

CAMBOIS ROWING CLUB CONSTITUTION



1. NAME

The club shall be known as Cambois Rowing Club (hereinafter known as 'the Club'). The members in general meeting may make, vary and revoke this Constitution, provided that nothing in such changes shall prejudice the Club's status as a Community Amateur Sports Club (CASC) under Chapter 9, Part 13 of the Corporation Tax Act 2010.

2. OBJECTIVES

The main purpose of the Club is to provide facilities for and to promote participation in the amateur sport of rowing in Ashington and its surrounding area.

3. POWERS

The Club has the following powers, which may be exercised only in promoting its Objectives:

- To acquire or hire property of any kind.
- To let or dispose of property of any kind.
- To co-operate with other bodies.
- To employ and remunerate staff or advisors as necessary to carry out the Objectives.
- To raise funds (but not by means of taxable trading).
- To deposit or invest funds in any lawful manner.
- To set aside funds for special purposes or as reserves against future expenditure.
- To borrow money with or without giving security.
- To enter contracts to provide services to or on behalf of other bodies.
- To accept gifts either for general or specific purposes of the Club.
- To hold licences where required by the authorities for activities that the Club may wish to carry out on its premises, such as those required for the sale and consumption of alcohol, for entertainment, or for the public broadcasting of music.
- To charge a fee for racking privately-owned boats that are not available for general use by Members.
- Nothing in this Constitution may fall outside or authorise the Club to do anything that is not permitted under CASC regulations found at Chapter 9, Part 13 of the Corporation Tax Act 2010.

4. MEMBERSHIP

4.1. The Club is an Open Membership Club.

All members shall be entitled to use Club equipment appropriate to their level of membership, however, the Captain has the right to decide upon boat and equipment allocation and their decision shall be final. Any person ceasing to be a member of the Club or not paying their due subscription shall forfeit all right to or claim upon the Club, its property or funds.

4.2. Classes of Membership

4.2.1 Full Members:

- Senior: Over 18, with access to all club equipment.
- Land members: Over 18, with access to land-based equipment only.

- Concessionary: Over 18, unemployed/student with access to all club equipment.
- 4.2.2 Junior Members:
 - J13-J18
 - J12 and below
- 4.2.3 Social Members: do not have access to, or use of, club boats or other equipment.
- 4.2.4 Honorary Members: have the same benefits as full members.

4.3. Election of Membership

- 4.3.1 Membership shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of rowing.
- 4.3.2 The Club may have different classes of membership and levels of subscription, which shall be applied on a fair and non-discriminatory basis. Subscription levels shall be set so as not to pose a significant obstacle to participation.
- 4.3.3 All applicants for membership, and members renewing their membership, shall agree to abide by this Constitution and by the Rules and Regulations of the Club and of British Rowing.
- 4.3.4 The Committee may refuse an application for membership, or withdraw or refuse to renew membership, where it considers that the individual's conduct or character is likely to be detrimental to the interests or reputation of the Club or the sport of rowing, or for other good cause.
- 4.3.5 Any such decision shall be communicated in writing, stating the reasons, and the individual shall have the right of appeal to a General Meeting of the Club.
- 4.3.6 The Club Committee may offer Honorary Membership to individuals that have served the Club or the sport of rowing with distinction.

4.4. Restriction

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

5. EQUAL OPPORTUNITIES POLICY

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member or volunteer 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.

6. 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.

7. SUBSCRIPTION

The rates of subscription shall be determined at a Committee meeting following the Annual General Meeting, and shall be due on election and, thereafter, on or before 1st January in each year. A quarterly sliding scale of subscription rates will be applied for members joining through the year.

8. CESSATION OF MEMBERSHIP

8.1. Any member may resign giving one month's clear notice in writing to the secretary.

8.2. Suspension or Expulsion:

8.2.1 The Committee may suspend or expel a member who violates this Constitution or the Rules and Regulations of the Club, or whose conduct is considered to be unsatisfactory or detrimental to the interests of the Club.

8.2.2 A member subject to suspension or expulsion shall be informed in writing of the decision and the reasons for it and may have the right of appeal to an independent Hearings Panel appointed by the Northern Rowing Council.

8.2.3 The hearing 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.

8.3. A member shall be deemed to have resigned if, after due written notice, they have failed to pay their annual subscription by 31 January. Such a person may rejoin during the same membership year without payment of an entrance fee, subject to the provision of 4.3. or 4.4. above.

