



CONSTITUTION

1 THE CLUB

1.1 That the Club be called Runcorn Rowing Club, hereinafter known as the Club, and the colours be royal blue and two white bands.

2 OBJECTIVE

The objective of the Club is the advancement of the amateur sport of rowing and sculling and community participation in the same.

3 MEMBERSHIP

3.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

3.2 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.

3.3 The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. In the event of refusal of a membership application or a membership renewal, the applicant or member will be informed in writing, stating the reasons for refusal and will have the right of appeal to an Appeals Panel which will consist of members or invitees who were not present at the meeting at which the original decision was taken. The appeal hearing will be held within 4 weeks of the receipt of the written appeal. The decision of the appeals panel will be final.

3.4 If the person is under the age of eighteen years, there must be endorsed on his/her form of nomination a statement signed by his/her parent or guardian consenting to the person's membership and confirming that he/she can swim.

3.5 That any person desiring to become a member of the Club shall pay a full subscription on joining at whatever time of the year that he joins (for the class of membership of which he is applying), and that only in the subsequent year shall his subscription be the pro-rata equivalent of a full subscription. This rule can be waived for members who wish to join for less than a full year only by application to the Committee.

4 PROPERTY & FUNDS

4.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other

than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

4.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

4.3 The Club may also in connection with the sports purposes of the Club:

- (a) Sell and supply food, drink and related sports clothing and equipment;
- (b) Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- (c) Pay for reasonable hospitality for visiting teams and guests;

4.4 The Committee will have due regard to the law on disability discrimination and child protection.

5 WINDING UP THE CLUB

5.1 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

5.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.

5.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- (a) to another Club with similar sports purposes which is a registered charity and/or
- (b) to another Club with similar sports purposes which is a registered CASC and/or
- (c) to the Club's governing body for use by them for related community sports.

6 PRIORITY

Where there is a conflict between any of the rules ('key rules') and any other rule or rules the key rule(s) will take priority, Interpretation of all the rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

7 ANNUAL GENERAL MEETINGS

That a general meeting of the members of the Club to be called the Annual General Meeting, be held in the month of April each year on a date to be decided by the Committee or failing any such decision on the 30th and a notice shall be fixed to the notice board in the Clubhouse stating the date decided by the Committee 28 days before the date decided and that seven days notice in writing of such meeting and of the business to be transacted thereat shall be sent to each member, at the address last notified to the Secretary, by the Secretary.

8 SPECIAL GENERAL MEETINGS

8.1 That general meetings of the Club to be called Special General Meetings be held at such times as the Committee may direct, or not less than twelve members (or one fifth of the members of the Club if fewer) may by notice in writing to the Secretary, require; and in the case of a Special General Meeting required by notice the Secretary shall call a Special General Meeting to be held not less than 21 days and not more than 35 days after the notice is delivered to him and in either case that he give 7 days notice of such meeting and of the business to be transacted thereat to each member.

8.2 A quorum of any General Meeting shall be **twelve**, or one third of the members of the Club, whichever is less.

8.3 The right to vote at General Meetings shall be confirmed to members who shall each be entitled to cast one vote, except as provided for by Section 14.1.9 and except, in the case of family membership, the adult members shall each be entitled to cast one vote but the children shall not be entitled to vote. If there is equality of votes the Chairman shall be entitled to a second or casting vote.

9 OFFICERS OF THE CLUB

9.1 The officers of the Club shall consist of those listed in Section 9.2, all of whom shall be elected at the Annual General Meeting, and shall hold office for one year from the following 1st May or until death or resignation or until dismissed from office by a resolution passed at a Special General Meeting, and that the Committee shall be entitled to appoint a new officer to take the place of any officer who dies or resigns or is dismissed, such new officer to hold office for the residue of the term for which his predecessor was elected.

9.2 The officers of the Club shall be:

President,
Vice Presidents,
Chairman,
Vice Chairman,
Captain
Vice Captain for Men's Rowing,
Vice Captain for Women's Rowing,
Vice Captain for Recreational Rowing,
Vice Captain for Junior Rowing
Secretary,
Treasurer.

9.3 The duties of officers shall be as follows:

Chairman: The Chairman or his deputy will preside at all general meetings of the Club and at all meetings of the committee. He or she 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. He/ she shall ex-officio be a member of any other committee of the Club.

Captain: The Captain will be responsible for training, coaching and representation of the Club in competitions.

