



## **CONSTITUTION AND RULES**

# LANGSTONE CUTTERS ROWING CLUB



## Constitution and Rules

### NAME

1. The Club shall be known as the **Langstone Cutters Rowing Club**, hereinafter referred to as 'the Club'.

### OBJECTIVES

2. The objectives of the Club are:
- To provide a focus for healthy, sociable activity for those living in or around Langstone.
  - To encourage and promote enjoyment of rowing in traditional style boats.
  - To heighten awareness and appreciation of the harbours and the environment in which we live.
  - To foster safe seamanship within the Club and its membership.

### MEMBERSHIP

3. Membership of the Club is open to all, subject to the approval of the Committee.

The following classes of membership are available

- Full Members** Over 18 years of age. Those who do not wish to row are deemed 'Social' members with full membership rights.
- Junior Members** Under the age of 18, or in full-time education, which ever is the later. Those under 14 years of age will only be admitted when at least one parent or guardian is a member. Junior Members are divided into two categories (Over age 12 and under age 12). Those over age 12 are liable to a reduced membership fee while those under age 12 are free of subscriptions.

4. Candidates for election to membership shall make written application to the Club, through the Hon Secretary, on the Form provided. Election to the Club will rest with the Committee, acting on behalf of the Membership, and it may refuse to elect to membership any applicant without assigning a reason for doing so.

**Note: A person who has been expelled from, or refused membership of the Amateur Rowing Association shall not be eligible for membership.**

5. The Committee may, at its sole discretion, decline to accept renewal of membership from any person without disclosing the reason.

### EQUAL OPPORTUNITIES POLICY

6. 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 grounds of sex, handicap, marital status, creed, social class, colour, ethnic group, age or sexual orientation. Nobody is to be disadvantaged by conditions or requirements that cannot be shown to be relevant to performance or safety in rowing in tidal waters.

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### SUBSCRIPTIONS AND FEES

7. The rates of subscription/fees shall be determined by the membership in General Meeting (Para 17 below) and shall be due on election to the Club, and annually on renewal on or before 1<sup>st</sup> January each year. A joining fee will be levied on all full Members (Para 3a above)

### CESSATION OF MEMBERSHIP

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

9. A member shall be deemed to have resigned from the Club if, after due notice in writing, the relevant membership subscription for the year, due on 1<sup>st</sup> January, have not been paid by the end of February. Such a person may, however, rejoin at any time thereafter, in accordance with the provisions of Paragraph 3 above.

10. Any member violating any of the rules or regulations of the Club, or being considered guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended, and the reasons given in writing. Any member so suspended, will be required to submit to the Committee in writing, within 28 days, a rebuttal or explanation, and the Committee will consider whether the circumstances so set out are reason enough for the suspension to be lifted. If the Committee considers that the case, if proven, would warrant expulsion from the Club, the member(s) concerned should be called to face a Hearing before the Officers (See Paragraph 12, below) of the Committee where, if found guilty, the member(s) would be called upon to resign or to face the possibility of expulsion. In the case of expulsion being considered, the member(s) concerned will be required to face an Extraordinary General Meeting at which not less than 10 Full Members are present, in addition to three Officers of the Committee, under either the Chairman or the Deputy Chairman. A simple majority will decide, on presentation of the cases for and against, whether expulsion is or is not appropriate.

### DISQUALIFICATION FROM VOTING AND HOLDING OFFICE

11. Only Full Members are eligible to vote at General Meetings, and to be elected to the Committee of the Club.

### COMMITTEE

12. The Committee of the Club is made up of the Officers, comprising a Chairman, a Secretary, a Treasurer, a Bosun and a Rowing Captain. There should at least three further elected members. A Deputy Chairman will be appointed from within this Committee.

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13. The term of office for all members of the Committee shall be one year from the time of election at the previous Annual General Meeting, and may be renewable by election at the following Annual General Meeting. No member may be co-opted for longer than one year. Nominations for all new members of the Committee shall be made in writing to the Hon. Secretary in accordance with paragraph 19b below.

### DUTIES OF THE COMMITTEE

14. The Duties of the Officers and members of the Committee of the Club are:

- a. **Chairman** will preside at all General Meetings of the Club and at all meetings of the Committee. The Chairman shall be responsible for regulating the activities of the Club in accordance with its general policy as expressed by the majority of the members. The Chairman will represent or arrange representation of the Club at meetings of other organisations as appropriate. The Chairman will be an *ex-officio* member of any other committee of the Club.
- b. **Hon. Secretary** will be responsible for the organisation of meetings of the Committee and the Club, and the recording of minutes relating to such meetings, and for all correspondence relating to the general business of the Club. He/she shall be responsible for membership matters, including annual renewals.
- c. **Hon. Treasurer** will be responsible for the collection of all monies and shall keep such books of account as required by the General Meeting. The Hon. Treasurer shall have the books audited annually and shall produce to the AGM audited accounts showing the true financial state of the Club, accompanied by the Auditors report.
- d. **Bosun** is responsible for the maintenance of the assets, such as boats and their equipment and other related stores and stock, and for reporting condition, deficiencies and other relevant matters, both to the Committee and at the AGM, to the Club.
- e. **Captain of Rowing**. The Captain will be responsible for all aspects of rowing activity, including safety, training, coaching and representation of the Club in competitions. The Captain will be required to report on these matters both to the Committee and, at the AGM, to the Club.
- f. **Other Members**. There will be a further three members of the Committee elected by the membership to help with the management of the Club, as directed by the Chairman.
- g. **Co-opted Members**. Further members may be co-opted for specific purposes by the Chairman, with the agreement of the Committee. No co-opted