9. GRIEVANCE AND DISCIPLINARY PROCEDURES

An individual or member with a complaint about treatment by the Club should set out their grievance in writing or by email, in the first instance to the Club Chair. 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.

10. DISQUALIFICATION FROM HOLDING OFFICE

10.1. Only members entitled to vote are eligible to hold office.

10.2. Any member who is under the age of 16 years shall not be eligible for election to the club committee.

11. COMMITTEE

The Committee shall represent the interests of the entire membership of the Club.

11.1. The Committee shall conduct the affairs of the Club as a whole and shall consist of the following officers: Chair, Secretary, Treasurer, Captain, Vice-Captain, Safety Officer, Welfare Officer and other Officers as deemed necessary, together with 4 ordinary members.

11.2. The Committee shall have the power to co-opt up to 4 further members and co-opted members shall have the right to vote at Committee meetings only. Voting rights at General Meetings shall be limited to those members entitled to vote under this Constitution.

11.3. The Committee may select a President as an honorary officer within the Club. The President will not be a member of the Committee. The election of a President shall be at a General Meeting, following a nomination made by the Committee.

11.4. Nominations for the position of Chair, Secretary, Treasurer, Officers and Committee Members (excluding the Welfare Officer) shall be put forward in the form of a motion under the terms of Paragraph 14.4. If the number of vacancies to be filled is greater than the number of candidates nominated, or if in the opinion of the Committee any member is specially qualified to fill any particular office, the Committee may nominate a member for election provided notice of such nominations is given in the notice convening the AGM. Casual vacancies among the Officers and Committee (other than the President) may be filled by the committee. If there is an election and a candidate for an Office is unsuccessful, they shall be eligible for election as an ordinary member.

- 11.5. No member may propose or second more than 3 nominations for Committee membership. No member may propose a close relative.
- 11.6. The Committee shall elect a Vice-Chair from among its number.
- 11.7. The term of office shall be for one year, and members shall be eligible for re-election. If elected or appointed to the Committee after one AGM and before the next, a committee member wishing to continue must stand for election at the next AGM and will serve for the following full year.
- 11.8. The Committee shall appoint two Junior Representatives from the J17 and J18 squads at the time of the AGM, by election, or co-option should that be necessary.
- 11.9. The Committee shall appoint a Welfare Officer, following a selection process that includes receipt of a satisfactory reference from a professional person.

12. DUTIES OF COMMITTEE OFFICERS

- 12.1. **Chair:** The chair 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 Chair shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations. The Chair shall ex officio be a member of any other committee of the Club.
- 12.2. **President:** The President shall assume a role appropriate to themselves within the general requirement to be a figurehead for the Club and to represent the Club or to appoint suitable representatives in its dealings with external bodies.
- 12.3. **Captain:** The Captain will be responsible for the arrangements for training, coaching and boat allocation, boat racking, transport of boats to events, club equipment including boats and land equipment, and for representation of the Club in competitions.
- 12.4. **Vice-Captain:** The Vice-Captain will work with the Captain to ensure that arrangements for training and coaching, and competitions hosted by the club, are carried out in accordance with the Committee's requirements.
- 12.5. **Safety Officer:** The Safety Officer will advise the Committee concerning matters relating to safety, to ensure that the Committee and Coaches provide a safe rowing environment for all members, and that coaches prepare appropriate risk assessments prior to training or racing. The Safety Officer will advise the Committee about matters relating to safety at events hosted by the Club and ensure that the Regatta Secretary makes available an appropriate risk assessment.
- 12.6. **Welfare Officer:** The Welfare Officer will advise the Committee concerning matters relating to the protection of children and vulnerable adults, in accordance with the requirements of British Rowing.
- 12.7. **Secretary:** The 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 all correspondence relating to the general business of the Club. The Secretary will ensure that records are kept of membership and attendance.
- 12.8. **Treasurer:** 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 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. The transactions of the Club will be conducted through a bank account in accordance with the mandate held at the bank.
- 12.9. The **Chair, Treasurer and Secretary** will be the Trustees of the Club. At any time, two of the three Trustees should have served two or more years as Members immediately before appointment.

12.10. Any legal contract entered into by the Club shall be signed by two of the three Trustees, following a Resolution from the Committee that approves the contract.

