

# TRAFFORD ROWING CLUB

## Constitution and Rules

### 1. Name

The club shall be called Trafford Rowing Club

### 2. Objectives

The objective of the Club is to promote the amateur sport of rowing and sculling in the Borough of Trafford and community participation in the same.

### 3. Membership

(a) 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. Members are obliged to follow all Club Policies and Rules / Byelaws which are determined and maintained by the Committee in response to changing obligations and perceptions applied to the club.

(b) 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.

(c) 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. Appeal against refusal or removal may be made to the members.

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

### 4. Property and Funds

(a) The property and funds of the Club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed by this Rule.

(b) The Club may provide sporting and related social facilities, club sporting equipment, coaching, courses, insurance cover, reasonable expenses incurred on behalf of the Club, post race refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

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

(i) sell and supply food, drink and related sports clothing and equipment.

(ii) 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

(iii) pay for reasonable hospitality for visiting teams and guests

(d) 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

### 5. Winding Up

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

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

(c) 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.

**6. Priority**

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.)

**7. Equal Opportunities Policy**

The Club endorses the British Rowing's policy for Equal Opportunities and will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

**8. Child Protection Policy**

The club endorses the British Rowing's policy for child protection. A senior member of the club shall be appointed Welfare Officer. He or she shall be responsible to the committee for ensuring observance of the policy and for investigating and resolving any problems or complaints that may arise. The officer may be co-opted to the committee if not already a member of it.

**9. Classes of Membership**

**9.1** Each applicant for membership shall submit a written application to the Membership Officer, who shall be one of the elected committee members, on the form prescribed together with the appropriate subscription. Applicants must confirm that they are able to swim the distance prescribed by British Rowing. The Membership Officer on behalf of the Committee may accept applicants for membership but any application deemed unsuitable shall be referred to the Committee.

**9.2** Junior members under the age of 18 must have the written permission of a parent or guardian.

**9.3** The classes of membership shall be:

<b>Ordinary</b>	open to persons over the age of 18
<b>Junior</b>	open to persons under the age of 18
<b>Student</b>	open to persons who are full-time students at educational establishments
<b>Country</b>	open to persons who do not live locally but may use the Club facilities up to a maximum of 12 times per year
<b>Coxing</b>	A Captain may propose any member over the age of 10 for election as a coxing member. He or She may not be permitted in any club boat except as cox thereof. A coxing member has full voting rights.
<b>Coaching</b>	open to persons who offer coaching to club members. A coaching member is not permitted to row but may cox as required. A coaching member has full voting rights.
<b>Rower Support</b>	open to friends and family of rowing members who wish to fully participate in the club but do not wish to row. A Rower Support member is not permitted to row but may cox as required. A rower support member has full voting rights. A

maximum of two Rower Support members are permitted for a given rowing member.

<b>Supporter</b>	To enable those members and former members who are no longer active in the sport to keep in touch with the club, they may, having resigned from the club, become a supporter. They shall have no voting rights.
<b>Associate</b>	School and University rowers who are involved in activities within the club are deemed to be Associate members. They shall have no voting rights.
<b>Life</b>	Life membership may be awarded at an annual or special meeting to a member who has given exceptional service to the club over a period of many years or have brought honour to the Club by a high level of performance.

#### **10. Rights and Privileges**

Ordinary members shall be eligible to serve as officers and committee members and to vote at meetings of the club; to have use of its boats and boathouse (subject to bye-laws); to compete for prizes and to compete as representatives of the club in any rowing event (subject to bye-laws)

Life members shall have the same rights as ordinary members.

Coxing, coaching and rower support members shall have the same rights as Ordinary members except with respect to rowing and use of boats as described in section 9.3 above.

Junior and Student members shall have the same rights as Ordinary members except that:

- i. they shall not be eligible to serve as officers save as Junior Captain
- ii. they may not vote at general meetings

Country members shall have the same rights as Ordinary members except that:

- i. they shall not be eligible to serve as officers
- ii. they may not vote at general meetings

Supporters may not hold office. They may participate in club events or functions and have occasional use of club property at the discretion of the Captains.

