

## **Rules and Constitution of the Royal Chester Rowing Club.**

### **1: NAME.**

The Club shall be known as Royal Chester Rowing Club and shall hereinafter be referred to as “The Club”. The Club colour shall be garter blue and club crews shall compete in uniform kit as approved by the Committee from time to time.

### **2: OBJECTIVES:**

The Club shall exist to promote the sport of amateur Rowing in and around Chester and to enable all in the community to participate either socially or competitively.

### **3: MEMBERSHIP:**

3:1 The Club is an open club and membership is available to everyone in the community irrespective of ;  
age,ability,gender,race,ethnicity,religious belief, sexuality or social/  
economic status.

3:2 The Club has the following classes of membership;

Full Rowing,

Student Rowing [available to students in full time education],

Junior,

Vacation,

Non-Rowing,

Life,

Honorary.

3:3Application for membership;

Persons interested in joining the club shall complete an application form [in a form approved by the club committee] which will set out; his/her address, contact details, experience [if any] in the sport of rowing and contain a declaration as to the ability of the applicant to swim 50 metres fully dressed, declaring any relevant medical condition he/she may have and that he/she will abide by the rules and regulations of The Club. The form of membership will be accompanied by a cheque for the relevant subscription, or a direct debit mandate. The form will be presented to the first Club Committee meeting more than 48 hours after the submission of the form and the Committee shall accept the application unless it is of the opinion that the applicant is not a fit and proper person to join the Club or the Sport of Rowing generally by virtue of character and conduct likely to bring the Club or the Sport of Rowing generally into disrepute. A person who has been expelled from, or refused membership of British Rowing or affiliated organisations shall not be eligible for membership.

The Committee may make acceptance of any application conditional, on the payment of any debts due to the Club during any previous period of membership of the Club by the applicant. Any applicant refused membership will be given reasons and may appeal to a panel of 3 Vice presidents who were not present at the Committee

meeting which declined to accept the application. Life members and honorary members shall be elected at the AGM following proposal and seconding by members eligible to vote and then a simple majority vote.

3:4 Membership will automatically be renewed annually on payment of the Club subscription when it becomes due.

3:5 Any member may resign giving one month's written notice in writing to the secretary.

3:6 Any member violating these rules or being adjudged guilty of unsatisfactory conduct may by resolution of the committee be suspended or expelled from the club. A resolution of the committee will only be passed following an independent investigation into the allegation by a person appointed by the Club chairman; the member concerned having had the right to respond to the allegations either before the committee personally or in writing. A member expelled or aggrieved may appeal to a panel of 3 club Vice Presidents. All hearings will be conducted in a timely manner, in accordance with the principles of Natural Justice and in accordance with the Human Rights Act. In certain cases where the Captain is of the view that a suspension is required of a member pending the outcome of any investigation into alleged misconduct, he or she may suspend the member for up to 14 days, but must ensure that the investigation and any disciplinary hearing is completed within that period. The Captain will inform the member of the suspension in writing of the suspension, the reason for it and the effect of it; he or she will also notify the Chairman. The member shall not be entitled to any refund of subscription in respect of any period of suspension.

3:7 A member shall be deemed to have resigned from the Club if, after due notice in writing he/she has not paid by 1<sup>st</sup> June the annual

subscription, or set up an effective direct debit/standing order. The member may rejoin at any time although the Committee may require payment of any prior debts as a condition of acceptance of his/her reapplication for membership.

3:8 Any member who wilfully, or negligently damages any property of the Club, or any property entrusted to the Club shall be liable to make good the damage at his or her own expense.

#### 4: EQUAL OPPORTUNITIES POLICY:

The club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant 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.

The Club acknowledges and adopts the Sport England definition of Sports Equity:

**“Sports equity is about fairness in sport equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to everyone in society”**

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat or intimidation, harassment or abuse.

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race ethnicity, religious belief, sexuality or social/economic status.

The Club will have regard to this policy in setting its membership subscriptions at levels which will not pose a significant obstacle to members participating, at the same time having regard to the financial needs of the Club as a whole. The Club has different classes of membership and subscription on a non-discriminatory basis.

#### 5. CHILD PROTECTION PROCEDURES:

The Club accepts the policy and procedures relating to child protection and the protection of vulnerable adults as set out by British Rowing and requires all members to accept them as a condition of membership.

