

## **Tyne Rowing Club (founded 1852)**

### **Constitution and Rules (Adopted by the Annual General Meeting on 12 November 2009) - *draft for checking as at 22 November 2009* - *changes agreed at AGM highlighted***

#### **1 Name**

The Club shall be known as the Tyne Rowing Club (hereinafter known as “the Club”).

#### **2 Objectives**

The objectives of the Club are to provide facilities for and to promote, encourage and give instruction in the sport of rowing, including the participation of all members of the community.

#### **3 The Membership**

3.1 The membership of the Club is open to anyone interested in the sport of rowing regardless of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

3.2 The Club shall have the following classes of membership:

3.2.1 Life Members – for full members who have given long service to the Club, elected at the discretion of the Committee;

3.2.2 Honorary Members - whom the Committee elect in recognition of their interest in, or services to, the Club or the sport of rowing;

3.2.3 Full Members – aged 18 or over;

3.2.4 Land Based Members - aged 18 or over and who wish to use only indoor equipment, including rowing machines and the gym equipment, *at off-peak times*;

3.2.5 Junior Members – under the age of 18;

3.2.6 Parent/Helper/Volunteer/Social Members - for those who wish to assist the Club and its activities but not make use of its equipment (except for social facilities or as incidental to giving assistance);

3.2.7 Temporary members - to cover a range of circumstances including training courses where the club may require those using the club’s facilities to join for insurance or other purposes.

3.3 If it is considered by the Committee that the granting or renewing of membership would be detrimental to the aims and objectives of the Club the Committee is entitled to refuse membership and shall provide full reasons for so doing.

- 3.4 Each member upon applying to join shall sign a declaration to the effect that they agree to follow the rules of the Club and that they recognise that rowing brings with it some risk and that they have a part to play in reducing risks. They shall state whether or not they can swim 100m. They shall also sign a medical declaration, saying whether or not they have any condition that might affect their ability to train or to row or restrict them from taking charge of a boat. **For junior members, a counter signature from a parent or guardian will be required.**
- 3.5 Members bringing guests into the Club to row must ensure they complete an appropriate temporary membership form before rowing to ensure insurance cover.

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

The Club will ensure that the talents and resources of all members are utilised to the full and that no member 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 or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

#### **5 Member Welfare Principles**

The Club accepts the current policy and procedures relating to the protection of children and vulnerable adults as set out by British Rowing and requires all members to accept them as a condition of membership. The Committee at its first meeting after the annual general meeting shall appoint a member to act as a Club Welfare Officer for the following year.

#### **6 Entrance Fee**

Each applicant for membership shall, if their application be accepted, pay an entrance fee, the amount of which shall be determined from time to time by the members in general meeting.

#### **7 Subscription**

- 7.1 Life and Honorary Members not active in rowing and using only the Club's social facilities shall pay no subscription. Life and Honorary Members who are active in rowing from the Club's premises or otherwise make use of the Club's facilities and/or equipment (other than social facilities), Full Members, Land Based Members, Junior Members and Parent/Helper/Volunteer/Social Members shall pay an annual subscription.
- 7.2 The rates of subscription and fees for the storage of members' boats in the Club's boat houses shall be determined from time to time by the members in a general meeting. Subscriptions shall be due from a member immediately on being elected to membership and can be paid on a monthly basis or by calendar year at the start of the year.

- 7.3 The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. In exceptional circumstances the Committee shall have the power to reduce the rate of subscription payable by an individual member in any category. The Committee shall also have the power to decide on the membership element of charges for training courses or similar where temporary membership is required.

## **8 Cessation of Membership**

- 8.1 Any member may resign giving one month's clear notice in writing to the Secretary.
- 8.2 Any member violating any of the rules or regulations of the Club or being adjudged guilty of any unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled.
- 8.3 Any member so suspended or expelled may appeal to an independent hearings panel.
- 8.4 The panel may be drawn from the membership of the Club or from other Clubs in the region.
- 8.5 The panel will hear and receive evidence, reach a conclusion and affirm or reject the sanctions imposed as appropriate.
- 8.6 Any hearings panel must give a fair and independent hearing to the applicant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club or British Rowing.
- 8.7 A member shall be deemed to have resigned from the Club if they cease to make monthly payments or fail to pay make an annual payment which became due on 1 January of that year. They may rejoin the Club but subject to the full provisions of Section 3 above.