Hon. Secretary: The Hon. 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.

Hon. Treasurer: The Hon. Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by the General Meeting. Every Annual General Meeting shall appoint an Hon. Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet. The Hon. Treasurer shall produce at the AGM accounts showing the financial state of the Club accompanied by the Hon. Auditor's report.

10 COMMITTEE STRUCTURE AND OPERATION

10.0 The Masculine shall include the feminine and vice-versa, except where the contrary appears specific.

10.1 That the business of the Club be managed by a Committee consisting of the before mentioned officers except for Vice Presidents, any sub-Committee Chairmen elected at a general meeting, and not more than five other members to be elected at an Annual General Meeting to hold office for one year from the following 1st May.

10.2 That the Committee shall be empowered to elect sub-Committees with such powers as it thinks fit, provided that:

10.2.1 No such sub-Committee shall continue in existence after the 30th April after the date of its appointment.

10.2.2 No sub-Committee shall have power to incur expenditure unless the Committee specifically empowers it do so.

10.2.3 An Annual General Meeting may elect any members (including officers) to be Chairmen of the following sub-Committees, namely the Executive sub-Committee, the Rowing Events sub-Committee, the Social and Fund-raising sub-Committee, the Building and Equipment sub-Committee, the Rowing sub-Committee and the Development sub-Committee and the Chairmen so elected shall hold office for the same period as an officer of the Club and shall (if not already so) become a member of the Committee and if the Committee shall not elect sub-Committees for the said purposes the Chairmen so elected by a General Meeting shall assume primary responsibilities for the said duties subject to the control of the Committee. The Annual General meeting will also accept appointments of representatives from Runcorn Canoe Club, Liverpool University Boat Club and any other affiliated Club.

10.2.4 Any sub-Committee concerned with the purchase for the Club or the supply by the Club of intoxicating liquor shall consist wholly of members of the Committee and any person who ceases so be a member of the Committee shall thereupon also cease to be a member of any sub-Committee to which he has been appointed.

10.3 That the quorum of the Committee be five.

10.4 That the Committee be entitled to appoint a member of the Club to be a member of the Committee in place of an ordinary Committee member who dies or resigns such appointed member to serve for the residue of the term for which his predecessor was elected.

10.5 That any member of the Club is entitled to attend Committee meetings to observe the proceedings of the Committee but shall not be permitted to speak about any matter to the Committee which is being discussed by them without the permission of the Chairman and 75% of the Committee members present at the meeting.

10.6 That prior notice of each Committee meeting be given or sent to each member of the Committee and that all general and Committee meetings be held at the Clubhouse to commence at 1945hrs unless in the case of a Committee meeting the Committee decides otherwise at the previous meeting.

10.7 The Annual general meeting must appoint a member of the Club to be Club Welfare Officer

11 AMENDMENTS TO THE CONSTITUTION

11.1 This Constitution may only be amended or added to by a general meeting and only when the exact wording of the resolution has been given to the Secretary by the proposer at least 21 days before the date of the general meeting or has been incorporated in a resolution passed by the Committee at least 14 days before such date.

11.2 The Secretary shall include in the notice of the meeting given to the members the exact wording of the proposed amendment or addition.

11.3 No amendment to the wording of the proposed amendment or addition may be made at the general meeting.

12 AMATEUR STATUS

Only persons who are amateurs in accordance with British Rowing's definition are eligible for membership.

13 SAFETY

13.1 The committee shall appoint a member to act as Safety Advisor whose duty it will be to understand the requirements of the British Rowing Code of practice for Water Safety (RowSafe) and advise on their prominent display, their observation and their implementation at all times.

13.2 Neither the Club generally nor its trustees, officers (including the Safety Advisor), Committee or members shall be liable in respect of any injury, loss or claim of any kind which may arise, whether from a failure to comply with the Water Safety Code (RowSafe) or otherwise.

14 CLASSES OF MEMBERSHIP

14.1 That there shall be the following classes of members of the Club:

14.1.1 Presidents and vice-presidents; who shall be members only so long as they hold office unless they are also Life members, Senior or Associate members.

14.1.2 Life members.

14.1.3 Senior members.

14.1.4 Junior/student members: to be either under 18 years of age on the 1st May in the current membership year or in full time education up to the age of 25 on the first of May in the current membership year.

