President must have served as a Vice-President for at least one year at the time of his election.

## **11. Vice- President**

A Vice-President is someone who has made a significant contribution or service to the life of the Club. Any such member may be recommended by the Committee for election at the Annual General Meeting. Once elected, the office is held for life. The number of Vice-Presidents of the Club must not exceed twenty.

## **12. Trustees**

a) There shall be three Trustees of the Club.

b) The first Trustees shall be appointed by the Club at the Annual General Meeting or Extraordinary General Meeting and the property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in them to be dealt with as the Committee shall from time to time direct (of which an entry in the minutes of the Committee meetings shall be conclusive evidence).

c) The Trustees shall be indemnified against risk and expense arising from their holding of the Club property.

d) The Trustees shall hold office until death or resignation or until removed from office by a resolution passed at an Annual General Meeting or an Extraordinary General Meeting on a simple majority of those present and voting.

e) If a position of Trustee becomes vacant then the Committee shall nominate a new Trustee. The President is nominated as the person to appoint new trustees of the Club within the meaning of Section 36 of the Trustees Act 1925 and shall appoint a new Trustee upon recommendation by the Committee.

f) The Trustees shall be circulated with the agenda and minutes of each Committee meeting and the Treasurer's reports. Trustees shall also be provided with monthly statements for all the Club's Bank Accounts. Trustees will be notified in advance of any proposed major expenditure, proposed changes to the Club's Constitution & Rules and amendments to any of the Club's leases, so that their views can be considered before final decisions are taken.

## **13. Annual accounts**

a) The financial year of the Club shall be from the first day of September until the last day of August.

b) The Club at the Annual General Meeting shall elect by a simple majority one or more Independent Financial Examiners (who shall not be members of the Committee) to examine the Club's accounts. Those elected shall commence their duties immediately after the close of the Annual General Meeting.

c) The audited accounts shall be presented by the Treasurer for approval to the Annual General Meeting. In the event that the outgoing Committee propose an increase to the annual subscriptions, the Treasurer shall present a top-level budget for the coming year in order to provide the members with the reasons behind the proposed increase. Changes to subscriptions will be voted on by all members present at the AGM and carried by a simple majority.

d) In no circumstances can any profit be distributed to members but any reserves earned shall be used in furthering the objectives of the Club.

#### **14. Annual General Meeting & Extraordinary General Meetings**

a) The Annual General Meeting of the Club shall be open to all members and shall be held during September. Members will be notified by the Secretary of the date of the AGM at least twenty one days beforehand.

b) At the date of the Annual General Meeting or Extraordinary General Meeting voting members must have achieved the age of 16 years.

c) Any motions tabled for consideration at the Annual General Meeting must be proposed and seconded by members. Notice of any motions to be considered or any proposed amendments to the Club's Constitution and Rules shall be communicated to the Secretary before the end of July preceding the Annual General Meeting and must be notified to all members at least fourteen days before the Annual General Meeting .

d) An Extraordinary General Meeting of members of the Club may be called at any time by the Committee or upon the written request containing the signatories of at least 25 members to consider and decide upon matters of urgency.

e) The Secretary shall give all members at least fourteen days notice of the calling of an Extraordinary General Meeting.

f) The quorum for the Annual General Meeting and any Extraordinary General Meetings shall be twenty five members. In all cases, except changes to the Constitution & Rules, (See Clause 19) all decisions shall be decided by a simple majority vote of those present. All members present shall be entitled to vote.

#### **15. Housing of Boats**

Members' privately owned racing craft may be housed at the Club subject to the permission of the Committee and at such fees as the Committee may decide. Neither the Club nor its Officers nor the Committee shall be liable for the loss of or damage to a members private boat, howsoever caused.

#### **16. 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.

## **17. Rowing Safety**

The Club is committed to keeping members safe on the water and when engaged in rowing or training activities by following British Rowing's Row Safe code.

## **18. Bye-laws**

The Committee may make, vary or rescind bye-laws for regulating the affairs of the Club provided that such bye-laws are not contrary to the provisions of the Constitution & Rules of the Club. Such bye-laws must be posted on the Club Notice Board and the Club's Website and shall be binding on all members.

## **19. Alteration to Constitution & Rules**

This Constitution & Rules shall not be altered, amended or rescinded except by members at an Extraordinary General Meeting or Annual General Meeting.

A motion to give effect to any change must be passed by at least three quarters of members present at the Extraordinary General Meeting or Annual General Meeting

## **20. Termination**

The Club shall not be terminated except by a motion carried at an Annual General Meeting or an Extraordinary General Meeting. In such case the motion must be carried by at least three quarters of the members present.

In the event of termination all surplus assets of the Club shall be handed over to a body or bodies with similar objectives to those of the Club or to a charity or charities agreed at the meeting which decided upon termination.

## **21. Wording of Constitution & Rules**

All references in the Constitution & Rules to the masculine gender shall apply equally to the feminine gender.