#### 6. SUBSCRIPTIONS:

The Club shall determine its annual subscriptions at a General meeting of the Club called in accordance with these rules. The subscription shall be set following advice from the committee having regard to the operating needs of the Club and having due regard to the Club's Equity policy as set out in paragraph 4 of these rules. The subscription shall be due in full on 1<sup>st</sup> March of each year, the Club may at its discretion accept payment by instalments but in the event of membership terminating before the yearend then the whole of the outstanding balance of the subscription for that year shall be paid in full before the member's debt to the Club will be considered discharged.

#### 7. GRIEVANCE AND DISCIPLINARY PROCEDURE:

An individual with a complaint about his/her treatment by the Club should set out his/her complaint in writing to the Club Chairman. The club will seek to deal with the complaint in a timely and fair manner and with reference to British Rowing Guidelines on Grievance and Disciplinary procedures in Rowing.

#### 8. OFFICERS OF THE CLUB:

The officers of the Club are; The President, a number of Vice Presidents [not exceeding 10], The Captain, The Secretary, The Membership Secretary, The Treasurer, The Men's Rowing Captain and The Women's Rowing Captain.

The Captain is the principal officer of the Club and will be responsible for training, coaching and representation of the Club in competitions. The Captain will allocate equipment to Club members for their use having regard to their competency, weight, health and safety and the needs of the other members of the Club. The Captain may delegate these responsibilities to the Men's and Women's Rowing Captains or other senior club members at his or her discretion. The Captain will report to the Committee.

The Chair will impartially chair all committee meetings only voting in the event of a tied vote. The Chair will assist the Captain in the day to day running of the Club. The Chair will take leadership of projects other than those led by or specific to the Captain as and when directed by the Committee.

The 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 all correspondence on behalf of the Club.

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 profit and loss account showing the Club's financial position and the result of its transactions during the year. The Treasurer will make recommendations to the Committee as to the level of subscriptions having regard to the Club's equity policy and the operating needs of the club. The Treasurer is authorised to pay all standing charges, expenses, trade accounts for expenditure approved by the Committee. The Club's financial year shall be from the first day of March until the last day of February or such other period as shall be determined by the Club in general meeting.

The officers of the Club will be elected by simple majority of members eligible to vote at the AGM. No one may stand for office unless he or she has been proposed and seconded by members eligible to vote at least 14 days before the date fixed for the AGM such proposal having been given in writing to the Club Secretary.

#### 9. COMMITTEE:

The Committee will conduct the affairs of the Club and will comprise; The Officers of the Club and 8 members of the Club elected at the Club's Annual General Meeting. The Committee may co-opt further members as necessary to conduct the business of the Club. No member under the age of 18 may be a member of the Committee.

The Quorum for a Committee meeting shall be 5. 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.

The Committee shall establish a bar subcommittee, an open events subcommittee and an emergency subcommittee and shall have power to establish other sub-committees for such purposes as it thinks fit.

The Committee is empowered to operate a Racing account whereby members are required to pay entry fees for events in advance to promote ease of collection of such fees; the details of such account and its operation to be determined by the Club Committee.

The Committee may only borrow moneys on behalf of the Club if explicitly authorised by the Club by resolution in a general meeting.

The Committee will appoint one of its number to be Safety officer and one of its number to be Welfare officer [Child Protection].

#### 10. ANNUAL GENERAL MEETING:

An Annual General Meeting will be held each year before 30<sup>th</sup> September. The Secretary shall give all members not less than 21 days notice of the meeting such notice to be sent by e-mail or second class post. An accidental omission to give notice of the meeting to any member or non receipt of the notice by any member shall not invalidate the meeting. The meeting will appoint a Chairman for the annual general meeting[who may be the committee chair]. The quorum for the meeting shall be 21. Voting will be by show of hands and any member over the age of 18 whose subscription is not in arrear shall be entitled to vote. Votes will be determined by simple majority. Motions for debate not originating from the Committee shall be lodged with the Secretary not less than 7 days prior to the meeting and shall be signed by 5 members.

#### 11. GENERAL MEETINGS:



The Secretary may call a general meeting of the club by serving notice on members of the club by second class post or e-mail not less than 21 days before the date of the meeting. The provisions in paragraph 10 above in relation to voting and quorums will apply equally to general meetings.

If 20 members of the club write to the Secretary requesting a general meeting then the Secretary shall convene a general meeting.

## 12. ALTERATION OF THE CONSTITUTION

The rules/constitution shall only be altered by a general meeting of the club and a 75 % majority vote [of members eligible to vote and present at the meeting] shall be required.

