



Trentham Boat Club Constitution

Approved by special resolution of the Annual General Meeting on XXX.

1. NAME

The name of the Club shall be Trentham Boat Club.

2. AIMS & OBJECTIVES

The objectives of the Club are:

- a. To provide open rowing for all within the local community
- b. To work with local organisations, authorities and community groups to actively promote in every way the sport of rowing locally, regionally and where possible nationally.
- c. To encourage participation in recreational rowing.
- d. To develop competitive rowing within the Club and to enter crews into local, regional, inter-regional and national events.
- e. To provide a safe environment for all members of the Club.
- f. To provide access to coaching and opportunities to develop coaching skills.
- g. To ensure that all present and future members receive fair and equal treatment.

3. MEMBERSHIP

- a. Membership of the Club shall be open to anyone on application, except those disqualified from membership under section e below.
- b. The club will have the following membership classes:
 - i. Adult member (aged 18 years and over)
 - ii. Local student member (aged 18 years and over and engaged in a full-time course of education in Staffordshire, Cheshire or Shropshire)
 - iii. Distant student member (aged 18 years and over and engaged in a full-time course of education elsewhere)
 - iv. Junior member (aged at least 10 (and in school Year 6 or higher), and under the age of 18)
 - v. Coxing member (no entitlement to row), actively engaged in coxing at the Club.

- vi. Associate member (access to rowing only on specified dates, by arrangement with a Squad Captain). Admission to this category is only by permission of the committee.
- c. Honorary membership can be awarded to individuals who have given exceptional service and dedication to the Club. Awards of honorary membership will be by proposal by a member of the Club and vote of a General Meeting, approved by a simple majority vote. Honorary membership gives the same rights as a full member, but with no obligation to pay any membership fee.
- d. Membership of the club is subject to the following:
 - i. The Club may on occasion not be able to accept additional new members due to limitations of capacity or available equipment.
 - ii. The Club may have different classes of membership with different membership fees, but these must be defined on a non-discriminatory and fair basis.
 - iii. Eligibility for a membership category is required at the point of joining the Club, and for junior and student members is subsequently tested on 1st September each year.
 - iv. Before an application for membership can be accepted from a prospective new member, a signed Declaration form, as defined in the Club Rules, must be supplied by the applicant.
 - v. All members, other than cox-only, members shall be entitled to the use of the Club's boats and training equipment provided the Club is in receipt of duly completed application and declaration forms and a fully paid membership.
 - vi. Members will abide by the Rules of the Club and the rules and regulations of British Rowing.
 - vii. 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 an Appeal Hearings Panel as defined in section 7 below.
- e. Disqualification from membership
 - i. A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership.
 - ii. The Club will not admit members who are below Year 6 at school (aged at least 10 years old on the September 1st preceding their application to join the Club), unless permission is given by the Committee.

4. MEMBERSHIP FEES

- a. The membership fee for each class of membership will be set by resolution of a General Meeting of the Club. 75% of the vote is required to pass such a resolution.
The membership fee for any class may be set at zero if the General Meeting wishes.
- b. Any resolution to set membership fees must also include the date from which the change will apply.
- c. Membership fees are due each month.

- d. Any member who is more than one month in arrears in payment of their membership fees shall be assumed to have resigned their membership.
- e. Membership can be immediately resumed upon payment of the arrears.

5. CESSATION OF MEMBERSHIP

- a. Any member may resign by giving one month's notice, in writing, to the committee.
- b. If the committee feels that a member commits a significant violation of Club Rules, or the rules or regulations of British Rowing, or is felt to be guilty of unsatisfactory conduct then the committee may vote to refer the matter to a disciplinary panel with a request to suspend or expel that member from the Club.

6. DISCIPLINARY PROCEDURE

- a. The Club will have a procedure to form disciplinary panels to adjudicate on disciplinary complaints against members, the operation of which will be defined in the Club Rules.
- b. The procedure is to be designed with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.
- c. In communicating a decision, the disciplinary panel shall provide full reasons for their decision, and grant a right of appeal to an Appeal Hearings Panel as defined in section 7 below.

7. APPEAL HEARINGS PANEL

- a. Where practical, an appeal hearing shall be held before the next rowing event which the appellant may wish to enter.
- b. Appeal Hearings Panels will be formed and held in accordance with the requirements of British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.
- c. Any Appeal 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 the Rules of the Club, or the rules and regulations of British Rowing.
- d. The panel may be drawn from the membership of the Club or from other clubs within the region.
- e. The panel shall hear and receive evidence, reach a conclusion, affirm, reject or amend the sanctions imposed as appropriate.

8. GRIEVANCE PROCEDURE

- a. An individual or member with a complaint about treatment by the Club should set out their grievance in writing, in the first instance to the Club Chairman, or other member of the Committee.
- b. 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.

