



CONSTITUTION

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| 1 | Name | The Club shall be known as Abingdon Rowing Club, hereafter known as ‘the Club’. |
| 2 | Colours | The Club colours shall be green and yellow. |
| 3 | Objectives | The Club shall exist to encourage and support participation in rowing and rowing events, through the provision of appropriate rowing and associated training facilities. |
| 4 | Affiliation | The Club shall affiliate to British Rowing, hereafter known as ‘BR’. |
| 5 | Equal Opportunities | <p>The Club will seek to ensure that the talents and resources of all members are used to the full. Furthermore, the Club will seek to ensure that no member</p> <p>a) receives less favourable treatment on the grounds of gender, age, disability, marital status, nationality, ethnicity, religion or other characteristics,</p> <p>or</p> <p>b) is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance</p> |
| 6 | Membership | <p>A Membership of the Club shall be open to anyone interested in the sport of rowing, regardless of their gender, age, disability, marital status, nationality, ethnicity, religion, or other characteristics. However, the Committee may limit membership, on a non-discriminatory basis, according to the facilities available to it.</p> <p>B There shall be ten classes of membership:</p> <p style="margin-left: 20px;">I Senior members.</p> <p style="margin-left: 20px;">II Junior members will not have obtained the age of 18 before the 1st of January in the current year.</p> <p style="margin-left: 20px;">III Related junior members satisfy the criterion for junior membership, and also have a legal guardian who is a current Senior Member having paid an annual, not monthly, subscription.</p> <p style="margin-left: 20px;">IV Student members must be attending a course of full-time education.</p> <p style="margin-left: 20px;">V County members shall not reside within 35 miles of the club and their rowing activity is curtailed by that distance.</p> <p style="margin-left: 20px;">VI Coxing members may use the Club’s boats only as a cox.</p> <p style="margin-left: 20px;">VII Associate members may not use the Club’s boats.</p> <p style="margin-left: 20px;">VIII Honorary Life members may be appointed only by the decision of a General Meeting. An honorary life member may, at the discretion of the Committee, be required to pay annual membership fees if he/she wishes to row regularly.</p> <p style="margin-left: 20px;">IX Introductory members are persons who a) have never been a member of the Club before, b) complete and submit the appropriate</p> |

form, and c) pay the appropriate fee. They are then permitted to row for up to one month. This period of membership is non-renewable. When introductory membership ceases, they must either cease rowing or join the Club.

X **Coaching** members are persons who have been invited to join the club in a coaching capacity, and may only coach.

C Candidates for election to membership shall make written application to the Membership Secretary of the Club on the form provided. The power of election shall rest with the Committee, who may refuse to elect to membership any applicant only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

D The Club may, at its sole discretion, decline to accept renewal of membership from any person only for good cause, such as specified under clause 6.C. Any member to whom this applies may appeal according to the procedures outlined under clause 10.C.

E A register of the details of members shall be kept by the Membership Secretary, in accordance with the provisions of the data Protection Act.

7 Patrons

The Committee shall have the power to appoint Patrons of the Club. Patrons are individuals who support the objectives of the Club, and are prepared to be associated with the Club in an advisory, supportive or promotional capacity.

8 Vice-Presidents

Vice-Presidents may be appointed by the Committee to this honorary position, if they are long-serving ex-officers of the Club, and in recognition of their service to the Club. Vice-Presidency is additional to rather than instead of their appropriate class of membership listed under Clause 6.

9 Subscription

A Each applicant for membership shall, if his / her application is accepted, pay a membership fee, the amounts of which shall be determined by the Committee. The Committee will maintain subscriptions at levels that do not pose a significant obstacle to people joining.

B It is preferred that members join on an annual basis.

C Monthly membership is available, but may be arranged in only one 'block' of months and by only one transaction per year.

D All periods of membership shall start and finish on the first of the month

E All paid-up members shall be contacted when their membership expires.

F Both yearly and monthly membership may be deferred for a minimum period of one month so long as the member does not use the Club's facilities in the interim.

G If a junior member defers membership until the calendar year in which they have their 19th birthday, they will be charged at the senior rate.

H The subscription for a Coaching Member or an Associate Member may be waived at the discretion of the Committee.

10 Cessation of Membership

A Any member may resign giving one month's notice in writing or by e-mail to the Membership Secretary.

B If no renewal payment is received, membership shall terminate one month after the due date.

C Any member violating any of the rules or procedures of the Club or otherwise being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled.

I Any member so suspended or expelled may appeal to an independent Hearings Panel if such an appeal is approved by a majority of the Officers of the Club. This panel may be drawn from

the membership of the Club, or from other Clubs in the region. This panel would hear and receive evidence, reach a conclusion, and affirm or reject the sanctions imposed.

II Any hearings panel must give a fair and independent hearing within an appropriate timescale. Hearings must accord with the Human Rights Act 1998, and appropriate policies of British Rowing.

III A member shall not be entitled to a refund of subscription during any period of suspension or following expulsion.

11 President

The President of the Club for the forthcoming year shall be nominated by the Committee and approval shall be sought at the Annual General Meeting.

