



**Greenbank Falmouth Rowing Club**

**CONSTITUTION**

1. **NAME**

The Club shall be known as *Greenbank Falmouth Rowing Club* hereinafter known as 'the Club'.

2. **OBJECTIVES**

The objectives of the Club are to foster and promote the sport of rowing at all levels, providing opportunities for recreation and competition for all Members and those wishing to try the sport, in a fair and inclusive manner and in an environment where all participants feel accepted by the Committee and by the other participants.

3. **AFFILIATION**

The Club shall be affiliated to British Rowing (BR) and the West of England Amateur Rowing Association (WEARA) and shall abide by the rules of these associations.

4. **MEMBERSHIP**

4.1 Membership of the Club shall be open to any person with an interest in rowing, subject to an application form being completed and approval given by the Committee and subject to the payment of the relevant subscription fee, as determined by the Annual General Meeting of the Club Members.

4.2 **Classes of Membership**

- Full Members over the age of 18 years and not in full time education
- Junior Members 18 years old or under
- Student Members those over the age of 18 years and in full time education
- Out of County Members those from out of the county wishing to represent the Club on an occasional basis
- Associate/Social Members do not have access to or use of Club boats/Members' training equipment
- Honorary Members to be decided at the Annual General Meeting

- collectively referred to in this constitution as 'Members'.

4.3 **Conditions of Membership**

4.3.1 Membership of the Club shall be open to anyone interested in the sport of rowing on application as described in paragraph 4.1 and in accordance with the Equal Opportunities Policy (paragraph 5). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

4.3.2 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, to be decided at an Annual General Meeting.

4.3.3 All Members of any class will abide by the Constitution, the Club Code of Conduct, the South West Water Limited Reservoir Regulations, the South West Lakes Code of Practice and Safety Regulations, and guidelines of the Governing Bodies of BR and the WEARA.



4.3.4 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.

4.3.5 Each member upon joining shall sign the membership form which will confirm details of relevant injuries/illnesses, swimming ability and confirmation that the applicant has read, understood and agreed to the rules set out in the documents under paragraph 4.3.3. Forms from applicants under the age of 18 must be countersigned by a parent/guardian.

4.4 **Restriction**

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

5. **EQUAL OPPORTUNITIES POLICY**

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer or participant 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.

6. **CHILD PROTECTION PROCEDURES**

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

7. **SUBSCRIPTION**

The rates of subscription shall be determined by the Members at an Annual General Meeting, or at an Extraordinary General Meeting as the need arises, and shall be due as follows:

7.1 Subscriptions for Full Members, Junior Members, Associate/Social Members and Out of County Members shall be due annually on 1<sup>st</sup> April.

7.2 Subscriptions for Student Members shall be due annually on 1<sup>st</sup> October.

7.3 The Committee shall consider any exceptions to amounts and dates of payment of subscriptions, based on individual circumstances, including collection of one off payments for exceptions such as trial sessions, occasional use of Club equipment and competing in the Club's name, and any other exceptions as they arise.

8. **CESSATION OF MEMBERSHIP**

8.1 Any member may resign giving one month's clear notice in writing to the Secretary. Subscriptions will not be refundable in this event.

8.2 Any Member violating any of the rules or regulations of the Club including the Code of 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 Committee. 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.



- 8.3 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 BR.
- 8.4 A Member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by July 1<sup>st</sup> the annual subscription which became due on April 1<sup>st</sup> (or January 1<sup>st</sup> for student members' subscriptions that are due on October 1<sup>st</sup>). They may, however, rejoin at any time during that year when the full yearly payment will be due, unless a lesser amount is agreed by the Committee subject to the provision of 4.3.

9. **GRIEVANCE AND DISCIPLINARY PROCEDURES**

An individual or member with a complaint about treatment by the Club or by other Members 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 BR's Guidelines on Grievance and Disciplinary Procedures in Rowing.

10. **HOLDING OFFICE**

- 10.1 Only Full Members, Student Members, Associate/Social Members and Honorary Members as listed under 4.2 and having paid the relevant subscription and entitled to vote are eligible to hold office.
- 10.2 Any member who is under the age of 16 years shall not be eligible for election to the Committee of the Club.

11. **COMMITTEE**

- 11.1 The Club shall have a Committee which shall conduct the affairs of the Club as a whole and shall consist of the Executive Officers of President, Chairman, Secretary, Treasurer and other Officers as deemed necessary by the Executive Officers, to include the Club Captain.
- 11.2 The Committee shall have the power to co-opt Members but co-opted Members shall have no right to vote at Committee meetings.
- 11.3 Nominations for the position of President, Chairman, Secretary, Treasurer and any other required Officers shall be made by Members during the Annual General Meeting in the Autumn and must be seconded at the meeting before being voted on by Members of the Club under the guidelines in 14.5.
- 11.4 The Committee may elect one or more Vice-Presidents from senior Members of the Club.
- 11.5 The Members shall nominate and elect a Captain under the guidelines in 14.5 who shall be a member of the Committee.
- 11.6 The term of office for all Officers of the Committee shall terminate immediately prior to the next AGM and Members shall be eligible for re-election.
- 11.7 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.