Associate members may only use club boats that are allocated to them at the discretion of the committee.

#### **11. Officers of the Club**

The acting officers shall consist of President, Chairperson, Club Captain, Treasurer, Secretary, Social Secretary, Boathouse Manager, Safety Advisor, Welfare Officer, Head Coach and Development Manager.

All shall be elected at the Annual General Meeting by a straight majority vote. Such officers shall constitute the Committee of the club.

#### **12. Nomination of Officers and Committee Members**

A notice shall be posted in the boathouse requesting nominations for Committee and ordinary members three weeks prior to the Annual General Meeting. Each member nominated shall be proposed and seconded by members qualified to vote.

#### **13. Trustees**

**13.1** There must be not less than two nor more than four Trustees of the Club.

**13.2** The first Trustees must be appointed by the Committee and the property of the Club (other than cash which must be under the control of the Treasurer) must be vested in them to be dealt with by them as the Committee from time to time directs by resolution, and an entry in the Minute Book is conclusive evidence of a resolution.

**13.3** The Trustees may be indemnified against risk and expense out of the Club property. The Club shall not be responsible for any debts or liabilities of the trustees, which are not directly associated with Club.

**13.4** The Trustees hold office until death or resignation or until removal from office by a resolution of the Committee, which may for any reason which may seem sufficient to a majority of the members of the Committee present and voting at any meeting remove any Trustee from the office of Trustee.

**13.5** Where by reason of the death, resignation or removal of a Trustee, a new Trustee needs to be appointed or if the Committee deems expedient to appoint an additional Trustee or additional Trustees the Committee may by resolution nominate the person or persons to be appointed as the new Trustee or Trustees.

**13.6** To give effect to a nomination:

**13.6.1** the President is nominated as the person to appoint new Trustees of the Club within the meaning of the Trustee Act 1925 Section 36 and

**13.6.2** the President must by deed appoint the person or persons nominated by the Committee as the new Trustee or Trustees of the Club and

**13.6.3** the provisions of the Trustee Act 1926 apply to any appointment.

**13.7** Any statement of fact in a Deed of Appointment of New Trustees in favour of a person dealing bona fide and for value with the Club or the Committee is conclusive evidence of the fact so stated.

#### **14. Liabilities**

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 or the Trustees, but shall be the responsibility of the Club as a whole.

#### **15. Duties of the Committee**

**15.1** The President shall be ex officio of the Committee and shall chair General Meetings if present.

**15.2** The Chairman will chair meetings of the Committee and also General Meetings if the President is not present 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 organizations. The Chairman shall ex officio be a member of any other committee of the club.

**15.3** The Secretary will be responsible for the organization 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.

**15.4** 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. The transactions of the Club will be conducted through a bank account and will require the signatures of any two members of the Committee who have been designated for the purpose. All expenditure above a sum set by the Committee must be authorized by the Committee.

**15.5** The Club Captain shall be responsible to the Committee for crew selection, crew coaching and discipline, The Club Captain shall appoint Vice-Captains if necessary for each of the

recreational, new starters, juniors, women, men and veteran squads. Vice-captains may attend Committee meetings but are not eligible to vote on motions.

**15.6** The Safety Officer shall be responsible to the Committee for implementing the British Rowing Code of Practice for Water Safety

**15.7** The Head Coach shall be responsible to the Committee for coaching development within the Club.

**15.8** The Development Manager shall be responsible to the Committee for creating and implementing the Club's plans for future development in line with the general policy of the club as expressed by the majority of the members.

**15.9** Other Officers and Committee members duties shall be as determined by the Committee at its first meeting of the year.

