

Detailed Rule Changes for submission to EGM October 2007

This quotes the full rule from the *current set*, and then gives the change in **bold**.

MEMBERSHIP

Current version

5. The Club shall consist of Full members, junior members, social members, student members and life members. A student member shall be a person who is in full time education. The maximum number of years for student membership is five. Categories of monthly member and distant student members shall also exist. Such members shall have no voting rights nor may they hold executive office. A monthly member shall be a new member to the Club who has not yet decided whether to become a full member of the Club. The monthly membership shall only last for a maximum of 3 consecutive months. Distant student members are students resident on Teesside but only home during university vacation. They shall only be entitled to use the Club facilities during university vacations. A social member shall not be entitled to row or use other Club fitness equipment without the permission of the Captain. Life members shall consist of those such persons as the Club in general may elect and will include those persons who were Vice Presidents at the time of the 2001 AGM.

Life members that wish to row or use Club facilities will be liable to pay the appropriate member's fee. Non-rowing life members will be exempted from any subscription payment. Junior members shall pay a subscription as a J13 if they are under the age of 13 on the first day of September preceding the Subscription Year. The J18 rate applies if the member is over 13 years old but less than 18 years of age on the first day of September preceding the Subscription Year.

All members shall submit to the rules and by-laws of the Club and shall accept as final the committee interpretation thereof and the committee's or Club's decision thereon. All members except social members, monthly members and distant student members shall be entitled to vote at General meetings. All members except juniors, monthly members, distant student members and social members shall be entitled to be eligible for Club offices.

All members shall be entitled to use Club equipment, however the Captain has the right to decide upon boat and equipment allocation and his decision shall be final. Any person ceasing to be a member of the Club or not paying their due subscription shall forfeit all right to or claim upon the Club, its property or funds.

No member shall use any of the Club's boating equipment unless able to swim. The committee shall have the right to require any member to submit to a swimming test.

Replace paragraph 5iii by the following 2 paragraphs:

All members shall submit to the rules and by-laws of the Club and shall accept as final the committee interpretation thereof and the committee's or Club's decision thereon. **All members, and parents of junior members, are required to read and sign to indicate they accept and will follow:**
ARA Policy on Safeguarding and Protecting Children
ARA Water Safety Code
Tees RC Safety Code
Tees RC Anti-Bullying Policy

All members except social members, monthly members and distant student members shall be entitled to vote at General meetings. All members except juniors, monthly

members, distant student members and social members shall be entitled to be eligible for Club offices.

Replace paragraph 5v by:

No member shall use any of the Club's boating equipment unless able to swim, **or wears an appropriate buoyancy aid determined in a risk assessment carried out by the coach in charge.** The committee shall have the right to require any member to submit to a swimming test.

Comment:

First change is to satisfy ARA Safeguarding and Protecting Children Policy, and adding other obligatory policies that members must follow.

Second change is to reflect current thinking and practice, which allows buoyancy aids to be used by juniors and adults until swimming ability has been demonstrated.

DUTY OF OFFICERS

Current Version

11. The Captain, or in his absence the Vice Captains shall have the control over the composition and management of any crew that rows in a Club boat, and subject to any resolution of the committee, over all matters affecting rowing. In the absence of the Captain and the Vice Captains any member of the Club authorised by the Captain may act in his place. Entries at regattas may be made only on the authority of the Captain.

The Honorary Treasurer assisted by the Honorary Assistant Treasurer shall have custody of the funds of the Club and shall disburse them in accordance with the directions of the of the accounts of the Club for the preceding year and shall, when called upon to do so at the General Meeting, give members any information required regarding the finances of the Club. The accounts shall be open to inspection at all reasonable times at the request of any member of the Club. Cheques drawn on the Club banking account shall be signed by either the Honorary Treasurer or the Honorary Secretary. Money belonging to the Club shall be kept, as far as possible, in the Club's banking account or invested as directed by the committee.

The Honorary Secretary, assisted by the Honorary Assistant Secretary, shall record proceedings of all meetings of the Club or committee in minute books kept for the purpose. He shall, under the direction of the committee, conduct the correspondence and other appropriate business of the Club. He shall, at all reasonable times, allow members access to the minutes of general or committee meetings and shall, when caused upon to do so at any general meeting, give the members any relevant information regarding the business of the Club.