9. COMMITTEE

- a. The committee shall conduct the affairs of the Club as a whole.
- b. The committee shall consist of Chairman, Secretary, Treasurer, Squad Captains, Water Safety Advisor, and other roles as defined in the Club Rules.

- c. Nominations for the committee shall be put forward in writing or by email to the Secretary fourteen days before the Annual General Meeting. The application must be signed by two members entitled to vote and the nominee, or the application must be endorsed by email by two voting members. Only one signatory may be a current committee member.
- d. If the candidate wishes, they can include a written candidacy statement with their nomination, to be collated and distributed with the agenda before the meeting.
Candidacy statements may not be more than 300 words, nor contain any offensive statement or negative statement about any other person.
- e. A person can be nominated for election to multiple roles.
- f. A person elected as Chairman, Squad Captain or Treasurer may not take up any other committee role.
- g. Committee members shall continue in office until the following Annual General Meeting.
- h. Voting for the positions of Squad Captain and Junior Representative (and thus nomination) is restricted to members of the relevant squad only.
- i. To provide representation of junior members who will be below the age of 18 on the date of the Annual General Meeting, a parent or guardian of each member will be allowed to cast one vote per member under the age of 18 years in the election of a Parents' Representative.
This election is to take place between the notice of and the date of the Annual General Meeting, in a manner defined in the Club rules. The Parents' Representative will be a full voting member of the committee.
- j. An election of a Junior Representative will be organised between the notice of and the date of the Annual General Meeting, in a manner defined by the Club rules. All junior members will have a vote in this election. The Junior Representative will not be a full voting member of the committee, and will not be entitled to be present for the full duration of committee meetings.
- k. In the event that no nominations are received for a post prior to the Annual General Meeting, an application may be accepted up to or during the Annual General Meeting, as long as there are two valid nominees. In the case of an application being made during the Annual General Meeting, the candidate must be present at the meeting.

10. QUALIFICATION FOR COMMITTEE MEMBERSHIP

- a. Any person over the age of 18 may be nominated for and elected to the committee.
- b. The posts of Chairman, Squad Captain, Junior Representative and Safety Officer must be held by a Club member.

11. DUTIES OF THE COMMITTEE

- a. The Chairman 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 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.

- a. The Men's and Women's Captains will be responsible for training, coaching and representation of the Club in competitions.
- b. The Secretary will be responsible for the organisation of meetings of the committee and of the Club, and the recording of minutes of the meetings, and all correspondence relating to the general business of the Club.
- c. The Treasurer will be responsible for the collection of and disbursement of all monies belonging to the Club, and will keep proper accounting records of all such transactions.

The Treasurer will present to the members at the AGM a balance sheet, an 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 the Club bank accounts and will require the signatures of any two approved account signatories who will be members of the committee who have been designated for the purpose.

12. COMMITTEE MEETINGS

- 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 (nominally once a month), as required by the business to be transacted.
- c. The committee shall elect a vice-chairman of the committee from among their number at the first meeting after the Annual General Meeting.
- d. Meetings of the committee shall be called by the Secretary on instruction from the Chairman, or not less than three committee members
- e. A minimum of one week's notice of each committee meeting shall be given to all committee members by the Secretary.
- f. A quorum shall consist of not less than four members of the Committee who have full voting rights.
- g. The committee can invite any person to attend all or part of their meetings.
- h. The committee and individual committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with in accordance with the Club Rules.
- i. In the event of non-attendance at committee meetings over a period of three consecutive months, including at least two committee meetings, the committee shall be entitled to declare the role vacant unless they are satisfied that there was suitable cause for non-attendance.
- j. The committee will ordinarily have a standing item near the start of committee meetings to discuss matters relating to the junior squad. The Junior Representative will be invited to attend and take part in this section of the meeting, unless the Chairman feels it would be inappropriate in relation to specific items, for example welfare related matters.

13. VACANCIES IN ELECTED COMMITTEE ROLES

- a. If a vacancy occurs on the committee between Annual General Meetings in a role elected by the full membership of a General Meeting, then the committee shall be entitled to appoint another eligible person to act until the next Annual General Meeting.
- b. Any vacancy to be filled in this way must be openly advertised to the club membership in writing, and interested persons invited to apply.
- c. All applicants for the vacancy will be invited to an open committee meeting and given equal opportunity to present their candidacy to the committee and answer any questions the committee may have. For the avoidance of doubt, this procedure should still be followed in the case of only one applicant.
- d. The vote of the committee to fill the position must be by secret ballot.
- e. If a vacancy occurs on the committee of a representative position (Squad Captains, Junior Representative or Parents Representative), it must be filled by a vote organised of the relevant members or parents/guardians of junior members under 18, as appropriate. Such a vote should be conducted in accordance with the Club Rules.
- f. Any member of the committee co-opted or elected to fill a vacancy (other than for Junior Representative) will be a full voting member of the committee.
- g. No person may be made a voting member of the committee except by the election or replacement processes allowed in this constitution in sections 9 and 13.

14. SUB-COMMITTEES

- a. The committee may form and dissolve sub-committees.
- b. Any person may be appointed by the committee to membership of a sub-committee.

15. GENERAL MEETINGS

- a. An Annual General Meeting shall be held no later than the end of November each year.
- b. There shall be laid before the meeting, for approval, a set of audited accounts for the previous year.
- 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 ten of the members of the Club entitled to vote.
- d. Not less than twenty eight days clear notice shall be given by the Secretary, specifying to all members the time of the proposed General Meeting.
- e. Motions for discussion at a General Meeting must be lodged with the Secretary at least fourteen days preceding the AGM, and be signed by two members entitled to vote.
- f. The Secretary will circulate the Agenda not less than seven days in advance of the proposed General Meeting.
- g. No binding vote may be held at a General Meeting on any item that was not included on the agenda.
- h. 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 voting for posts on the committee, which must be by secret ballot.

- i. At all General Meetings the Chairman will preside or, in her/his absence, a chairman for the meeting will be elected by the members present.
- j. At all General Meetings not less than 25% of the members of the Club entitled to vote shall constitute a quorum.
- k. Absences of Quorum
 - i. If after half an hour from the time appointed for the meeting, a quorum is not present, the meeting, if it is an Extraordinary General Meeting, shall be dissolved.
 - ii. If the meeting is an Annual General Meeting, the meeting shall be adjourned until a time and place to be fixed by the committee. The members must be given at least one week's notice in writing of the date and time of the adjourned meeting.
 - iii. 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.
- a. Accidental omission to give notice of a meeting to any member, or the non-receipt of a notice of a meeting by any member shall not invalidate the proceedings of a meeting.

16. VOTING

- a. Members under the age of 18 do not have the right to vote at General Meetings.
- b. Members do not gain the right to vote at General Meetings until they have been a member for at least three consecutive months prior to the date of the meeting.
- c. Votes can only be cast at General Meetings in person. Proxy and postal voting is not permitted.

17. LIABILITY

- a. Financial or legal liability incurred in the rightful exercise of their office or appointed role shall not normally be the personal liability of the individual, but shall be the responsibility of the Club as a whole, and the individuals concerned shall be entitled to indemnity from the Club.
- b. The following liabilities are excluded from this indemnity, and will continue to be personal liability of the individual
 - i. fines;
 - ii. costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the individual;
 - iii. liabilities to the Club that result from conduct that the individual knew (or must be assumed to have known) was not in the best interests of the Club or about which the person concerned did not care whether it was in the best interests of the Club or not.
- c. The committee shall ensure that adequate and appropriate insurance is in place to cover the Club, its committee and members.

18. RULES

- a. The committee may introduce, amend or rescind any of the Rules of the Club.
- b. The Club Rules must be maintained in a written document, and made available to the members.

- c. In the event of a conflict between this constitution and the Rules, the constitution has primacy.
- d. The Rules are binding on all members and the committee.

19. ALTERATION OF THE CONSTITUTION

- a. This constitution shall not be altered, amended or rescinded except by General meetings of the Club.
- b. A resolution to give effect to change must be passed by at least 75% of the members present at the general meeting, and voting on this behalf.

20. AUDITOR

Every AGM shall appoint an auditor who shall at the conclusion of the next financial year examine the accounting records of the Club, and reports to the members on the income and expenditure accounts and balance sheet that are presented to the next AGM.

21. DISTRIBUTION OF PROFITS

Under no circumstances can any surplus be distributed to members, but any profits earned from the Club's activities shall be used in furthering the objectives of the Club.

22. TERMINATION

The Club shall not be wound-up except by resolution of an Extraordinary General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies within similar objects or to a charity or charities agreed by the meeting which formally terminates the Club.

23. POWER OF DECISION

Any matter not provided for in this constitution or the Club's Rules, or any question over the interpretation of them, shall be dealt with by the committee, whose decision in the matter shall be final.

24. SAFETY

The committee has primary responsibility for safe practice within the Club and for observing guidance on water safety issued by British Rowing.

25. EQUAL OPPORTUNITIES AND CHILD PROTECTION

- a. The Club will extend the policies of British Rowing in relation to Sports Equity, Safeguarding and Protecting Children, and Adults at Risk to apply to the actions of the Club and its members.
- b. The committee will ensure that these policies are drawn to the attention of members.
- c. The committee will, at their first meeting following the Annual General Meeting, appoint a Club Welfare Officer. In selecting the person to be appointed, the committee will the open process defined in section 13(b) to (d).
- d. The Club Welfare Officer must be invited to all meetings of the committee, but will not be a voting member. However, the committee must not proceed with any course of action to which the Club Welfare Officer formally objects on welfare grounds.