



TEES ROWING CLUB CONSTITUTION

March 2021

1. **Name**

The Club shall be known as Tees Rowing Club hereinafter known as 'the Club'.

2. **Objectives**

The Club is constituted to provide, maintain and improve facilities to enable members of the local community to take part in the sport of rowing. The Club shall encourage increased participation in the sport with the object of enhancing recreational use of the River Tees and the health, fitness and wellbeing of members.

3. **Colours**

The colours of the Club shall be sky blue and maroon.

The Club Badge or Logo shall be:



(i) A shield emblazoned with subjects from the Middlesbrough, Stockton and Thornaby Town Arms as follows: - " Party per fess, argent: in chief, surmounted by an anchor or overall a castle, the portcullis raised proper; below three ships in full sail, or sails of the first in base a barry of nine gules and argent; a chief engrailed of the second, thereon three torteaux."

(ii) Crossed oars behind with Club colours on the spoons.

(iii) A banner beneath with the legend "TEES ROWING CLUB"

4. **Membership**

Membership of the Club shall be open to anyone interested in the sport of rowing on application in accordance with the Equal Opportunities Policy. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

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.

Applicants for membership and members renewing their membership, will abide by the Rules of the Club and the sport of rowing.

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 member(s).

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

5. **Equal Opportunities Policy**

The Club is fully committed to the principles of equality of opportunity. The Club is responsible for ensuring that no member or volunteer 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 Adults at Risk as set out by British Rowing and requires all members to accept them as a condition of membership.

7. **Subscription**

The rates of subscription, payment method and due date shall be determined by the members in General meeting. The annual subscription shall be such a sum as may be decided from time to time by the members in general meeting. Fees will be collected by the Club by way of monthly Direct Debit. Members will be given access to the GoCardless secure website and asked to provide their bank details so the monthly Direct Debit can be taken. Alternatively, details can be submitted to the Treasurer by post and members may pay their total fees for a full calendar year in one single payment by 31st March of that calendar year. All new members will be required to pay a joining up fee equivalent to one month's fee.

8. **Cessation of Membership**

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

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 if such an appeal is approved by 3 Officers of the Club. 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 and affirm or reject the sanctions imposed as appropriate.

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 or any other policies of the Club and British Rowing.

9. **Grievance and Disciplinary Procedures**

An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Chair. 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.

10. **Disqualifications from Holding Office**

Only members entitled to vote are eligible to hold office. Any member who is under the age of 18 years, shall not be eligible for election to the Committee.

11. **Committee**

The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chair, Secretary, Treasurer, Captain and other Officers and ordinary members as deemed necessary. The Committee shall have the power to co-opt further members, but co-opted members shall have no right to vote at Committee meetings.

The term of office shall be for one year, and members shall be eligible for re-election.

All officers and Committee members shall hold office from the time of their election until the next Annual General Meeting after their election.

The Committee is responsible for the general conduct of the Club's business and activities.

The Committee shall meet at regular intervals during the year, as required by the business to be transacted.

Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or three Committee members.

A quorum shall consist of five or more members of the Committee.

In the case of casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next Annual General Meeting.

The Committee and individual Committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

A Director of the Tees River Users Trust Limited will be appointed by the Club to represent the Club's interests. The Director, who must not have been disbarred from holding such positions, must be a member of the Club, and the members, at the subsequent Annual General Meeting, will confirm any such appointment made by the Committee.

12. **Election of Officers & Committee**

Only full, student, off peak, social and life members may be elected as Officers or Committee members of the Club. Nomination for election shall be made by two other full, student, off peak, social or life members and delivered in writing, together with the written consent of the nominated member, to the Secretary ideally not less than two weeks before the Annual General Meeting.

Nominations may also be made by two full, student, off peak, social or life members at the Annual General Meeting, provided the nominated member is present and gives his/her consent. If the number of vacancies to be filled is greater than the number of candidates nominated or if in the opinion of the Committee any member is specially qualified to fill any particular office, the Committee may nominate a member for election provided notice of such nominations is given in the notice convening the Annual General Meeting. Casual vacancies among the officers and Committee (other than the President and life members) may be filled by the Committee.

13. **Duties of Officers of the Club.**

Chair:

The 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. The Chair shall represent or

arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations. The Chair shall ex officio be a member of any other Committee of the Club.

Captain:

The Captain will be responsible for training, coaching and representation of the Club in competitions.

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.

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 Annual General Meeting 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 any two of three authorised persons who shall be the Chair, Treasurer and Secretary.

The duties of the Club Officers are explained in more detail in the Club Rules.

14. General Meetings

Tees Rowing Club shall hold an Annual General Meeting and may hold General Meetings.

If the committee so determines, an Annual General Meeting and/or General meeting may be held entirely by electronic means, or other communication facility that permits all members to communicate adequately with each other during the meeting. Participation in a meeting by a Member shall constitute presence in person at such meeting.

At least 14 days' notice in writing of every Annual General Meeting, specifying the place (including electronically), the day and hour of meeting, and in the case of special business, the general nature of that business, shall be given to each Member entitled to receive such notices. Notice may be sent by post or by electronic means.

An Annual General Meeting shall be held usually in February or March of each year or as soon as possible thereafter as agreed by the Committee. There shall be laid before the meeting a statement of accounts made up to the 30th day of the month of November immediately preceding.

Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 14 days before the Annual General Meeting, and be signed by 6 members entitled to vote.

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 6 of the members of the Club entitled to vote. Not less than 7 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

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.

At all General Meetings the Chair will preside or, in his/her absence, a Chair for the meeting will be elected by the voting members present. At all General Meetings not less than 10 members of the Club entitled to vote shall constitute a quorum.

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.

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 civil liability insurance is in place to cover all the activities of the Club, its Committee and members.

Members and Visitors enter the Club facilities at the RTWC, use Club equipment and take part in Club activities entirely at their own risk and the Club shall not be responsible for any injury, loss or damage sustained by members or visitors in any way whatsoever in respect of their personal property.

16. **Voting**

Only full, student, off peak, social and life members over the age of 18 years are entitled to vote at all meetings.

Voting may be cast by electronic or other means. The rights of members to attend in person, participate or vote by particular means do not apply. The committee, where possible, and at their discretion, will facilitate the process of electronic voting whilst holding a meeting within a venue/room, thereby allowing participation online as well as in person. Proxy voting will not be considered.

17. **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 75% of the members present at the General Meeting and voting on this behalf.
- c. Changes to the Club Rules may be made by the General Committee.

18. **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 Annual General Meeting.

19. **Distribution of Profits**

In no circumstances can any profit be distributed to members, but any profits earned shall be used in furthering the objectives of the Club.

20. **Termination**

The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose. 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, or to another registered Community Amateur Sports Club (CASC).

21. **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.

22. **Safety**

Members must take responsibility for their own safety. The Officers and Committee have responsibility for monitoring adherence to safe practice within the Club and for observing guidance of water safety issued by British Rowing and through RowSafe.

23. **Property and Funds of the Club**

All property and funds belonging to the Club shall be vested in the Committee.

24. **Declaration**

Each member upon joining shall sign the following declaration:

Name: _____

Upon acceptance into membership of the Tees 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.*

As recommended by British Rowing (21.03.21), I confirm that I am able:

to swim a minimum of 50 metres,
to tread water for 2 minutes and
to swim under water for at least 5 metres

I confirm that I have read and understand the Club Rules and I agree to adhere to them.

Signed: _____

Parent/Guardian/Carer (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.