

# **Tyne United Rowing Club**

**Founded 2007**

## **Constitution and Rules**

(4<sup>th</sup> Edition – approved at a Special General Meeting held on 21<sup>st</sup> July 2018)

### **1 Name**

1.1 The Club shall be known as the Tyne United Rowing Club (hereinafter known as “the Club”).

### **2 Objectives**

2.1 The objectives of the Club are to provide facilities for and to promote, encourage and give instruction in the sport of rowing, including the participation of all members of the community, within Northern Region as defined by British Rowing.

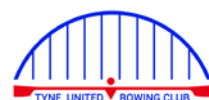
### **3 The Membership**

3.1 The membership of the Club is open to anyone interested in the sport of rowing 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.

3.2 The Club shall have the following classes of membership:

Full Members – aged 24 or over on 1<sup>st</sup> September in the relevant year

Off Peak Members - for those who wish to row only between 9.00 am and 5.00 pm Mondays to Fridays



Partner Members - for persons who are members of the club by virtue of a partnership agreement with another organization

Young Persons Members - for persons between the ages of 19 and 23 on the first day of September in the relevant year

Junior Members 14 - 18 – under the age of 18 on the first day of September in the relevant year

Junior Members under 14 - under the age of 14 on the first day of September in the relevant year

Student Holiday Members – for persons aged 18 or over on the first day of September in the relevant year and who are in Higher or Further Education and who wish to row at the club during academic holidays

Trial Members - 28 day membership, not to include racing and limited to one trial membership per year

Fitness Members with Gym - Who have access to clubhouse facilities, gym equipment and cycling equipment but do not have access to or use of Club boats, launching facilities or indoor rowing tank.

Fitness Members without Gym - who have access to clubhouse facilities and cycling equipment but do not have access to or use of Club boats, launching facilities, gym equipment or indoor rowing tank.

Supporter members – for people who are not a member in another category but wish to support the club and participate in fundraising initiatives, specifically the Club's monthly draw.

Honorary Members - who the Committee elect in recognition of their interest in, or services to, the Club or to the sport of rowing

3.3 Applicants for membership and members renewing their membership will be required to sign a form agreeing to abide by the rules and regulations of the Club and the sport of rowing.

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

3.5 If it is considered by the Committee that the granting or renewing of membership would be detrimental to the aims and objectives of the Club, or by virtue of conduct or character likely to bring the Club or the sport of rowing into disrepute, the Committee is 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 under paragraph 24.

3.6 Each member upon joining shall sign the following declaration:

"Name:

Upon acceptance into membership of Tyne United 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 also confirm that I am able to swim a minimum of 100 metres fully clothed.

Signed:

Signature of parent/guardian (if under 18):

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

#### **4 Equal Opportunities Policy**

4.1 The Club 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.

#### **5 Child Protection Principles**

5.1 The Club accepts the Safeguarding & Protecting Children Policy of Gateshead Local Safeguarding Board and the Child Protection Procedures of British Rowing and will require all members to accept them as a condition of membership.

5.2 The Committee shall appoint a club member to act as a Club Welfare Officer.

#### **6 Entrance Fee**

6.1 Each applicant for membership shall, if their application be accepted, pay an entrance fee, the amount which shall be determined from time to time by the members in general meeting, but if no fee is set then no entrance fee is payable.

#### **7 Subscription**

7.1 Membership fees and any other agreed charges shall be determined from time to time by the members in general meeting and shall be due on election and, thereafter, on or before the first day of each month.

7.2 The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. In exceptional circumstances the Committee shall have the power to reduce the rate of subscription payable by an individual member.

## **8 Cessation of Membership**

8.1 Any member may resign giving one month's clear notice in writing to the Secretary.

8.2 All fees payable to the Club must be paid within 30 days. If a fee is outstanding then the Club may write to the member requesting payment within 21 days from the date of the letter. A member shall be deemed to have resigned from the Club if they have not paid any fees which were due on the expiry of the notice period stated in the letter or 60 days after they became due, whichever date is the later. Members may, however, re-join the Club at any time on payment of any arrears of subscription but otherwise without payment of an entrance fee, subject to the provisions of rules 3.3, 3.4 and 3.5 above.

## **9 Eligibility to Vote and hold office**

9.1 Only members entitled to vote are eligible to hold office and/or be elected to the Club Committee.

9.2 Full, Off Peak, Young Persons, Junior, Fitness with Gym and Honorary members, provided that in each case they are aged 18 or over at the date of the meeting and have been a member of the club for three continuous months at the date of the meeting in question, are entitled to vote at general meetings.

9.3 Members who are entitled to vote (but who are unable to attend a general meeting) are entitled to appoint another member (who is entitled to vote) as their proxy to attend at a general meeting and speak and vote on their behalf; provided they have completed, signed and returned to the Secretary a proxy form (in the form specified by the Committee from time to time) not less than 48 hours prior to the time of the general meeting to which the proxy relates.