## **9 Eligibility to Vote and hold office**

- 9.1 Only life and full members shall be eligible to take office in the Club and to vote at its meetings. Members in other categories can be elected on to the Committee (to a maximum number of three), but shall not have voting rights.
- 9.2 Any member who is under the age of 18 years shall not be eligible for election to the Committee of the Club.

## **10 Committee, the President and Vice Presidents**

- 10.1 The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Captain, two Vice Captains, Treasurer, Secretary and other officers as may be decided by the annual general meeting each year , together with up to seven ordinary members. The Committee can co-opt members in any category between annual general meetings, but they shall have no voting rights.10.2 Nominations for the positions of Chairman, Captain, Vice Captains, Secretary, Treasurer,

other officers and other members of the Committee shall be proposed by the Committee or put forward in the form of a motion under the terms of item 13.4.

- 10.2 The Committee may elect a Vice Chairman from amongst its members.
- 10.3 The term of office shall be one year and members of the Committee shall be eligible for re-election.
- 10.4 The Club shall have a President and so many Vice Presidents as shall be fixed from time to time at the annual general meeting. Nominations for the position of President and Vice President shall be put forward in the form of a motion under the terms of item 13.4. The President and the Vice Presidents shall be entitled to attend meetings of the Committee, but they cannot vote unless they have been elected to office or as a member of the Committee under items 10.1 to 10.4.

## **11 Duties of the Committee**

- 11.1 The Chairman will 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 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.
- 11.2 The Captain will be responsible for training and coaching, for representation of the Club in competitions and for organising the Club's own competitions.
- 11.3 The two Vice Captains will be responsible for assisting the Captain in the tasks set out in 11.2 and looking after the repair and maintenance of the Club's fleet of boats and equipment.
- 11.4 The Secretary will be responsible for the general administration of the business of the Club, including the organisation of meetings of the Committee and of the Club and the recording of minutes relating to such meetings.
- 11.5 The 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 a general meeting each year a balance sheet and income and expenditure accounts showing the Club's financial position and the results of its transactions for the previous financial year.
- 11.6 The transactions of the Club will be conducted through a bank account and will require the signatures of any two of the Chairman, Captain, Secretary, Treasurer or any other member of the Committee who has been designated for that purpose.

## **12 Club Committee**

- 12.1 The Committee is responsible for the general conduct of the Club's business and activities.
- 12.2 The Committee will meet at regular intervals during the year, as required by the business to be transacted, but no less than 6 times in each year.
- 12.3 Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than 3 committee members.
- 12.4 A quorum shall consist of not less than four members.
- 12.5 In the case of a casual vacancy among the Committee, the Committee shall be entitled to appoint another eligible person to act until the next annual general meeting.
- 12.6 The Committee shall have the power to make rules and regulations concerning the use of boats and the Club's facilities and equipment by members and their guests and shall post a list of such rules and regulations on the Club's notice board immediately after the same shall be made.
- 12.7 The Committee shall have the power to create any sub-committee it may deem desirable and the Committee shall appoint the Chairman and Secretary of any such sub-committee and shall define the sub-committee's responsibilities.
- 12.8 The Committee shall have the power to invite members of the Club, including junior members, officers of other rowing clubs using the Club's facilities and others with an interest in Club activities from time to time to attend (but not vote at) meetings of the Committee

## **13 General Meetings**

- 13.1 An annual general meeting will be held in the autumn of each year.
- 13.2 There shall be laid before a general meeting (which can be the annual general meeting) a statement of accounts made up to 31 August immediately preceding.
- 13.3 A special general meeting will be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than ten of the members of the Club entitled to vote.
- 13.4 Not less than 21 days clear notice shall be given, specifying to all members the time and business for the general meeting.
- 13.5 Motions for discussion at an annual general meeting not of origin from within the Committee shall be lodged with the Secretary at least 7 days preceding the annual general meeting and be signed by ten of the members of the Club who are entitled to vote.

- 13.6 At any general meeting a resolution put to the vote of the meeting shall be decided by a majority of those entitled to vote and present on a show of hands, except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.
- 13.7 At all general meetings the Chairman will preside, or in his/her absence, the voting members present will elect a Chairman for the meeting.
- 13.8 At all general meetings not less than ten members of the Club entitled to vote shall constitute a quorum.
- 13.9 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 of the time appointed for an adjourned meeting, the members present shall be a quorum.
- 13.10 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 the meeting.

