

# DERWENT ROWING CLUB CONSTITUTION



## 1. NAME

The Club shall be known as Derwent Rowing Club hereinafter known as 'the Club' and shall be affiliated to British Rowing.

## 2. OBJECTIVES

The objectives of the Club are

- To offer coaching and competitive opportunities in rowing.
- To promote the Club within the local community and rowing.
- To manage the Derwent Rowing Club Clubhouse.
- To ensure a duty of care to all members of the Club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

## 3 MEMBERSHIP

### a) Membership

All members will be subject to the regulations of the constitution and Club rules and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

### b) Classes of Membership

The Club will be formed from the following classes of members:-

1. Full/ Active Members - aged over 18.
2. Junior Members -aged of 18 or under. Those under 11 will only be admitted when one or both parents/guardians are members.
3. Student Members - those in full-time education.
4. Recreational Members- aged over 18 who do not wish to train to race and have limited access to Club and equipment.
5. Gym Users Members – use of the ergometers and weights room.
6. Social Members -do not have access to or use of Club equipment.
7. Parent/ Volunteers- do not have access to or use of Club equipment.
8. Temporary Membership- can last a maximum of 3 months.
9. Coxing Membership
10. Vice Presidents - Membership may be proposed at the discretion of the Committee and in accordance of the Club rules.

### 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, there may be a limitation of membership based on available resources at the time of application. This will be on a non-discriminatory basis and based on our duty of care to manage the water safety risk.
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.

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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 members.

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 SAFEGUARDING PROCEDURES**

The Club accepts the policy and procedures relating to Child Safeguarding and the Protection of Vulnerable Adults as set out by British Rowing, and requires all members to accept them as a condition of membership.

The Committee shall appoint a member to act as Welfare Officer whose duty it will be to understand the requirements of the British Rowing policy and procedures relating to Child Safeguarding and will advise on their observation and implementation at all times.

6. **SUBSCRIPTION**

The rates of subscription shall be determined by the members in the Annual General meeting and shall be due on election and, thereafter, on or before the 1<sup>st</sup> April each year. For those members paying by standing order they shall have amended the amount payable by this date and made up any deficit due to initial under payment.

7. **CESSATION OF MEMBERSHIP**

No member may take part in any activities or proceedings of the Club, or use any of the Club property after 1<sup>st</sup> April in any year, unless their subscription for the current season, together with all arrears or other sums they may owe to the Club shall have been paid by that date. No person shall be deemed a member if their subscription is not paid by 31<sup>st</sup> October of the current year or within one month after the due date for payment, whichever is the later. Otherwise any person shall remain a member until written notice of resignation has been handed to the secretary. In the event of a lapse of membership the former member will have to re-apply for membership, subject to the provision of 3.C or 3.D above

- a) Any member may resign giving one month's clear notice in writing to the Secretary.
- b 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 Hearings Panel if such an appeal is approved by two thirds of the Committee 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.

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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.

## 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 the Club Chairman. 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 members entitled to vote are eligible to hold office.
- b) Any member, who is under the age of 18 years, shall not be eligible for election to the Committee of the Club with the exception of the Junior Representative.

## 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 and detailed in the club rules, together with up to 6 ordinary members. The Committee shall have the power to co-opt further members if required but co-opted members shall have no right to vote at Committee meetings.
- b) Nominations for the position of Chairman, Secretary, Treasurer and other Officers shall be put forward in the form of a motion as described in the club rules. The role of Child Welfare Officer will not be elected but appointed by the Committee.
- c) The term of office shall be for one year, and members shall be eligible for re-election.

## 11. DUTIES OF KEY COMMITTEE OFFICERS

### Roles and responsibilities are fully defined in the club rules

- a) **Chairman:** The Chairman (or 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 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.
- b) **Captain:** The Captain will be responsible for training, coaching and representation of the Club in competitions.
- c) **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.
- d) **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. They 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 and will require the signatures of any 2 members of the Committee who have been designated for the purpose.

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- e) **Club Welfare Officer:** The Club Welfare Officer will be responsible for implementing good practice with regard to safeguarding and protecting children, equity and welfare. They shall ensure the Club's supervising adults and coaches accept responsibility for the welfare of the young people in their care in accordance with British Rowing's policies; ensure the Club and its members take all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.

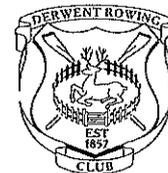
## 12 CLUB COMMITTEE

- 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 5 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.

## 13 GENERAL MEETINGS

- a) An Annual General Meeting shall be held in January or February of each year at a date to be determined by the committee. There shall be laid before the meeting a statement of accounts made up to the 31<sup>st</sup> October immediately preceding the meeting.
- a 1) Not less than 28 days clear notice shall be given, specifying to all members the time and business of the Annual General Meeting.
- a 2) Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 21 days preceding the AGM, and be signed by 3 members entitled to vote.
- 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 5 of the members of the Club entitled to vote. At least seven days clear notice of such a meeting shall be given to all Officers and Active members of the Club.
- c) A Special General Meeting of the Club shall be called whenever the Committee shall consider such a meeting to be necessary. At least seven days clear notice of such a meeting shall be given to all Officers and Active members of the Club, and the notice shall state the purpose for which the meeting is called.

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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.

- e) At all General Meetings the Chairman will preside or, in his/her absence, a Chairman for the meeting will be elected by the voting members present.
- f) At all General Meetings not less than 5 members of the Club entitled to vote shall constitute a quorum.
- g) **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
- h) **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

Only full members, over the age of 18 years are entitled to vote at all meetings and as described in the Club rules.

## 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 may 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.

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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 of water safety issued by British Rowing.

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

## 22 **DECLARATION**

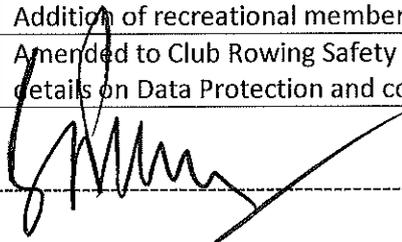
Each member upon joining shall sign to acknowledge that:

- They understand that rowing is undertaken at their own risk;
- That they have read and understood both the medical declaration and swimming ability statements and declare that they can meet the minimum swimming requirement and have no need to seek medical approval/ have been declared medically fit to row, and agree to inform the club/ coach/ crew of any change in their personal health/ swimming proficiency that may put themselves or others at risk
- They will notify the club if there are any changes in their home and emergency contact details
- They agree to pay all fees (subscription and competition fees) on time and as requested.
- They consent to the use of video/photographs for coaching purposes and to promote the club's activities. Their use for any other purpose should be accompanied by separate, explicit, consent.
- They agree to abide by the club's constitution and rules (attached).
- They agree to their personal information being held in accordance with Derwent RC Data Protection Policy and Derwent RC Data Privacy Policy
- They agree to abide to Derwent RC Social Media Policy which outlines how we expect volunteers and members of the club, including junior members, to behave when using websites or social media associated with the club.

### Revision History

Version	Date	Changes
1.0	October 2015	First Issue
2.0	January 2016	Amended regarding Junior voting rights & clarity on appointment of Club Welfare Officer
3.0	January 2017	Addition of recreational membership
4.0	January 2020	Amended to Club Rowing Safety Advisor, amended declaration to include details on Data Protection and consent regarding video/ photography

Constitution Adopted



January 2020