## **10 Committee**

10.1 Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Treasurer, Secretary, Welfare Officer, Water Safety Officer (all of whom will be elected annually) and also the Club Trustees.

10.1(a) The Club shall also have a Rowing Management Group and a Club Management Group. The Rowing Management Group will be comprised of the Club Captain (elected annually), the Vice-Captain (elected annually) the Junior Captain (elected annually), the Squad Coordinators, the Explore Rowing Coordinator, the Boatman, the Entries Secretary/Coordinator and the Cycling Coordinator. Meetings of the Rowing Management Group will be chaired by the Captain, who shall report to, and attend, meetings of the Committee.

10.1(b) The Club Management Group will be comprised of the Facilities Manager, the Kitchen/Catering Manager, the Regatta Secretary, the Social/Fundraising Officer, the Partnerships Officer, the Membership Officer, the Communications/Publicity Officer and the Masters' Sculling Camp Coordinator. The Club Management Group shall appoint one of its members to be its Chairman who shall then report to, and attend, meetings of the Executive Committee.

10.2 Nominations for the positions of Chairman, Captain, Vice-Captain, Junior Captain, Secretary, Treasurer, Welfare Officer and Water Safety Advisor shall be proposed by the Committee or lodged with the Secretary not less than seven days before the date of a general meeting.

10.3 The Committee may elect a Vice Chairman from amongst its members.

10.4 The term of office shall be one year and members of the Committee, the Captain, the Vice Captain and the Junior Captain shall be eligible for re-election.

## **11 Duties of Named Members of the Committee**

11.1 The Chairman will be the public face of the Club, and will head up sponsorship and fundraising. 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 administrative activities of the Club in accordance with its general policy as expressed by the majority of its members. The Chairman will monitor and evaluate club development. The Chairman will be the point of contact for the Northern Rowing Council, and represent or arrange for 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 Sub-Committee of the Club.

11.2 The Welfare Officer will provide information and advice on British Rowing's Safeguarding Policies for Children and Vulnerable Adults and ensure that the club adopts and follows British Rowing's Safeguarding Policies and Procedures. The Welfare Officer will promote awareness of such policies through the club, and keep necessary records of Disclosure and Barring Service checks. The Welfare Officer will receive information from those with a concern and refer it to the relevant bodies in line with British Rowing guidance, keeping all parties informed as necessary.

11.3 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, and keeping club records and memorabilia.

11.4 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 annual general meeting a balance sheet and income and expenditure accounts showing the Club's financial position and the results of its transactions for the year.

11.5 The transactions of the Club will be conducted through bank accounts and will require the signatures of any one of the five members of the Club who have been designated for that purpose by the Club at a General Meeting. Eligibility for designation as account signatory will be limited to the Club Treasurer, such other persons as the Committee shall approve and the Club Trustees.

11.6 The Water Safety Advisor will ensure the club complies with British Rowing guidance, and update the Club on relevant safety matters. The Water Safety Advisor will link with Regional Safety Advisor to report incidents correctly, organise any safety training for the Club or individuals, including capsized drills, and oversee maintenance of club launch engines.

## **12 Club Committee**

12.1 The Committee is responsible for supporting the general conduct of the Club's business and activities as deemed appropriate by the Chairman and/or Captain.

12.2 The Committee will meet at regular intervals during the year, as required by the business to be transacted, but no less than 6 times in each year.

12.3 Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than 3 committee members.

12.4 A quorum shall consist of not less than four members. Decisions will be decided by a simple majority of votes cast. If the numbers of votes are equal then the Chairman will have a second casting vote.

12.5 In the case of a casual vacancy among the Committee, the Committee shall be entitled to appoint another eligible person to act until the next annual general meeting.

12.6 The Committee shall have the power to make rules and regulations concerning the use of boats and the Club's facilities and equipment by members and



their guests and shall post a list of such rules and regulations on the Club's notice board immediately after the same shall be made.

12.7 The Committee shall have the power to create any sub-committee it may deem desirable and the Committee shall appoint the Chairman and Secretary of any such sub-committee and shall define the sub-committee's responsibilities.

12.8 The Committee shall have the power to invite members of the Club, including junior and partner members, and officers of other rowing clubs using the Club's facilities from time to time to attend (but not vote at) meetings of the Committee and sub-committees.

### **13 General Meetings**

13.1 An annual general meeting will be held in the autumn of each year. There shall be laid before the meeting a statement of accounts made up to the 31<sup>st</sup> day of the month of August immediately preceding.

13.2 A special general meeting will 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, not serving on the Committee, entitled to vote.