#### **14 Liability**

The 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 Alteration of Constitution**

- 15.1 This constitution shall not be altered, amended or rescinded except by a resolution passed at an annual general meeting or a special general meeting of the Club.
- 15.2 A resolution to give effect to an alteration, amendment or a rescission of any part of the constitution must be passed by at least two thirds of the members present at the general meeting and eligible to vote and voting in favour.
- 15.3 Where any alteration or amendment to the constitution involves a change in the hours when intoxicating liquors shall be supplied, the rules relating to the supply of intoxicating liquors set out in item 23 or the objects or terms of membership of the Club, the Secretary of the Club shall give written notice of the alteration or amendment to the Chief Fire Officer, Chief Officer of the Police, the Clerk of the Local Authority, and the Clerk to the Licensing Justices within 42 days of the alteration or amendment.

## **16 Independent examiner**

Every annual general meeting shall appoint an independent examiner 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 when presented to a general meeting under 13.2 above.

## **17 Distribution of Profits**

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

## **18 Termination**

18.1 The Club shall not be wound up except by a resolution of a special general meeting convened for the purpose and, in such an event, any surplus assets after settling all liabilities of the Club shall be handed over to one or more of the following:

18.1.1 another club with similar sports purposes which is a registered charity; and/or

18.1.2 another club with similar sports purposes which is a registered community amateur sports club; and/or

18.1.3 the Club's national governing body for use by them for related community sports.

18.2 A resolution to wind up the Club must be passed by at least three quarters of the members present at the special general meeting and eligible to vote and voting in favour.

## **19 Club Property**

19.1 Four members of the Club shall be the Trustees in whom the freehold or leasehold property at the Club shall be vested. Every vacancy among the Trustees that shall occur from time to time shall be filled by election at the annual general meeting next after the occurrence of the vacancy, the election to be decided by a ballot, which shall be conducted in the same manner as the ballot for the election of the Committee.

19.2 A Trustee may resign from office by giving notice in writing to the Secretary of his or her wish to do so, and a Trustee may be removed from office by a majority vote of the members present and entitled to vote at an annual general meeting. Unless so removed, every Trustee shall hold office until he or she resigns or ceases to be a member of the Club.

## **20 Club Colours**

The colours of the Club shall be black and white. The Committee shall have the power to approve rowing uniforms and the design of the Club colours used on club equipment. Any member competing as a member of the Club shall wear one of the approved rowing uniforms.

## **21 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.

## **22 Safety**

22.1 The Committee at its first meeting after the annual general meeting shall appoint a member to act as Water Safety Adviser for the following year, whose duty it will be to understand the requirements of current British Rowing guidance and codes of practice on water safety and advise on their prominent display, their observation and their implementation at all times. The Water Safety Adviser shall attend and report to committee meetings as required.

22.2 All members shall agree, as a condition of their membership, to abide by the current British Rowing code of practice on water safety.

## **23 Club House and Bar Opening Hours**

23.1 The Clubhouse shall be opened and closed at such times as the Committee shall from time to time appoint.

23.2 The supply of intoxicating liquor shall be permitted under the Club's Registration Certificate between the hours of 11.30am to 2.00pm and between 4.00pm and 10.30pm on Mondays to Saturdays and between 12.00noon and 2.00pm and between 7.00pm and 10.30pm on Sundays, Christmas Day and Good Friday or at such other times as may be granted by the Licensing Authority.

23.3 No intoxicating liquor shall be supplied for consumption off the Club premises, except personally to a member who is at the time on the Club premises.

23.4 The bar shall be under the control of the Committee.

23.5 Intoxicating liquor may only be supplied by or on behalf of the Club to members of the Club who have attained the age of 18 years or their bona fide guests for consumption on the premises and at the expense of the Club member.

23.6 Any guest who is introduced in to the Clubhouse by a member must sign the guest book at the Club and the member making the introduction must also countersign.

23.7 Persons who are members of a Club affiliated to British Rowing and who are using the Club's facilities at the invitation of the Club or as part of an event affiliated to British Rowing shall be deemed to be guests of the Club on the day of their visit and shall not be required to sign the guest book.

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