

Woodbridge Coastal Rowing Club



Constitution 2023-2024

1. NAME

The club shall be known as the Woodbridge Coastal Rowing Club, hereinafter known as 'the Club'.

2. OBJECTIVES

The objectives of the Club are to provide coastal rowing opportunities to the Woodbridge and surrounding community.

Whilst the Club is not currently affiliated to British Rowing this Constitution recognises and observes the standards and the policies developed by British Rowing.

3. MEMBERSHIP

A. Members must be over the age of 18 years

B. Classes of membership

- Full rowing members over the age of 18 years
- Day members for anyone over 18 years participating in a 'Taster Row' or taking part in a LTR. (see 5)

C. Election of Membership

- 1) Membership of the Club will be open to anyone interested in the sport of coastal rowing, on application, in accordance with the Equal Opportunities Policy (Paragraph 4). However, limitation of membership according to facilities is allowable on a non-discriminatory basis.
- 2) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscription at levels that will not pose a significant obstacle to people participating.
- 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, hereinafter know as 'the 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 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 been refused membership of, British Rowing or any other rowing club may not be eligible for membership.

4. EQUAL OPPORTUNITIES POLICY

The Club is fully committed to the principles of equal 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. JOINING THE CLUB

A Taster row will be offered to anyone, over the age of 18 years, interested in joining the club. The fee for these will be determined at the AGM each year and will provide day membership. Following the Taster session, guided by the recommendation of the Taster row cox, the committee will either:

- i. Recommend a 'Learn to Row' course.
- ii. Offer membership at the existing subscription rate
- iii. Decline the application.

6. ENTRANCE FEE

Each applicant for a 'Learn to Row' course shall, if their application be accepted, pay an entrance fee, the amount of which shall be determined by the members at the Annual General Meeting. Applicants who are already able to row will only be required to pay a subscription (paragraph 7)

7. SUBSCRIPTIONS

The rate of subscription shall be determined by the members at the Annual General Meeting held in October and shall be due on 1st November each year. Members will be expected to pay an annual fee plus a 'per outing' fee which will be collected by the cox on the day. The Committee maintain the right to waive the individual outing fee for special events.

8. CESSATION OF MEMBERSHIP

- a) Any member may resign giving one month's clear notice in writing to the Membership Secretary.
- b) i) 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 Hearing Panel if such an appeal is approved by three of the Committee Officers of the Club. The panel may be drawn from membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion and affirm or reject the sanctions imposed as appropriate.
ii) Any 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 or British Rowing.
- c) A member shall be deemed to have resigned from the Club if, after due notice in writing they have not paid, by 1st December, the annual subscription which became due on 1st November. They may, however, re-join at the any time during that year subject to the provision of C3 or D above. Anyone re-joining the Club within an 11 month break will be liable for full membership fees for that year.

9. 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 Chair, or in a situation that directly involves the Chair the individual may set out their grievance to the Welfare and Safeguarding Officer. 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

Only members with fully paid-up membership fees are eligible to hold office.

11. COMMITTEE.

a. The committee shall conduct the affairs of the Club as a whole and shall consist of:

- Chair
- Secretary
- Captain
- Treasurer
- Membership Secretary
- Safeguarding and Welfare Officer

and other officers as deemed necessary, together with an optional two ordinary members. The Committee shall have the power to co-opt up to two further members, but co-opted members shall have no right to vote at Committee meetings.

b. Nominations for the positions of Chair, Secretary, Treasurer and other Officers shall be put forward in the form of a motion under terms of Rule 14d.

c. The Committee shall elect a Vice-Chair from their number.

d. The term of office shall be for one year, and members shall be eligible for re-election.

12. DUTIES OF COMMITTEE 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 of the Club in accordance with its general policy as expressed by the majority of the members. The Chair shall be an ex-officio member of any other committee of the Club.

b. **Captain:** The Captain will be responsible for safety, 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 payments will require two signatures of two unrelated members of the Committee who have been designated for the purpose. Expenditure commitments for more than £100 shall be approved by the Committee before the commitment is entered into. If planned expenditure is in a budget which has been formally approved by the Committee, this constitutes approval in advance by the Committee and a subsequent approval of expenditure commitment is not required.