13.3 Not less than 21 days clear notice shall be given, specifying to all members the time and business for the general meeting. The notice will be posted on the notice board in the clubhouse and on the club website. Individual members will be notified by email at the email address held on the membership database.

13.4 Motions for discussion at an annual general meeting not of origin from within the Committee shall be lodged with the Secretary at least 7 days preceding the annual general meeting and be signed by five of the members of the Club, not serving on the Committee, who are entitled to vote.

13.5 At any general meeting a resolution put to the vote of the meeting shall be decided by a majority of those entitled to vote and present, either in person or through their proxy, on a show of hands, except when more than one nomination has been received for a position in which case voting will be by secret ballot.

13.6 At all general meetings the Chairman will preside; in his/her absence, the Chairman will nominate a deputy.

13.7 At all general meetings not less than ten members of the Club entitled to vote and present either in person or through their proxy shall constitute a quorum.

13.8 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 of the time appointed for an adjourned meeting, the members present shall be a quorum.

13.9 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 the meeting.

## **14 Liability**

14.1 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 members, jointly or severally, but shall be the responsibility of the Club as a whole.

14.2 The Club will indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## **15 Alteration of Constitution**

15.1 This constitution shall not be altered, amended or rescinded except by a resolution passed at an annual general meeting or a special general meeting of the Club.

15.2 A resolution to give effect to an alteration, amendment or a rescission of any part of the constitution must be passed by at least 75% of the members present at the general meeting and eligible to vote and voting in favour.

## **16 Auditor**

16.1 Every annual general meeting shall appoint an 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.

## **17 Property and Funds**

17.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

17.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

17.3 The Club may also in connection with the sports purposes of the Club:  
sell and supply food, drink and related sports clothing and equipment;

employ members and reimburse them for providing goods and services, on fair terms set by the Committee without the person concerned being present; pay for reasonable hospitality for visiting teams and guests;

17.4 The Committee will have due regard to the law on disability discrimination and child protection.

## **18 Termination**

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

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

18.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

to another Club with similar sports purposes which is a registered charity and/or

to another Club with similar sports purposes which is a registered Community Amateur Sports Club and/or

to the Club's governing body for use by them for related community sports.

## **19 Trustees**

19.1 Four members of the Club shall be the Trustees in whom the freehold or leasehold property at the Club shall be vested. Every vacancy among the Trustees that shall occur from time to time shall be filled by election at the annual general meeting next after the occurrence of the vacancy, the election to be decided by a

ballot, which shall be conducted in the same manner as the ballot for the election of the Committee.

19.2 Every Trustee shall hold office until he or she resigns or ceases to be a member of the Club.

## **20 Club Colours**

20.1 The colours of the Club shall be blue, red & silver. The Committee shall have the power to approve rowing uniforms and the design of the Club colours used on club equipment. Any member competing as a member of the Club shall wear one of the approved rowing uniforms.

## **21 Power of Decision**

21.1 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**

22.1 All members shall agree, as a condition of their membership, to abide by the British Rowing Code of Practice for Water Safety.

22.2 The club activities will comply with the rules of British Rowing and the current Codes of Practice relating to water safety as published by British Rowing

## **23 Grievance Procedure**

23.1 Any member with a grievance should set out their grievance to the Chairman. If the member is under 18 then their parents or legal guardians must be involved in the process. The committee will appoint an independent mediator in agreement with the complainant.

23.2 If the mediation does not take place or if the complainant is not satisfied with the outcome then the complainant should set out in writing his grievance and request for a hearing and send it to the Chairman. The committee will then appoint a hearing panel consisting of a chairman and at least two independent members.

23.3 If the outcome of the hearing is unacceptable to either party then they have the right to submit an appeal in writing which should be sent to the Chairman. The committee will decide if it is appropriate for the appeal to be heard, and, if so, will appoint an independent appeal panel. The outcome of the appeal will be final.

23.4 The Club will comply with the requirements of British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing'

## **24 Disciplinary Procedure**

24.1 If the committee wish to discipline a member who has contravened the Club's rules, regulations or code of conduct (if any), or who is deemed to have brought the Club or sport into disrepute, then the committee should endeavour to resolve the matter by mediation. If the member is under 18 then their parents or legal guardians must be involved in the process.

24.2 If the mediation does not take place or if the committee is not satisfied with the outcome then the committee must set out in writing the details of the disciplinary case and send it to the member. The committee will then appoint a hearing panel consisting of a chairman and at least two independent members. The hearing panel may impose any appropriate sanction, including suspension of membership and expulsion from the club.

24.3 If the outcome of the hearing is unacceptable to either party then they have the right to submit an appeal in writing which should be sent to the Chairman. The committee will decide if it is appropriate for the appeal to be heard, and, if so, will appoint an independent appeal panel. The outcome of the appeal will be final.

24.4 The Club will comply with the requirements of British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing'