

Leeds Rowing Club Constitution
Status: Approved at September 2017 AGM
Date: 16/09/2017



1. NAME

- 1.1. The club will be called Leeds Rowing Club hereinafter known as “the Club” and will be affiliated to British Rowing.
- 1.2. Leeds Rowing Club is established as an unincorporated association and is registered with the Charity Commission (Charity number: 1142301).

2. AIMS AND OBJECTIVES

- 2.1. The principal object of the Leeds Rowing Club is the promotion of community participation in healthy recreation in particular by the provision of facilities for the sport of rowing, for the benefit of the inhabitants of Leeds and surrounding areas.

3. GOVERNANCE AND CHANGE CONTROL

- 3.1. The club operates within the guidelines laid out by the sport’s national governing body (British Rowing); the Charity Commission; and other relevant bodies such as the Canal and River Trust.
- 3.2. This Constitution shall form the primary basis through which the club shall be governed, as per Charity Commission guidance CC22a and CC22b. The constitution is supported by a number of appendices, which at the time of writing include:
 - 3.2.1 Committee member role descriptions
 - 3.2.2 Terms of Reference for the executive committee and sub-committees
 - 3.2.3 Levels of Delegated Authority for the executive committee
 - 3.2.4 Equity policy statement
 - 3.2.5 Code of conduct for parents/carers and spectators
 - 3.2.6 Code of conduct for club officials and volunteers
 - 3.2.7 Code of conduct for coaches
 - 3.2.8 Code of conduct for rowers and coxswains
 - 3.2.9 Anti-bullying policy
- 3.3. The constitution may only be changed through agreement by majority vote at an AGM or EGM. Appendices may be added, amended or removed through agreement at an executive committee meeting.
- 3.4. The constitution and its appendices will be refreshed upon the Charity Commission website at the following intervals:
 - 3.4.1 Whenever the constitution is changed
 - 3.4.2 After each AGM/EGM if there have been changes to the appendices
- 3.5. The Club Secretary will be responsible for maintaining an up-to-date version of this document, and a copy can be supplied upon request.

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.

4.2. The Equity Policy Statement shall be deemed to form part of the constitution of the club.

5. WELFARE PROCEDURES

5.1. The Club accepts the policy and procedures relating to Participant Welfare, as set out by British Rowing and any modifications of these policies and procedures agreed by British Rowing in the future. All members are required to accept these as a condition of membership.

6. WATER SAFETY

6.1. The Club and all its members shall at all times comply with and actively promote British Rowing's Water Safety Guidance and any modifications of this guidance agreed by British Rowing in the future.

7. CODES OF CONDUCT

7.1. Codes of conduct providing guidelines for the behaviour of various people within the club are attached as schedules to this constitution. It is important that members not only accept and comply with them, but that they actively support them.

7.2. The Codes relate to:

- a) Coaches
- b) Officials
- c) Parents/carers
- d) Rowers and coxes

7.3. Members must also comply with the club's Anti-bullying Policy

8. MEMBERSHIP

8.1. Membership will consist of officers and members of the club. Members will enrol or be appointed in the following categories:

- 8.1.1 Full member
- 8.1.2 Associate member – who use the club's facilities via a partnership agreement
- 8.1.3 Honorary member – elected by resolution at a General Meeting.
- 8.1.4 Non-rowing member – not entitled to the use of the club's boats or training facilities
- 8.1.5 Junior member
- 8.1.6 Student member
- 8.1.7 Over 65 member
- 8.1.8 Adaptive member

8.2. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and the codes of conduct that the club has adopted. Members are also required to follow the local safety policies and rules of the club.

8.3. Any committee member or coach who is appointed to a post will, if they are not already a member of the club, be admitted *ex officio* as a non-rowing member of the club.

9. APPLICATION

9.1. Applicants for membership shall make written application to the Membership Secretary of the Club on the form provided. The committee delegate the responsibility for membership acceptability to the Membership Secretary, who may refuse to elect to membership any applicant but, on request, will furnish to the applicant the grounds for refusal.

10. RESTRICTION

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

11. MEMBERSHIP FEES

11.1. Membership fees will be set annually by the Committee during July of each year and notified to members at least four weeks before membership fees are due to be paid.

11.2. Fees for existing members will become due on 1st September each year. Annual fees may be paid by lump sum on 1st September or in monthly instalments in accordance with the Club's Fee policy which is issued annually with the Fee review. Members joining the Club from 1st October onwards may, in the first year of membership, pay a lump sum fee calculated pro rata to the number of months in the year remaining before 31st August or they may pay monthly at the rate set out in the Club's Fee policy.

11.3. In exceptional cases of individual hardship the committee may agree alternative arrangements for payment of fees.

11.4. Members who wish to take part in external regattas, training camps or any other event will be expected to contribute towards the costs of such events. The treasurer will be responsible for maintaining policies and procedures regarding racing fees.

12. CESSATION OR SUSPENSION OF MEMBERSHIP

12.1. Any member may resign giving one month's clear notice in writing to the Secretary. Any member so resigning shall not be due any refund of any part of their membership fee.

12.2. 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 three 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, affirm or reject the sanctions imposed as appropriate.

12.3. 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. [Note: See current British Rowing Guidelines for the Composition of Hearings Panels published in the Almanac.]

12.4. A member whose subscriptions have become six months in arrears shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid the annual subscription. They may, however, rejoin at any time during that year by payment of the full membership fee for the year in question.

12.5. The Treasurer and Membership Secretary shall jointly be responsible for making decisions regarding the membership status of any member who either has unpaid membership fees or outstanding racing fees.