13. CLUB COMMITTEE

- 13.1. The committee is responsible for the general conduct of the Club's business and activities.
- 13.2. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- 13.3. Special meetings of the Committee shall be called by the Secretary on instructions of the Chair, or not less than three Committee members.
- 13.4. A quorum shall consist of not less than 5 members.
- 13.5. In the case of a casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next AGM.

14. GENERAL MEETINGS

- 14.1. An Annual General Meeting shall be held once a year. All members will be given three weeks' notice of the date of the AGM.
- 14.2. The business of the AGM:
 - 14.2.1. The members of the Club will elect from among themselves the Officers and Committee of the Club and have the power to remove Committee Members and Officers.
 - 14.2.2. The Treasurer will produce accounts of the Club for the last financial year which shall be available for the members of the Club to examine.
 - 14.2.3. The Committee will present a report on the Club's activities since the previous AGM.
 - 14.2.4. The members will appoint a suitable person to audit the accounts as required.
 - 14.2.5. The members will discuss and vote on any resolution (whether about policy or to change this Constitution, provided that nothing in the amendments shall prejudice the Clubs status as a CASC under Chapter 9, Part 13 of the Corporation Tax Act 2010) and deal with any other business put to the meeting.
 - 14.2.6. Minutes of the meeting will be published and attached to the Club noticeboard contained within its facilities.
- 14.3. An Extraordinary General Meeting shall be called on the instructions to the Secretary of a simple majority of the Committee, or on a requisition signed by not less than 8 of the members of the Club entitled to vote. An Extraordinary General Meeting may consider and vote on any matter also be covered at an Annual General Meeting.
- 14.4. On receipt of instruction according to 14.3. the Secretary shall within seven days issue a notice stating the business and convening an Extraordinary General Meeting to be held on a date not less than seven and not more than fourteen days after the issue of the notice.
- 14.5. Motions for discussion including nominations at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary one week prior to the date of the meeting, and be signed by 2 members entitled to vote.
- 14.6. 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.
- 14.7. At all General Meetings the Chair will preside or, in his/her absence, a Chair for the meeting will be elected by the voting members present.

- 14.8. At all General Meetings not less than 8 members of the Club entitled to vote shall constitute a quorum.
- 14.9. **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 constitute a quorum.
- 14.10. **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.

15. 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 and civil liability insurance is in place to cover all the activities of the Club, its committee and members.

16. VOTING

- 16.1. Only senior members (Full, Land and Concessionary) are entitled to vote at General Meetings. Junior Members aged J17 and J18 shall vote only for the election of their Junior Representatives. The J17 and J18 Committee representatives may vote at Committee meetings.
- 16.2. The Trustees of the Club each have the power to veto any vote that would prejudice the financial governance of the Club, or in other ways introduces liabilities that they are not prepared to accept.

17. ALTERATION OF CONSTITUTION

- 17.1. This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.
- 17.2. A resolution to give effect to a change must be passed by at least 75% of the members entitled to vote who are present at the General Meeting.

18. 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 at the next AGM.

19. DISTRIBUTION OF PROFITS

All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

20. TERMINATION

The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose. In such an event, the Committee will remain in office and will be responsible for the orderly winding up of the Club's affairs. Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by it in related community sports.

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

The Officers and Committee have primary responsibility for safe practice within the Club and for adopting the minimum standards advised by British Rowing.

The Committee shall appoint a member to act as a Safety Officer whose duty it will be to understand the requirements of the British Rowing Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times.

23. DECLARATION

Each member, or parent/carer if under 18, upon joining or when updating records on renewing membership, shall sign a declaration, whose wording will vary from time to time in response to need, concerning the following:

- 23.1. Confirming that he/she is fit to row.
- 23.2. Naming any existing medical conditions that the Club should know in the interests of Health and Safety.
- 23.3. Confirming that he/she can swim a specified distance.
- 23.4. Confirming that he/she is aware of British Rowing's Water Safety Code.
- 23.5. Agreeing or denying that the Club can store data in a computer in accordance with Data Protection legislation.
- 23.6. Agreeing or denying that photographs of the member can be used in the Club's publications, including the website.
- 23.7. Other declarations that may be required on the advice of British Rowing or other authorities that govern sport.
- 23.8. Agreeing to follow the Code of Conduct.