12 Committee

A The Committee shall conduct the affairs of the Club as a whole, in accordance with its objectives, its Constitution, and its rules and procedures.

B Financial or legal liability incurred by Committee members in the rightful exercise of their office shall be the responsibility of the Club as a whole, rather than the personal liability of the Committee. The Committee may take out appropriate insurance to cover the Club for this risk.

C The Committee shall consist of: a) nine officers (Chairman, Captain, Secretary, Treasurer, Men's Vice-Captain, Women's Vice-Captain, Events Secretary, Membership Secretary, and Social Secretary) and b) four Ordinary Members, of whom one shall be a junior member, and one shall undertake the role of Safety Advisor. In addition, the President of the Club is entitled to attend committee meetings and to vote.

D The Committee shall have the power to co-opt additional members, but co-opted members will not have voting rights at Committee Meetings

E The Committee shall meet at least six times each year, and as often as required in order to conduct the business of the Club.

F Committee Meetings shall usually be arranged at Committee Meetings. In addition, a Special Committee Meeting may be called by the Secretary due to either a request from the Chairman or at least three Committee members.

G The Chairman shall usually chair Committee Meetings. The Secretary shall chair Committee Meetings when the Chairman is absent. The Captain shall chair Committee Meetings when both Chairman and Secretary are absent.

H If any Committee Member fails to attend two consecutive meetings, without notifying the Secretary in advance and giving a reason, their position shall become vacant.

I The quorum at any Committee Meeting shall be four members entitled to vote.

J Committee Members may resign at any time, by giving written notice to the Secretary.

K The Committee has the power to fill any vacancy which arises between General Meetings, until the next General Meeting, when the position must be filled in the usual manner. Any Committee member appointed in this way shall have no Committee voting rights.

L The committee shall be elected in September, and serve for a period of one year. There is no limit to the amount of time that any one person may serve as an Officer or Ordinary Member of the Committee.

M Prospective Committee Members must apply in writing (but not by e-

mail) to the Secretary 14 days in advance of the relevant General Meeting, and this application must be accompanied by the name and signature of another member proposing their application, and the name and signature of another member seconding their application.

- N All members of the Club, except Introductory Members, are entitled to stand for election to the Committee. Only members of 18 years or over may stand for election to any post on the Committee, except for one Ordinary Committee Member, who shall be the Junior Representative, and shall be a Junior Member. Members of either gender may stand for the posts of Men's Vice Captain and Women's Vice Captain.
- O The roles of Committee members are described in Annexe One of the Constitution, and in relevant Club Operating Procedures. Annexe One may be amended at any time by the Committee.
- A All members of the Club are eligible to attend and to speak at General Meetings. All members, except Introductory Members, Associate Members and Coaching members, are entitled to vote at General Meetings.
- B The quorum at a General Meeting shall be 15 members or 10% of the current voting membership notified by the Membership Secretary, whichever is the greater. Only members actually present at the General meeting count towards the quorum; in other words, members voting by proxy are not counted towards the quorum.
- C If at half an hour after the appointed time for a General Meeting a quorum is and has not been present, the General Meeting, if called at the request of members, shall be dissolved. In any other case, the General 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 General Meeting, the members present shall constitute a quorum.
- D The Secretary will give at least 28 days' notice of the date, time, location and agenda of General Meetings, by a) posting the information prominently in the Clubhouse, and b) notifying every member eligible to vote by either e-mail, to their preferred e-mail address, if they have agreed to receive Club communications by e-mail, or by postal mail.
- E Accidental omission to give notice of a General Meeting to, or non-receipt of notice of a General Meeting by, any member shall not invalidate the proceedings of a General Meeting.
- F Motions for discussion at the Annual General Meeting which do not originate from the Committee shall be lodged with the Secretary 14 days prior to the meeting, and shall be signed by at least ten members eligible to vote.
- G The Annual General Meeting shall be held each year during the month of either September or October. This meeting shall a) consider the audited accounts of the previous year, b) receive the Captain's report, c) elect Officers and Committee, other than the Captains, d) approve the appointment of the President and Chairman, e) appoint auditors, and f) transact all business notified in advance.
- H The election of the Club captain and squad captains shall take place in July each year with a 4 week period notice for the date of that election.
- I An Extraordinary General Meeting may be called at any time by the

13 Meetings

Committee in order to deal with any matters requiring a General Meeting, or by the Secretary on receipt of a written request which a) is signed by not less than ten Club members entitled to vote and b) specifies the business which those members wish to bring before the Club.