14.1.5 Associate members; to be at least 18 years of age and may not use the Club's racing craft on more than six occasions per year.

14.1.6. Family membership to be up to two adults in the same household and any of their children in full time education up to the age of 25 on the first of May in the current membership year.

14.1.7 Social members; to be at least 18 years of age and may not use rowing equipment belonging to the Club.

14.1.8 Affiliate members are groups of members of other clubs who wish to use the Club's facilities. As members of other clubs, they will not be included in the capitation returns sent to British Rowing. A Service Level Agreement, which shall be approved by the committee and the trustees, shall govern the terms under which the Club's facilities are used. Affiliated members may vote at General Meetings except that they may not vote on amendments to the constitution *or election of officers*.

14.1.9 Coxswain members; to be open to juniors under the age of 16 who wish to act as coxswains only. They will not be entitled to use the Club's rowing or sculling equipment except as coxswains nor will they be entitled to a vote at General Meetings.

14.2 No subscriptions shall be payable by Presidents or Vice Presidents as such nor by Life members but the rates of subscription for other classes of members shall be determined from time to time by resolutions passed at general meetings.

14.3 Should the Club be registered in respect of Value Added Tax at the time a subscription is due or paid then Value Added Tax shall be paid to the Club in addition to the subscription at the rate required by Law.

15 SUBSCRIPTIONS

15.1 That all subscriptions be paid before 1st June in each year and that no member use any property of the Club after that date unless and until his subscription be paid. Members may pay by monthly standing order at a rate to be determined at the Annual General Meeting. Members who have not paid their subscription for the current financial year shall not represent the Club in any rowing event taking place after the 1st June and shall not compete in any Club regatta taking place after that date. If members paying by standing order have not updated their monthly fees by the end of May, then they will not be allowed to race for the Club.

15.2 That all members except Vice Presidents, Associate members, Social members and Affiliated members shall be registered members of British Rowing. That members who are not registered members of British Rowing shall pay an additional fee annually to the Club to cover the capitation fee levied by that association, the amount of this additional fee to be decided by the Committee.

15.3 Members paying their subscriptions in full before the 1st June will be allowed a discount of 5%.

16 CESSATION OF MEMBERSHIP

16.1 Any member wishing to resign shall give one month's clear notice in writing to the Secretary; such

resignation shall take effect on the date received by the Secretary, but the giving of such notice shall not relieve a member of his liability to pay all subscriptions or other sums which may be due from or payable by him at the time of his resignation.

16.2.1 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 Appeals Panel. 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.

16.2.2 Any Appeals 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.

16.3 A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by August the annual subscription which became due on 1st June. They may, however, re-join at any time during that year without payment of any entrance fee, subject to the provision of 3.5 above.

17. 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 the Club Chairman in writing. 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.

18. FINANCE

18.1 That the financial year of the Club to begin on the 1st April in each year and that subscriptions for the ensuing year be due from the 1st May.

18.2 That the Committee have power to borrow money in the name of the Club and for the purposes of the Club, in such sums (not without the authority of a resolution passed at a general meeting to exceed in all at any time five times the income of the Club from subscriptions in the preceding financial year), for such periods and upon such terms including the giving of security as it thinks fit.

19 CLUB RULES

19.1 That a copy of the Constitution and Rules of the Club be posted in the Clubhouse and a copy be displayed on the Club's website.

19.2 That the Committee shall have power to amend the Club Rules.

20 ABSENCE OF SECRETARY

20.1 If there shall at any time be no Secretary of the Club or he cannot be traced any notice required by these

rules to be given to the Secretary must be given to the Chairman or if none to any officer of the Club or if none must be posted in the Clubhouse.

20.2 If there shall at any time be no Secretary of the Club or if he fails to carry out the duties prescribed by these rules then those duties shall be carried out by such member as the Committee shall appoint within fourteen days after the breach and failing such appointment or if the person appointed shall fail to carry out the duties within fourteen days they may be carried out by any Club member.

21 SAFEGUARDING 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. In the first instance speak to or text the Club Welfare officer on 07733 620113 or email welfare@runcornrowing.com. This is a dedicated contact system and only used for welfare issues.

22 RESTRICTION OF MEMBERSHIP

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

23 DISTRIBUTION OF PROFITS

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

Runcorn Rowing Club, The Boathouse, Cholmondeley Road, Clifton, Runcorn, Cheshire WA7 4XT