

## LANCASTER JOHN O'GAUNT ROWING CLUB

### 1. Name

The Club shall be known as the Lancaster John O'Gaunt Rowing Club hereinafter referred to as the Club.

### 2. Objective

The objective of the Club is to provide facilities for and promote participation of the whole community in the sport of rowing in partnership with the Lancaster Schools' Rowing Association and Lancaster Rowing Development Group.

### 3. Membership

- a. Membership of the Club shall be open to anyone interested in the sport on application based on the British Rowing Code of Conduct (see paragraph 12a below.) However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b. Club has Full Members aged over 18 years of age. The Club may have other classes of membership as resolved by the Club Committee from time to time. Classes of membership and current subscription rates will be available by reference to the Treasurer.
- c. Honorary membership may be conferred on a person who has given outstanding service to the Club either by support or athletic performance. This is the highest recognition the club can offer and it will awarded on an exceptional basis. A candidate for Honorary membership must be proposed and seconded in writing by Full or Honorary Members and approved by a General Meeting.
- d. Junior Members are aged under 18 on the 1<sup>st</sup> September of the preceding year and will be members of Lancaster Schools' Rowing Association.
- e. Volunteer Members are aged over 18 years of age who wish to assist the club and its activities but not make use of its equipment except as incidental to giving assistance and be included in the Club's insurance cover. They may attend and speak at General Meetings.
- f. All the above shall be included as *bona fide* members of the club.
- g. Applications for membership shall be made to a Committee member and reported to the committee at the next opportunity.
- h. Applicants for membership and members renewing their membership will abide by the Rules and Regulations of the Club and British Rowing, the Governing Body.
- i. If it is considered by the Club committee that the granting or continuation 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. A person who has been expelled from, or refused membership of British Rowing, shall not be eligible for membership. In doing so the committee shall provide full reasons for their decision and grant a right of Appeal to the membership in a General meeting.

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### 4. Subscription

- a. The rates of subscription shall be determined by the Members in a General Meeting on the recommendation of the Club Committee and shall be due on election and thereafter on a monthly or annual basis at the discretion of the Club Committee.
- b. Subscriptions will be set on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c. Honorary Members will not be required to pay any subscription.

### 5. Cessation of Membership

- a. Any Member may resign giving one month's clear notice in writing to the Secretary.
- b. 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 from the Club.
- c. Any Member so suspended or expelled may appeal to an independent Hearings Panel if such an appeal is approved by the Committee 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.
- d. 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.
- e. A Member shall be deemed to have resigned from the Club if they have not paid any subscription three months after it has fallen due.

### 6. Voting

- a. Only Full members and Honorary members are entitled to vote at all meetings.
- b. Other members may attend and speak at General Meetings but shall not be entitled to vote.

### 7. Officers

- a. The officers of the Club shall comprise of President, Chair, Captain, Secretary, Treasurer and Junior Development Officer.
- b. Only Members entitled to vote are eligible to hold office.
- c. The officers of the Club and any other members of the Committee shall be elected by the Members entitled to vote in a General Meeting.

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### 8. Duties of Officers

- a. 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 and membership 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 governing body regional level and at meetings of other organisations. The Chair 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, the recording of minutes of such meetings and all correspondence relating to 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. He or she will present to the members at the Annual General Meeting a balance sheet and Income & 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. The Treasurer will keep under review and recommend to the committee adequate insurances for the Club.
- e. The Junior Development Officer will be responsible for the organisation and coordination of all activities relating to the Junior Members and will be *ex officio* Chair of the Lancaster Schools' Rowing Association.

### 9. Club Committee

- a. The Committee shall conduct the affairs of the Club as a whole and shall consist of Chair, Secretary, Treasurer, Captain, Junior Development Officer and up to four other members of whom at least two shall be Full Members of the Club.
- b. In the case of casual vacancy among the Committee, the Committee may appoint another eligible person to act until the next General Meeting.
- c. The committee shall meet at regular intervals during the year, as required by the business to be transacted.
- d. Meetings of the Committee shall be called by the Secretary on instructions from the Chair, or not less than three committee members.
- e. A quorum shall consist of not less than four members of the committee.
- f. Nominations for the Committee shall be made by one Full or Honorary Member and seconded by another Full or Honorary Member.
- g. The term of office shall be until the next AGM, and officers shall be eligible for re-election.

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### 10. Liability

- a. 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 members, but shall be the responsibility of the Club as a whole.
- b. The Committee should ensure that adequate and appropriate public liability and other insurance is in place to cover all the activities of the Club, its committee and Members.

### 11. General Meetings

- a. An Annual General Meeting shall be held within 6 months of the end of the Club's financial year. There shall be laid before the meeting a statement of accounts made up to the end of the preceding financial year.
- b. Every Annual General Meeting shall appoint an independent accountant 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.
- c. 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 10 of the Members of the Club entitled to vote.
- d. Not less than 14 days clear notice shall be given, specifying to all Members the time and business of any General Meeting
- e. Motions for discussion at a General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 7 days preceding the General Meeting, and be signed by 5 Members entitled to vote.
- f. 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.
- g. At any General Meetings the Chair will preside or, in his/her absence, a Chair for the Meeting will be elected by the voting Members present.
- h. At any General Meetings not less than 10 Members of the Club entitled to vote shall constitute a quorum.
- i. 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, providing at least 7 clear days notice thereof to the Full and Honorary Members.
- j. 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.

### 12. Policies and Procedures

The Club is committed to abide by the codes of conduct and guidance of British Rowing.

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### a. Equal Opportunities Policy

The Club will ensure that the talents and resources of all members are utilised to the full and that the Club will foster an environment free of discrimination on the grounds of gender, race, colour, disability, sexuality, age, marital status, occupation or political opinion

### b. 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 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.

### c. Child and Vulnerable Adult Protection Procedures

- i. 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.
- ii. The Committee shall appoint a Welfare Adviser whose duty it will be to understand the requirements of the Governing Body's Code of Practice for Child Protection and the Protection of Vulnerable Adults and advise on their prominent display, their observation and their implementation at all times.

### d. Safety

- i. The Officers and Committee have primary responsibility for safe practice within the Club and for adopting the minimum standards advised by British Rowing.
- ii. The Committee shall appoint a Safety Adviser whose duty it will be to understand the requirements of the Governing Body's Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times.

## 13. 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 entitled to vote.

## 14. 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.

## 15. Termination

- a. The Club shall not terminate except by a resolution of a General Meeting convened for the purpose. A resolution to give effect to this must be passed by at least 75% of the Members present at the General Meeting and entitled to vote.
- b. Upon dissolution of the Club any remaining assets shall be given or transferred to Lancaster Schools Rowing Association, or the sport's governing body for use by them for related community sports.

## 16. Power of Decision

Any matter not provided for in this constitution shall be dealt with by the Committee whose decision shall be final.