



CONSTITUTION

1. NAME

The Club shall be known as Medway Towns Rowing Club hereinafter known as 'the Club'.

2. OBJECTIVES

The objectives of the Club are to foster and promote the amateur sport of rowing at all levels and to provide opportunities to the local community for both recreational and competitive rowing.

3. AFFILIATION

The Club shall be affiliated to the national governing body, British Rowing (formerly the Amateur Rowing Association).

4. CLUB COLOURS

The colours of the Club shall be Red and Amber.

5. MEMBERSHIP

A. This is an Open Membership Club.

B. Classes of Membership

- (i) Full members aged 18 years and over;
- (ii) Junior members (under 18 years);
- (iii) Associate/social members: do not have access to or use of the club boats/members' training equipment, except with the permission of the Captain or in his/her absence the senior Club officer present;
- (iv) Honorary members: do not have access to or use of the club boats/members' training equipment, except with the permission of the Captain or in his/her absence the senior Club officer present;
- (v) Trial membership: for those wishing to sample the sport of rowing (three sessions only).



C. Election of Membership

- (i) Membership of the Club shall be open to anyone interested in the sport of rowing on application in accordance with the Equal Opportunities Policy (Paragraph 6). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (ii) 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.
- (iii) Applicants for membership and members renewing their membership will abide by the Rules and Regulations of the Club and the sport of rowing and will be required to sign an application form with a declaration as stated in point 22 of the Club Rules. Those on trial membership will also be required to sign this declaration.
- (iv) If it is considered by the Club Management 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.

D. Restriction

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

6. EQUAL OPPORTUNITIES POLICY

The Club is fully committed to the principles of equality of 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.

7. CHILD PROTECTION PROCEDURES

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.

8. SUBSCRIPTION

The rates of subscription shall be determined by the members in General meeting and shall be due on election. Payment may be by regular Standing Order to the Club bank account or as one off annual payments by 1 March each year. Facilities for payment of one-off life membership shall be made available, if requested, at a rate to be agreed in General meeting. Such payment will not be returned in the case of termination of membership in accordance with clause 9.

Any increase in subscriptions decided at an AGM shall be applied from 1 January of the following year. Upon reaching the age of 18 years a junior member who is in employment will pay the full adult subscription from 1 January of the following year.



9. CESSATION OF MEMBERSHIP

- (a.) Any member may resign giving one month's clear notice in writing to the 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 Hearings Panel in accordance with British Rowing's published procedures. 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.
- (ii.) 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.
- (c.) A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not recommenced payment of their subscription within two months. They may, however, rejoin at any time during that year, subject to the provision of 5.C or 5.D above.

10. GRIEVANCE AND DISCIPLINARY PROCEDURES

See Club Rules number 21

11. QUALIFICATION FOR HOLDING OFFICE

- (a.) Only members entitled to vote are eligible to hold office (clause 17).
- (b.) Any member who is under the age of 16 years, shall not be eligible for election to the Committee of the Club.

12. STRUCTURE AND PURPOSE OF MANAGEMENT COMMITTEE

- (a.) The Committee shall be responsible for the general conduct of the Club and adopting new policy, codes of practice and rules that affects its management. It shall consist of a Chairman, Vice Chairman, Captain, Secretary, Treasurer, Club Welfare Officer, Safety Advisor, and other Officers as deemed necessary or required by law and/or British Rowing, together with up to six ordinary members. In the event of special expertise needed the Committee shall have the power to co-opt further members. Such members shall have full voting powers but must be elected at the next AGM of the Club
- (b.) Nominations for the position of Chairman, Captain, Secretary, Treasurer and other Officers shall be put forward in the form of a motion under the terms of Clause 15.(d.) prior to each AGM.
- (c.) The Committee shall elect the Vice-Chairman from among its number.
- (d.) The term of office shall be for one year, and members shall be eligible for re-election. No member shall hold the office of Chairman or Captain for more than four consecutive years.



13. DUTIES OF OFFICERS

- (a.) **Chairman:** The Chairman (or 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 its members. In the absence of the Chairman the Vice Chairman will preside. 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 and Vice Chairman shall be ex officio members of any other Committee of the Club.
- (b.) **Captain:** The Captain will be responsible for representation of the Club in competitions and will liaise with Club coaches concerning selection of crews and events entered.
- (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. 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 an account with a reputable bank/building society and will require the signatures of any two of those members of the Committee who have been designated for the purpose.
- (e.) **Others:** The duties of the other officers will be set out at the time of election but will be in accordance with accepted procedures relating to Welfare and Safety and other current policies and practices.