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member may serve as such for more than one year, or until the next AGM, whichever is the lesser time, without being elected by the club membership.

h. **Deputy-Chairman**. There will be a Deputy-Chairman, elected by, and from among, the other members of the Committee, who will depute for the Chairman as required.

## COMMITTEE RESPONSIBILITIES

15. The Committee is responsible for

- a. the general conduct of the Club's business and activities in the interest of the membership.
- b. meeting regularly during the year, as required by the business to be transacted
- c. calling Special Meetings *via* the Hon. Secretary on the instructions of the Chairman or not less than three Committee members.

## LIABILITY

16. The Committee shall manage the affairs of the Club. Financial or legal liability in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Membership of the Club as a whole.

## GENERAL MEETINGS

17. **Annual General Meetings**. An AGM shall be held in the Autumn of every year. There shall be laid before the AGM an audited statement of accounts made up to the 30<sup>th</sup> day of the month of September immediately preceding.

18. **Extraordinary General Meetings** shall be called on the instructions of a simple majority of the Committee, or a requisition signed by not less than ten members or twenty five percent of the membership of the Club entitled to vote (whichever is the lower).

19. The following provisions apply to General Meetings:

- a. Not less than twenty one clear days notice shall be given, specifying to all members the time, place and business of the General Meeting.
- b. Motions for discussion at the AGM, not of origin within the Committee, shall be lodged in writing with the Hon. Secretary at least thirty days before the AGM, and shall be signed by two members of the Club entitled to vote. (Para 20 below)
- c. 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 nominations have been

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received for positions on the Committee than there are vacancies. In this situation, a secret ballot will take place.

d. At all General Meetings the Chairman or the Deputy-Chairman (Para 14h above) will preside. If neither is available a Chairman shall be elected by the voting members present.

e. At all General Meetings a *Quorum* shall comprise not less than twenty five percent of the voting membership of the club.

f. If, after half an hour has elapsed beyond the appointed time for the start of a General Meeting and a *Quorum* has not materialised, the Meeting, if called by the membership, 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 half an hour after the intended start of a Meeting previously adjourned the members present shall constitute a *Quorum*.

g. Accidental omission to notify, or non-receipt of notification by, any member shall not invalidate the proceedings of a General Meeting.

## VOTING

20. Only Full Members are entitled to vote at all Meetings. Those suspended (Para 10 above) are not eligible to vote until reinstated.

## ALTERATION OF THE CONSTITUTION

21. The Constitution and Rules shall not be altered, amended or rescinded except by a General Meeting of the Club.

22. A Resolution to give effect to a change may only be passed by a vote in favour supported by at least 75% of the members present at the General Meeting at which it is presented.

## AUDITOR

23. An Hon. Auditor must be appointed at every AGM. The Hon. Auditor shall, at least once per year, examine the Accounts of the Club and ascertain the correctness of the income and expenditure accounts and the balance sheets, and submit a report to the Committee.

## DISTRIBUTION OF PROFITS

24. In no circumstances can any profit be distributed to members of the Club. Any such profit must be used in furtherance of the aims and objectives of the Club (Para 2 above). Where charitable income is derived from Club activity it is to be directed to such Charities as are decided by the Committee annually, having regard to the wishes

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of the membership as may have been expressed at the AGM. Priority is to be given to local charities having an affinity with the aims of the Club or the neighbourhood of Langstone.

### TERMINATION

25. The Club shall not terminate except by a Resolution of a Special General Meeting convened for that purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects, or to a charity or charities agreed at the meeting which formally terminates the Club.

### POWER OF DECISION

26. Any matter not provided for in the Constitution and Rules, or any question over the interpretation of it shall be dealt with by the Committee, whose decision will be final.

### SAFETY

27. The Committee shall appoint a member to act as Safety adviser whose duty it will be to understand the ARA Code of Practice for Water Safety and advise on its prominent display, implementation and membership compliance at all times.

### DECLARATION

28. Each member and, in the case of Juniors (Para3b above), their parent or legal guardian, upon joining and at annual renewal of membership, shall sign the following declaration:

**'Name:**

**Upon acceptance into membership of the Langstone Cutters 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 to carry out strenuous exercise. \***

**I also confirm that I am able to swim a minimum of 100 metres (ROSPA recommended standard)**

**Signed.....**

**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, you should seek advice from your doctor.'**