- J The Chairman shall chair General Meetings. Otherwise, any General Meeting shall be chaired according to clause 11G.
 - K Elections at General Meetings shall be conducted by secret ballot. Other resolutions shall be decided by a show of hands, unless the Chairman or Secretary considers that the matter is particularly contentious, in which case a secret ballot is permitted and encouraged. Members may vote by either a) being present in person at the General Meeting, or b) notifying to the Secretary, in advance of the General Meeting, in writing (either by signed letter handed to the Secretary or by email from the email address at which they have agreed to receive communications from the Club).
 - L Two members of the club shall count the votes and agree the result. These members shall usually be the President and the secretary of the Club unless a) either of these members is not available to count votes at the General Meeting, in which case they may be replaced by another member of the committee; or b) either the President or the secretary have an interest in the result of the vote, in which case they should be replaced by another member of the committee.
- 14 Constitution**
- A The constitution of the Club shall be displayed prominently in the Clubhouse.
 - B The constitution can only be amended by a vote at a General Meeting. A majority of at least two thirds of the members present at such a Meeting is needed for new clauses to be added or existing clauses to be amended.
 - C Within this constitution, the term ‘in writing’ is deemed to include e-mail communication, unless specifically excluded.
 - D Any matter not provided for in this constitution, or any question over its interpretation, shall be dealt with by the Committee, whose decision shall be final.
- 15 Rules**
- A All members shall obey the Rules of the Club.
 - B The Rules of the Club shall be displayed prominently in the Clubhouse.
 - C The Rules of the Club can be amended at any time by the Club Committee.
- 16 Operating Procedures**
- A All active members shall be familiar with and aim to follow the Operating Procedures of the Club.
 - B The Operating Procedures of the Club shall be displayed prominently in the Clubhouse.
 - C The Operating Procedures of the Club can be amended at any time by the Club Committee.
- 17 Finance**
- A The accounts shall be audited by two persons, who shall be appointed at the Annual General Meeting to serve for the ensuing year.
 - I The auditors may be members of the Club, but shall not hold any Club office beyond that of auditor.
 - II The auditors will report to the Club at the Annual General Meeting, and at any other Committee or General Meeting when it is deemed necessary.
 - B In no circumstances shall any profit accrued by the Club be distributed to members. Any profits earned shall be used in furthering the objects of the

Club.

- 18 Meeting of Termination**
- C Financial control of the Club, including the power to borrow and secure a mortgage against the value of the lease and Club assets, shall be vested in the Treasurer and either the Chairman or the Secretary, who shall report to the Committee.
 - D The Club is authorised to enter into a lease of land for the continuation of its sport. Such lease to be agreed by the Committee and signed by the elected Chairman and either the elected Captain or Secretary.
 - A The Club shall not terminate except by a resolution of a Meeting of Termination.
 - B A Meeting of Termination may only be called by a full majority of Committee members eligible to vote.
 - C The Secretary will give at least 28 days' notice of the date, time, location and agenda of a Meeting of Termination, by posting the information prominently in the Clubhouse, and by writing to all Club members eligible to vote.
 - D All members of the Club, except Introductory Members, are eligible to attend, and to vote at, a Meeting of Termination.
 - E The quorum at a Meeting of Termination shall be more than 50% of the current voting membership of the Club, as notified by the Membership Secretary.
 - F The motion of termination will be carried by a majority of the total current voting membership of the Club (as notified by the Membership Secretary) voting in favour of the motion, rather than a majority of those present at the meeting voting in favour.
 - G In the event of termination, any surplus assets following settlement of liabilities shall be handed over to one or more of: a) another sports club, which both i) is a registered Community Amateur Sports Club and ii) has similar objectives to Abingdon Rowing Club.
- 19 Child Protection**
- A The protection of children (anyone under the age of 18) from abuse of any kind within the Club is of paramount importance.
 - B The Club accepts the BR Child Protection Policy and Procedures, requires all members to accept them as a condition of membership, and displays these prominently in the Clubhouse.
 - C The Committee shall appoint a "Child Protection Officer" to whom any allegations of abuse shall be directed. This person will be a member of the Club who is not involved with the coaching or organization of junior rowing in any way. They must be familiar with the contents of the BR Child Protection Procedures in Rowing guidelines and with routine coaching practices, so that they can consider whether any complaint or allegation represents acceptable practice, poor practice or possible abuse. Whenever there is doubt they will consult with the legal advisor of BR. The Child Protection Officer reports to the Committee, and may attend and speak at committee meetings, but has no committee voting rights.
 - D The Committee shall devise and implement Operating Procedures to minimize the risk of abuse of children within the Club. These Operating Procedures shall be displayed prominently within the Clubhouse.
- 20 Safety**
- A The safety of all Club members, and the safety of others potentially affected by Club activities, is a priority.
 - B It is acknowledged that as a water-based sport, rowing had the potential

for mishap.

- C It is the duty of the Committee to devise and implement appropriate rules and operating procedures. These rules and operating procedures should aim to minimise risks whilst permitting the effective running of the Club. They will be posted prominently within the Clubhouse.
- D Safety will be a compulsory agenda item at Committee meetings.
- E It is the duty of all members to follow the Operating Procedures of the Club in order to minimise risks.
- F The Committee shall appoint a Committee member to act as Safety Advisor. Their duty will be to understand the requirements of the BR Water Safety Code, other BR safety guidelines, and other pertinent documents, and to advise on their implementation. The roles of the Water Safety Advisor are further described in Annexe One and in relevant Club Operating Procedures.