The Facilities Manager, assisted by the Honorary Boatwarden, is responsible for advising the Centre Manager of alterations or repairs to the structure of the Building and to the TRC committee on repairs required to boats and other rowing equipment and for carrying out, or otherwise arranging to be carried out, repairs according to the committee's instructions.

The Committee shall have the power to decide the roles and responsibility of other Club officers and shall seek confirmation at a general meeting.

Replace paragraph 11ii by:

The Honorary Treasurer assisted by the Honorary Assistant Treasurer shall have custody of the funds of the Club and shall disburse them in accordance with the directions of the **Committee. He shall maintain a record of all financial transactions, and hand this to the Accountant appointed to prepare the Club's accounts in good time. He shall present the accounts of the Club for the preceding year at the Annual General Meeting and there shall, if called upon to do so, give members any information requested regarding the finances of the**

Club. The accounts shall be open to inspection at all reasonable times at the request of any member of the Club. ~~Cheques drawn on the Club banking account shall be signed by either the Honorary Treasurer or the Honorary Secretary. Money belonging to the Club shall be kept, as far as possible, in the Club's banking account or invested as directed by the committee.~~ **He shall keep the Committee informed of the current financial status of the Club. He shall ensure that the Club carries insurance to cover liability to third parties, damage to club equipment, and member-to-member cover. He shall ensure that the Insurance premiums and other sums due are paid in full and on time.**

Comment:

Previous rules had some words omitted (dating back before the earliest copy of the rules, 1983!). Treasurer's duties are covered. Items on Club finance are moved to rule 16. Responsibility for insurance is added.

DUTIES OF THE COMMITTEE OF MANAGEMENT

Current version

13. The Committee shall meet at intervals of about one month at a time and place to be agreed by the members of the committee. A special meeting of the committee shall be called by the Secretary, if requested in writing to do so by three or more members of the committee.

At all committee meetings five shall form a quorum, the President, or in his/her absence the Captain, shall be chairman. The committee, if they think necessary or if required by general meeting of the members, will report their proceedings to such general meeting. They have power to purchase boats and sundry equipment as and shall be responsible for keeping the property of the Club in a suitable state of repair and insured.

The committee may form sub-committees and standing committees as it sees fit: Such committees shall be responsible to the committee of management and terminate with it. Their members will be appointed by the committee of management at its first meeting after the annual general meeting in each year, or as required. The captain and secretary shall be ex-officio members of all standing committees and may co-opt any person whose co-option must be confirmed at the next meeting of the committee of management.

The Regatta committee shall be a standing committee of the committee of management with the following additional features. The committee of management will appoint an Honorary Regatta Secretary and an Honorary Regatta Treasurer. The Honorary Regatta Secretary shall maintain records of the formal proceedings. The Honorary Regatta Treasurer will keep the accounts of the Regatta Committee and deliver them to the Honorary Treasurer of the Club at the end of each Club year for inclusion in the accounts of the Club.

The Regatta Committee will organise those competitive events, which the Club promotes under the Rules of the Amateur Rowing Association, in accordance with the general directions of the committee of management and will report progress and submit accounts when requested.

Rename this section as

POWERS AND DUTIES OF THE COMMITTEE OF MANAGEMENT

Add before the current paragraph 13i

In furtherance of the Objects of the Club, but not otherwise, the Committee may:

Provide rowing, fitness and related social facilities, sporting equipment, coaching, training, courses, insurance cover, medical treatment, regatta

expenses, refreshments during and after events, and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
Sell and supply food, drink and related sports clothing and equipment;
Pay for reasonable hospitality for guests;
Apply to external funding sources for grants and loans in furtherance of the objects;
Employ on such terms and conditions of employment that the Committee will determine, any paid or voluntary worker(s) to assist in the attainment of its objectives;
Set aside funds for special purposes or as reserves;
Cooperate with other voluntary, community, or statutory organisations, for example by exchanging information and advice;
Buy, lease, hire or license boats and sundry equipment as may be commensurate with the Club's resources;
Promote the work of the Club and its activities;
Raise funds by any lawful means except permanent trading;
Do anything else within the law that is necessary in pursuit of its objects.