14. GENERAL DUTIES AND RULES OF MANAGEMENT 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 Chairman, or not less than three Committee members.
- (d.) A quorum shall consist of not less than four or 40% (whichever is the greater) of Committee members.
- (e.) Decisions will be carried on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.
- (f.) In the case of a vacancy occurring among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next AGM.



15. GENERAL MEETINGS

- (a.) An Annual General Meeting (AGM) shall be held by 31 December of each year. There shall be laid before the meeting a statement of accounts made up to the 30th day of the month of September immediately preceding.
- (b.) An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Management Committee, or on a requisition signed by not less than four or 10% (whichever is the greater) of the members of the Club entitled to vote.
- (c.) Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting, by circulating a copy of the notice on the Club Notice Board.
- (d.) Motions for discussion at AGMs and nominations for Club Officers, not of origin from within the Committee, shall be lodged with the Secretary at least 10 days preceding the AGM, or, by agreement of simple majority of the AGM, from the floor of the 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 will be by secret ballot. In the event of equal votes, the Chair shall be entitled to an additional vote.
- (f.) At all General Meetings the Chairman will preside or, in his/her absence the Vice Chairman will preside.
- (g.) At all General Meetings not less than 25% of the members 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.

16. LIABILITY

The Management Committee shall manage the affairs of the Club.

Financial or legal liability incurred in the rightful exercise of their office shall be protected by the full assets of the Club. The Committee must ensure that adequate insurances are in place to protect the assets and liabilities of the Club to cover all the activities of the Club, its Committee and members.



17. VOTING

Only full members, and junior members over the age of 12 years, are entitled to vote at all meetings.

18. ALTERATION OF CONSTITUTION

(a.) This Constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.

(b.) A resolution to give effect to a change must be passed by at least two thirds of the members present at the General Meeting, and voting on this behalf.

19. VERIFICATION OF CLUB ACCOUNTS

Every AGM shall appoint an Honorary Auditor or Independent Examiner 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.

20. PRESIDENT AND VICE PRESIDENTS

Every AGM shall elect the President of the Club for the forthcoming year from the list of Vice-Presidents ratified at the previous AGM, in line with the method stipulated for Committee Officers. A retiring President will automatically revert to the rank of Vice-President. The AGM shall also have the power to elect, re-elect or exclude Vice-Presidents from the list for the forthcoming year. Nominations for additions to the list must be presented to the Club Committee for consideration at least one Committee meeting prior to an AGM and shall be in recognition of excellent and exceptional service to the Club. The President and Vice Presidents shall possess the right of attending Committee meetings but only of voting if they are full members.

21. TRUSTEES

Every AGM shall receive a report from the Trustees. The AGM may recommend replacement of trustees and this will be arranged at a subsequent meeting of the Trustees.

22. DISTRIBUTION OF PROFITS

The funds of the Club shall be applied to defraying the necessary expenses of the Club. In no circumstances can any profit be distributed to members, but any profits earned shall be used in furthering the objects of the Club. Notwithstanding the aforementioned, the Club may make donations to registered Charities or Community Amateur Sports Clubs.



23. DISSOLUTION

(a) The members may vote to wind up the Club if at least two thirds of those present and voting support that proposal at a properly convened general meeting

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

(c) After settling all liabilities of the Club, the management Committee shall dispose of the net assets remaining to a designated account to be controlled by the South East Regional Rowing Council (SERCC) or, if not existing, British Rowing or its successor. Such monies are to be held in a high interest accounts with a reputable UK based Bank/Building Society.

(d) Such monies are not to be spent on anything other than the commencement of a new rowing club within the Medway area. This condition shall run for ten years from the date of dissolution. If at the end of that period no rowing club is formed, such assets are to be divided equally between the SERRC and British Rowing (or 100% to British Rowing if SERRC is no longer in existence) for disposing as best considered, but preference given to petitions for support from clubs in the South East area of England.

24. 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 Management Committee whose decision shall be final.

25. SAFETY

The Officers and Committee have primary responsibility for safe practice within the Club and adopting the minimum standards advised by British Rowing. All Club members must read and abide by British Rowing's Water Safety Code and the Club's Safety Plan.

26. DECLARATION

See Club Rule number 22.

27. ADOPTION OF CONSTITUTION

Medway Towns Rowing Club hereby adopts and accepts this Constitution as a current operating guide regulating the Club and actions of its members.

Signed on behalf of MTRC

A B Blackburn
Chairman

Dated:

28 November 2010