**15.10** Filling a vacancy. The Committee may fill any vacancy occurring on the Committee from qualified members. The Committee shall have the power to co-opt members at any time

## **16 Powers of the Committee**

The whole management of the club shall vest in the Committee. A quorum shall be 50% of the Committee members. The Committee shall have powers to make byelaws and shall have full control over the funds and of property of the club subject to the powers vested in the Trustees. They shall remain in office until their successors are appointed. Club officers shall be responsible to the Committee.

## **17 The Annual General Meeting**

**17.1** The AGM shall be held in the month of June, three weeks notice having been given. The new committee will take office on 1st September.

The quorum shall be 20% of Ordinary and Life members of the Club. The business shall be:-

- i) to consider and if thought fit to adopt the Annual Accounts
- ii) to set the level of subscriptions for the forthcoming year
- iii) to elect the officers and committee members who shall assume their duties following the meeting
- iv) to appoint an Auditor
- v) receive the reports of the officers for the preceding year
- vi) to set an Entrance fee if thought fit
- vii) to consider any other business which is appropriate to an annual general meeting

**17.2** Special Resolutions. A special resolution may be proposed by the Committee or by two Ordinary or Life members who must submit it in writing to the Secretary at least 30 days preceding the AGM. It will be decided by a majority of members entitled to vote.

## **18 Subscriptions**

Subscriptions shall become due on 1st July following the Annual General Meeting. Life Members shall pay no subscription. New members elected after the start of the year shall pay pro-rata to the full subscription. Pro-rata payment of subscriptions is not available to existing or recent members and once subscriptions are paid over are deemed non-refundable. Subscriptions are annual and are due entirely on 1st July.

### **19 Extra Ordinary General Meeting**

The committee if thought fit, or requisitioned by five members in writing to the Secretary stating business to be discussed, may call an Extra-Ordinary General Meeting of the club. The Secretary shall call the meeting not less than one week and not more than two weeks after receiving the requisition, giving fourteen days notice. The notice of the meeting shall state the business to be discussed and no other business will be entertained. A quorum shall be 20% of Ordinary and Life members of the Club.

### **20 Alterations to the Constitution**

This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club, which must be quorate. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, who are entitled to vote.

### **21 Resignations**

Any member wishing to resign shall give written notice to the treasurer and shall pay any money due to the club before the resignation is accepted.

### **22 Default**

If any member shall make default of the subscription or of any other money due to the club for two months after such payment becomes due, the member may be suspended by the committee from the club until payment is made in full. If payment is not made within six months then the committee may terminate the membership of that person. Prize money will be forfeited if money is owing by any member for more than three months.

### **23 Damage**

All damage to club property shall be reported to an officer of the club immediately it occurs. The committee shall assess the amount to be paid by the member. The member has the right to appeal in writing to the Secretary when the committee shall reconsider the matter after which its decision is final.

### **24 Respect Policy**

The elected members of the committee and the vice-captains will not tolerate abuse whether written or verbal, direct or indirect. The committee may suspend or expel any member who abuses or undermines such officers on a majority vote of a quorum of the committee. This does not prevent valid challenges or grievances against officers presented in a reasonable manner.

### **25 Complaint**

In the event of a complaint in writing signed by five members being made that the conduct of a member is detrimental to the club, the committee shall consider such complaint within one week of receipt. If it considers the complaint justifiable the member shall be advised of the complaint. The Chairman shall call another meeting of the committee to be held within two weeks and at which the member may be present. If the committee then confirms its decision by a simple majority, the member will be expelled from the club forthwith.

**26 Uniform**

- i. The club colours shall be Black and Jade
- ii. Club oars shall be Black with a Jade stripe
- iii. The club badge shall be as shown



**27 Club Opening Hours**

Members shall have the use of the club premises at times directed by the committee with suitable restrictions on novice and junior members.

**28 Interpretation**

The Committee whose decision shall be final shall decide any question as to the interpretation of the rules or byelaws

As adopted at the Annual General Meeting on 21st June 2010

Derek Chandler  
President

Mike Arnold  
Chairman