Expenditure under £100 can be made by a Committee member with the agreement of at least one other unrelated Committee member and communicated to all Committee members on the Committee WhatsApp group so they can raise any concerns. A download of the WhatsApp messages will be retained as a record.

The Club will keep a reserve of a minimum one year's operating expenses in the account.

- e. **Membership Secretary:** The Membership Secretary will be responsible for ensuring all new members submit completed Membership and Declaration Forms and keep an accurate and secure log of all the required details. Any health issues declared may be followed up by the Membership Secretary. They will remind all members, at the start of a new year (1st November), that fees and renewed annual Declaration Forms are due and will collect the completed forms and liaise with the Treasurer to ensure all fees are paid.
- f. **Safeguarding and Welfare Officer:** The Safeguarding and Welfare Officer Is the first point of contact for any issues concerning poor practice, disputes, the safeguarding of members who might be at risk, and potential or alleged abuse. They will coordinate investigations into safeguarding concerns and poor practice, ensuring that all incidents and concerns are dealt with in accordance with policy guidelines, engaging with external authorities as required.

13. 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 Chair, or not less than four committee members.
- d. A quorum shall consist of not less than four Committee members, and must include two officers from the following: Chair, Treasurer and Secretary.
- e. 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.
- f. The Committee and individual Committee members should act according to high ethical standard, and ensure that conflicts of interest are properly dealt with.
- g. At their first meeting after the AGM all Committee members must sign a form to agree to abide by GDPR rules and to follow policies outlined in the WCRC Privacy Notice. Committee members must declare any conflicts of interest as they occur on the Committee agenda.

14. GENERAL MEETINGS

- a. An Annual General Meeting shall be held in the Autumn of each year. There shall be laid before the meeting a statement of accounts made up to the 31st day of the month of July immediately preceding.
- 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 that 33% of the members of the Club entitled to vote.
- c. 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 two members entitled to vote.
- d. Not less than 21 days clear notice shall be given, specifying to all members the time and business of a General Meeting.

- e. 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 shall be by secret ballot.
- f. At all General Meetings the Chair will preside or, in their absence, a Chair for the meeting will be elected by the voting members present.
- g. At all General Meetings not less than 20% of the Club entitled to vote shall constitute a quorum.
- h. 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.
- i. 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 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 activities of the Club, its Committee and members.

16. VOTING

Only full rowing members, within three months of membership, are entitled to vote at all meetings.

17. ALTERATION OF CONSTITUTION

The constitution shall not be altered, amended or rescinded unless a resolution to give effect to a change is agreed by vote and carried by at least 75% of members present at a 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 approve them prior to the next AGM.

19. 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.

20. TERMINATION

The Club shall not terminate except by 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.

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 of safe practice within the Club and observing guidance of water safety issued by British Rowing and through Row Safe.

DECLARATION

Each member upon joining shall sign the following declaration:

Name: _____

Upon acceptance into membership of the Woodbridge Coastal 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 understand that all people in the boat must be able to swim 50m. If unable to do this I take responsibility for wearing my lifejacket in the boat, conforming to BS3595, or an approved buoyancy aid.

Signed: _____

* Should a medical condition exist, this will not preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your doctor.

Date	Changes made	By
22 nd Oct 2021	Item 5 deleted and replaced with new item 5, which clarifies how adults can join the Club.	Vote at AGM
22 nd Oct 2021	Item 12e added, Role of the Membership Secretary	Vote at AGM
21 st Oct 2022	Item 12d deleted and replaced with new item 12d to clarify financial procedure.	Vote at AGM
24 th Oct 2023	Full and thorough revision made by the Committee and presented to the 2023 AGM	Vote at AGM