The Committee shall be responsible for keeping the property and equipment of the Club in a suitable state of repair and insured. The Committee and members acting properly in the course of the running of the Club shall be indemnified against any liability incurred in the proper running of the Club (but only to the extent of its assets).

Amend paragraph 13ii to:

At all committee meetings five shall form a quorum, the President, or in his/her absence the Captain, shall be chairman. The committee, if they think necessary or if required by general meeting of the members, will report their proceedings to such general meeting. ~~They have power to purchase boats and sundry equipment as and shall be responsible for keeping the property of the Club in a suitable state of repair and insured.~~

Comment:

A statement of powers of the Committee is required for grant purposes. This list brings in clauses from the CASC model constitution on the ARA website, and ones recently identified by grant awarding bodies.

The power to purchase boats etc and the duty of maintenance are moved out of the paragraph on committee meetings for logical consistency.

CHILD PROTECTION PROCEDURES

Current Version

14. The Club accepts and abides by the Rules of the ARA in respect of Child protection procedures.
In accordance with the ARA's Policy and rules relating to child protection procedures, the committee shall appoint: -
- i) A Junior Organiser who has gained one of the ARA's Coaching Awards, to be responsible for the Club's juniors on a day to day basis
 - ii) A separate and senior "person in charge" to whom concerns or allegations regarding inappropriate treatment of juniors may be made, it will be his/her duty to understand the requirements of the ARA's Child protection procedures and to act upon them as necessary.

Change to:

The Club accepts and abides by the **ARA Safeguarding and Protecting Children Policy, published in April 2007, and as may be subsequently amended.**

In accordance with the ARA's Policy, the committee shall appoint: -

- i) A Junior Coordinator who has gained one of the ARA's Coaching Awards, to be responsible for the Club's juniors on a day to day basis

ii) A Club Welfare Officer who is responsible for acting as a source of advice on Child Protection matters, for coordinating action within the Club on receipt of any concerns or referrals, for verifying the identity of individuals completing Criminal Records Bureau Disclosure application forms, and for keeping records of those disclosures.

Comment:

Incorporates the new ARA policy. The requirement for, and duties of, the Club Welfare Officer are set out in detail in the policy, and Job Description has now been written.

FINANCE

Current Version

16. The financial year of the Club shall end on 30th November, to which date the accounts of the Club shall be prepared by and reviewed by an independent qualified accountant. The accounts of the Club shall be reviewed before being presented to the Annual General meeting. The members at the Annual General Meeting shall appoint an independent qualified accountant for the ensuing year.

The committee shall have the right to use the Club funds to further the Objects of the Club, but no expenditure of more than £500 on any single item shall be incurred unless two thirds of the whole committee of management (excluding the President and life members not elected as officers) have voted in favour of such expenditure, or until the minutes of the committee meeting at which the expenditure was sanctioned have been confirmed.

Add the following paragraphs:

The Committee shall conduct the Club's financial transactions using one or more bank accounts. Cheques drawn on these accounts shall be signed by any two of three authorised persons, the President, Honorary Treasurer and Honorary Secretary. Money belonging to the Club shall be kept, as far as possible, in the Club's banking account or invested in a lawful manner as directed by the committee.

Comment:

Brings in the sections previously in the Treasurer's duties. Corrects the statement on authorised signatories. Adds the power to set aside funds.

Finally, add Rule 26

POLICIES

26. The policies listed above and forming part of these rules are:
ARA Safeguarding and Protecting Children, April 2007. Available in the British Rowing Almanack, on the ARA website, and as a booklet from the ARA.
Tees RC Anti-Bullying Policy, version 1, October 2007
ARA Water Safety Code, 1994, as subsequently modified (annually). Available in the British Rowing Almanack, on the ARA website, and as a booklet from the ARA.
Tees RC Safety Code, version 14, 2007.
Rules of the Amateur Rowing Association. Available in the British Rowing Almanack and on the ARA website.

Comment

Just a list of the supporting documents.