## 12. DUTIES OF COMMITTEE OFFICERS

- 12.1 **Chairman:** The Chairman (or Chair) will preside at all 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 the objectives of the Club and any development plan approved by the majority of its Members. The Chairman shall represent or arrange for the representation of the Club at BR regional level and at meetings of other organisations. The Chairman shall be a member of any other committee of the Club.
- 12.2 **Captain:** The Captain will be responsible for the organisation of designated Club sessions, crew selection and coaching and representation of the Club in competitions and will allocate Club equipment in agreement with Members of the Committee.
- 12.3 **Secretary:** The Secretary will be responsible for the organisation of meetings of the Committee and of the Club, under the guidance of the Chairman and the recording of Minutes relating to such meetings and all correspondence relating to the general business of the Club.
- 12.4 **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. The transactions of the Club will be conducted through a bank account and will require the signatures of two Members of the Committee who have been designated for the purpose.
- 12.5 **President:** A figurehead for the Club. Duties as deemed appropriate, including presenting the trophies at the Club's Regatta.

## 13. COMMITTEE MEETINGS

- 13.1 The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- 13.2 Special Meetings of the Committee shall be called by the Secretary on instructions from the Chairman.
- 13.3 At Committee Meetings, a quorum shall consist of not less than 4 Committee Officers who each must be either the Captain or one of the Executive Officers.
- 13.4 The Committee may decide upon the Members of a Special Committee for the organisation of the Club Regatta if it is deemed necessary.
- 13.5 The Chairman shall have the casting vote at all meetings.

## 14. GENERAL MEETINGS

- 14.1 An Annual General Meeting shall be held in the Autumn of each year. There shall be laid before the meeting a Statement of Accounts for the preceding 12 months.
- 14.2 An Extraordinary General Meeting shall be called on the instructions of the Committee, or at the request of not less than 3 Club Members.
- 14.3 Not less than 14 days clear notice shall be given by the Secretary specifying to all Members the time and business of the General Meeting.



- 14.4 Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 7 days preceding the AGM, after which an Agenda will be circulated.
- 14.5 Voting/nominations
- 14.5.1 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, as listed in 14.5.5.
- 14.5.2 At the Annual General Meeting, nominations for Committee Officers which are put to the vote must be seconded at the meeting before being decided by a show of hands.
- 14.5.3 Nominations for Committee Officers from those unable to attend the Annual General Meeting must be received in writing by the Secretary at least 48 hours before the start of the Meeting or they will not be accepted.
- 14.5.4 Nominations can be made even if the nominee is unable to be present at the Meeting.
- 14.5.5 Only Members aged 16 or over are entitled to vote at all General Meetings.
- 14.6 At all General Meetings the Chairman will preside or, in his/her absence, a Chairman for the meeting will be elected by the Committee Members present.
- 14.7 At all General Meetings not less than 51% of Members of the Club entitled to vote shall constitute a quorum.
- 14.8 **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.
- 14.9 **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 the activities of the Club, its Committee and Members.

16. **ALTERATION OF CONSTITUTION**

- 16.1 This Constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.
- 16.2 A resolution to give effect to a change must be passed by at least 75% of the Members present at the General Meeting, at which there is a quorum as stated in 14.7.



17. **CLUB FINANCES**

17.1 **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 report to the Members on the income and expenditure accounts and balance sheet that are presented to the next AGM.

17.2 **Income:** The Club may raise income from subscriptions, fundraising, sponsorship, donations or any other lawful means approved by the Committee and these shall be referred to as Club Funds.

17.3 **Distribution of profits/funding**

17.3.1 In no circumstances can any Club Funds be distributed to Members, but any Club Funds earned shall be used in furthering the objectives of the Club (the Club Purposes). Club Purposes shall not include items of personal equipment, clothing or subsistence and accommodation.

17.3.2 Where the Club's name is used to raise Club Funds, those monies must be given directly to the Club and the expenditure of those monies will be in accordance with the decision of the Committee and used for Club Purposes.

17.3.3 Prior approval of the Committee must be obtained before any person incurs or commits to expenditure of Club Funds, or if any expense is to be reclaimed from Club Funds. Receipts for all expenditure must be provided to the Committee or no repayment will be made.

17.3.4 In exceptional circumstances, and at the discretion of the Committee, expenses may be paid where no such prior approval was sought, and on this the Committee's decision shall be final.

18. **TERMINATION**

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 objectives or to a charity or charities agreed by the meeting which formally terminates the Club. The quorum of a Special General Meeting shall be 75% (usually higher) of all members meeting the criteria in 14.5.5.

19. **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.

20. **SAFETY**

20.1 The Officers and Committee have primary responsibility for safe practice within the Club and for adopting the minimum standards advised by BR.

20.2 The Officers and Committee accept no responsibility for events where Club Members have not abided by the Club Code of Conduct or the BR minimum standards.