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## **CONSTITUTION**

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### **NAME**

The club shall be known as WARRINGTON ROWING CLUB hereinafter known as THE CLUB, and will be affiliated to British Rowing.

### **OBJECTIVES**

The objectives of the Club are:

- To offer coaching, competitive and recreational opportunities in Rowing
- To promote the club within the local community and Rowing
- To manage the Warrington 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.

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

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

- Sell and supply food, drink and related sports clothing and equipment.
- 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.
- Pay for reasonable hospitality for visiting teams and guests.

### **MEMBERSHIP**

Membership consists of officers and members of the club.

All members will be subject to the regulations of the constitution. It is a condition of membership that all new applicants and members renewing their membership sign their agreement to abide by the rules and regulations of the Club and the sport of rowing.

A. Classes of Membership:

The club will be formed from the following principal classes of members:

- Senior (above 18 years of age)
  - Competitive
  - Recreational
- Coxing & Coaching (above 18 years of age)
- Junior & Student (up to 18 years of age or up to 25 if in full-time education)
- Gym
- Honorary (as proposed by the Chair and ratified at a general meeting)
- Social ( no use of gym or rowing facilities)
- Concessionary

From time-to-time the Committee may approve additional classes of membership. These will be notified via the monthly committee minutes and the website and may address, for example: University vacation rowing for former junior members; temporary membership; financial hardship.



### B. Election:

Membership of the Club shall be open to anyone interested in the sport of rowing on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the Committee, who may refuse to elect to membership any applicant, or decline to accept renewal of membership, only for good cause such as conduct or character likely to bring the Club or sport into disrepute or to be detrimental to the aims and objectives of the club. In the case of such refusal the committee would provide full reasons for doing so. Appeal against refusal or removal may be made to the members. However, limitation of membership according to available facilities is allowable on a non discriminatory basis. Election shall be by simple majority of the committee.

### C. Restriction:

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

### D. Cessation of membership

Any member may resign giving one month's clear notice in writing to the Secretary or Membership Secretary.

### E. Equal Opportunity

Warrington Rowing Club is committed to ensuring that equal opportunity is incorporated across all aspects of its development. The Club's Equity Policy is available on the Club's website and is displayed on the clubhouse notice board.

## MEMBERSHIP FEES

The rates of subscription shall be determined by the members in General Meeting and shall be due on election and, thereafter, on or before 1<sup>st</sup> January in each year.

The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Committee will endeavour to maintain subscriptions at levels that will not pose a significant obstacle to participation whilst recognising the obligation to fund the continuing operations of the Club.

Reduced rate of subscription may be offered at the discretion of the committee to accommodate members with financial difficulties.

Annual subscriptions are normally payable in full on joining or renewing.

Annual membership subscriptions may be paid by monthly standing order. However, this is not a monthly membership scheme and failure to maintain payments will lead to loss of membership privileges and could result in termination.



## OFFICERS OF THE CLUB

**President:** The President or his/her nominated representative will preside at all General meetings of the Club.

**Chairman:** The Chairman will preside 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.

**Captain:** The Captain will be responsible for all matters to do with boats and their crews including training, coaching and representation of the Club in competitions.

**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.

**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..

## CLUB COMMITTEE

All categories of members, aged 18 or over, are eligible for election to the committee.

The Committee shall comprise of the constitutionally constituted officers detailed above, such other committee members as have been appointed by General Meeting and any members appointed by the committee under the conditions of clause 10.G below.

The Committee is responsible for the general conduct of the Club's business and activities.

The Committee shall meet at regular intervals during the year, as required by the business to be transacted.

Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than three committee members.

A quorum shall consist of not less than 6 members.

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.

## FINANCE

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31<sup>st</sup> August.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus at least one other authorised signatory.



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 to the next AGM.

The transactions of the Club will be conducted through a bank account and will require the signatures of any members of the Committee who have been designated for the purpose.

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

### GENERAL MEETINGS

An Annual General Meeting shall be held in the September of each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month of August immediately preceding.

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 10% than of the members of the Club entitled to vote.

Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 30 days preceding the AGM, and be signed by 10% members entitled to vote.

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.

At all General Meetings the President will preside or, in his/her absence, a Chairman for the meeting will be elected by the voting members present.

At all General Meetings not less than 20% of current members of the Club entitled to vote shall constitute a quorum.

Senior (Competitive and recreational), Coxing & Coaching, Student, Gym, Social and current committee members are entitled to vote at General Meetings. The minimum age for a vote is 18. To be eligible for a vote a member has to be up to date with their fee payments and have been a paying member for a minimum of 6 months.

Only current committee members (minimum age 18) are entitled to vote at committee meetings.

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.

Accidental Omission: Accidental Omission to give notice of a meeting to, or the nonreceipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.



## DISCIPLINE AND APPEALS

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 the 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.

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. [Note: See current British Rowing Guidelines for the Composition of Hearings Panels published in the Almanack.]

A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by 1<sup>st</sup> March the annual subscription which became due on 1<sup>st</sup> January. They may, however, apply to rejoin at any time during that year without payment of any entrance fee.

## 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.

## ALTERATION OF CONSTITUTION

This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club. 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.

## DISSOLUTION

The Club shall not be dissolved except by a resolution of a Special General Meeting convened for the purpose and, in such an event:

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

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

- i. to another Club with similar sports purposes which is a charity and/or
- ii. to another Club with similar sports purposes which is a registered CASC and/or
- iii. to the Club's national governing body for use by them for related community sports.

## 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.

Where there is any conflict between any of the above 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.)



## CHILD PROTECTION PROCEDURES

The Club accepts the policy and procedures relating to Child Protection, as set out by the 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 Protection advise on their observation and implementation at all times.

## SAFETY

The primary responsibility for ensuring safe practice within the club lies with the Club Officers and the Club Committee.

The Club Committee will appoint a specific individual as a Club Safety Adviser to take the lead in promoting safe practice, adopting Minimum Standards and good practice. Such an appointment does not remove the accountability for safety from the Officers and Committee members.

Everyone involved in rowing has a Duty of Care to ensure their actions both on and off the water are conducted in a manner which does not compromise the safety of others. Adults also have a personal responsibility for their own safety.

## DECLARATION

Each **member** upon joining shall sign the following declaration:

Name:

Upon acceptance into membership of the WARRINGTON Rowing Club I understand that rowing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.\*

I also confirm that I comply with the British Rowing minimum standard for swimming..

Signed: \_\_\_\_\_

Parent/Guardian (if under 18) \_\_\_\_\_

\*Should a medical condition exist, this will not necessarily preclude you from membership / participation, but it must be declared. Medical conditions for Juniors must be declared on the Confidential Health and Emergency Contact Information form.  
Should you be in any doubt, advice should be sought from your family doctor.