13. OFFICERS OF THE CLUB

13.1. The Executive Officers (also known as committee members or executive committee) of the club will be:

- 13.1.1 Chair
- 13.1.2 Director of Rowing
- 13.1.3 Treasurer
- 13.1.4 Club Secretary
- 13.1.5 Development Director
- 13.1.6 Membership Secretary

13.2. Executive Officers will also be appointed as Trustees of the Leeds Rowing Club Charity.

- 13.3. Executive Officers will be elected annually at the Annual General Meeting. All elected officers will retire each year but will be eligible for re-election.
- 13.4. The Committee will be supported by Non-Executive Officers. The roles of the Non-Executive Officers are defined in the appendices, and may change from time to time to reflect the needs of the Club.
- 13.5. These Non-Executive Officers will participate in the management of the Club via appropriate sub-committees chaired by the relevant Executive Officers. The appointment process of the Non-Executive Officers is defined in the appendices

14. COMMITTEE

- 14.1. The club will be managed through the Committee consisting of the Executive Officers of the club described in Paragraph 13 above.
- 14.2. The committee will operate under the Terms of Reference, as defined in the appendices.
- 14.3. Only the Executive Officers will have the right to vote at meetings of the Committee. Where one person holds more than one role on the Committee that person will only have one vote. In the event of a tied vote at committee, the Chair will have an additional, casting vote.
- 14.4. The Committee will, at its first meeting after the Annual General Meeting, elect one of its number to act as Vice Chair. In the chair's absence, the vice chair assumes the role of the chair.
- 14.5. Committee Meetings will be convened by the Secretary of the club and held no less than 4 times per year.
- 14.6. The quorum required for business to be agreed at Executive Committee meetings will be 3 officers.
- 14.7. The Committee will be responsible for governance, adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 14.8. Committee Executive Officers will chair a number of standing sub-committees in their areas of responsibility which will include other Non-executive Officers of the club described in Paragraph 13 above. The Committee and also has the power to appoint further sub-committees as necessary and has the power to co-opt further members as required. Co-opted members shall advise the Committee through their membership of the relevant sub-committee.
- 14.9. When appropriate, the Committee may invite representatives from bodies external to the club to Committee meetings and to join sub-committees. Such representatives will not have a right to vote at meetings of the Committee.
- 14.10. Sub-committees have an outline Terms of Reference set out that forms a set of appendices to this constitution. However, sub-committees are responsible for managing their own internal processes in whichever way they see fit, within the bounds of their Terms of Reference.

15. DUTIES OF COMMITTEE

- 15.1. Details of the roles of executive officers and non-executive officers are outlined in an appendix to this Constitution entitled 'Committee Member Job Descriptions'.

16. FINANCE

- 16.1. All club monies will be banked in an account(s) held in the name of the club.
- 16.2. The Club Treasurer will be responsible for the finances of the club.
- 16.3. The financial year of the club will end on 31st August.
- 16.4. An statement of annual accounts will be presented by the Treasurer at the Committee meeting prior to the Annual General Meeting, where they will be put to the Meeting with a view to their acceptance.
- 16.5. A brief outline of the financial situation of the club will be presented at each committee meeting.

16.6. Any cheques drawn against club funds should bear the signatures of two of the following officers of the club namely the Treasurer, the Director of Rowing or the Membership Secretary.

17. ANNUAL GENERAL MEETINGS

17.1. The Annual General Meeting (AGM) will take in the Autumn of each year. The procedure for the Annual General meeting will be as follows:

17.1.1 Notice will be given by the Club Secretary to all members with not less than 28 clear days' notice. This notice will include a request for nominations for committee posts.

17.1.2 Nominations for officers of the Committee will be sent to the Secretary not less than 14 days prior to the AGM

17.1.3 Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 14 days preceding the AGM, and be signed by 3 members entitled to vote

17.1.4 The Chairman will preside or, in his/her absence, a Chairman for the meeting will be elected by the voting members present.

17.1.5 Quorum shall be defined as 15% of the number of members of the club (defined as the sum total of full, over 65 and adaptive members). All other categories of members have full voting rights.

17.1.6 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.

17.1.7 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.

17.1.8 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.

17.1.9 The AGM will receive a report from officers of the Committee and a statement of the accounts.

17.1.10 Election of officers is to take place at the AGM.

17.1.11 Non-members do not have the right to vote at the AGM.

18. EXTRAORDINARY GENERAL MEETINGS

18.1. If the need arises, an Extraordinary General Meeting (EGM) may be called outside the Annual General Meeting. Procedures for Extraordinary General Meetings will be the same as for the Annual General Meeting.

18.2. An Extraordinary General Meeting shall be called on:

18.2.1 the instructions of a simple majority of the Committee,

18.2.2 if it is required by the Terms of Reference of the Executive Committee

18.2.3 or on a requisition signed by not less than 25% of the members of the Club entitled to vote.

19. LIABILITY

19.1. The Executive Officers 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 Executive Officers, but shall be the responsibility of the Club as a whole.

20. DISCIPLINE AND APPEALS

- 20.1. The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 20.2. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 20.3. The Committee will meet (which may be either in person, or via electronic communication) to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 20.4. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- 20.5. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

21. DISSOLUTION

- 21.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 21.2. In the event of the dissolution of the Club the Trustees must apply any remaining property or money:
 - 21.2.1 directly for the Objects;
 - 21.2.2 by transfer to any Charity or charities for purposes the same as or similar to the Charity;
 - 21.2.3 in such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance
- 21.3. The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution."

22. DECLARATION

Leeds Rowing Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: Date:

Name:

Chair

Signed: Date:

Name:

Club Secretary