## 13. AUDITORS:

Every Annual General meeting shall appoint an auditor who shall at the conclusion of the next financial year examine the financial records of the club and if appropriate certify that they are an accurate and true record of the Club's financial affairs and transactions.

## 14. PROPERTY AND FUNDS:

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

The property and funds of the Club shall not be used for the direct or indirect private benefit of any member of the Club. All surplus income will be reinvested in the Club for the benefit of the Club as a

whole. The Club may at its discretion provide sporting and related social facilities, sporting equipment, coaching, training courses, insurance cover, medical treatment, assistance with travel expenses for away competition and refreshments. Prizes won by Club members representing the Club shall remain the property of the Club[with the exception of individual Tankards, medals pennants etc. ]

The Club may also in connection with the Sports purpose of the Club;

[a] Sell and supply food. Drink and related sports clothing and equipment.

[b] Employ members [though not as professional athletes] and remunerate them for supplying goods and services to the Club.

[c] Pay for reasonable hospitality for visiting clubs and guests.

[d] indemnify the officers, committee members and other members of the Club acting properly in the course of running the Club against any liability incurred in the proper running of the Club[but only to the extent of its assets]

The Committee will have due regard to the law on equality and disability discrimination.

If at any time the Club in general meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purposes of the Club such amount of money on such terms authorised in the resolution.

15. WINDING UP THE CLUB:

The members may vote to wind up the Club at a general meeting if not less than 75 % of those present and eligible to vote support the proposal at a properly convened general meeting. The Club Committee shall then be responsible for the orderly winding up of the Club's affairs.

After settling all the liabilities of the Club, the committee shall dispose of any remaining assets to one of the following;

[a] To another club with similar sports purposes which is a registered charity and/or

[b] To another club with similar sports purposes which is a registered Community amateur sports club[as defined by the Finance Act] and/or

[c] To the Club's governing body[currently known as British Rowing] for use by them for related community sports.

#### 16. SAFETY:

The Club will adopt as a minimum the safety standards provided from time to time by British Rowing in its water safety code. The Club shall appoint a safety officer.

#### 17 PRIORITY:

Rules 1, 2,3,14 and 15 are key rules and if they conflict in any way with any other rule in the Constitution the key rules will take priority.

#### 18. STORAGE OF MEMBERS BOATS:

Racing boats belonging to full and student members may be stored in the clubhouse with the committee's permission. The Committee shall annually determine the level of rack rent due from members. Racks will be available subject to availability on a "first come first served basis". If the rack rent is not paid when due then the membership secretary shall serve a notice on the member requiring the removal of the boat from the Club premises within 14 days of receipt of the notice. Any boat not so removed may be sold by the club to pay off any debts to the club any balance of the net sale proceeds [after payment of any costs of sale] to be returned to the member. The committee shall be deemed to be acting as agent of the member who will not be able to challenge the sale price. All such boats are to be stored at the member's own risk.

#### 19: BAR SUB-COMMITTEE:

19:1 Management of the bar and the supply of intoxicating liquor by the Club shall be under the control of the Bar sub-committee; which shall consist of;

Not less than 4 and no more than 6 members of the committee together with the Secretary and Treasurer. The Bar sub-committee shall elect one of its members to be chairman.

19:2 Permitted hours during which alcohol may be supplied are;

Monday-Thursday 11-30 am until 2.00pm

4.00pm until 10-30pm

Friday and Saturday 11-30am until 11pm

Sunday, Christmas Day 12.00 noon until 6pm

And Good Friday 6.00pm until 9.00pm

19:3 Persons admitted to the Club in accordance with the Club Rules may purchase and be sold by or on behalf of the Club, refreshments, including intoxicating liquor for consumption on the premises only, provided that:

[a] There shall be no sale of intoxicating liquor to any person under the age of 18,

[b] There shall be no such sale for consumption on the Club premises to a non-member of the Club except;

[1] To a person who is admitted as a guest under these rules,

[2] A person attending a function organised by the Club in the Club premises such functions not exceeding 15 per year written notice having been given to the Chief Superintendent of Police at Chester at least 7 days in advance of the function.

[3] A person attending the Club premises for rowing purposes or for a sporting fixture being a member of a visiting club or supporter thereof, a coach or a person officiating at the event.

19:4 No person shall receive at the expense of the Club any commission, percentage, or similar payment on or with reference to purchases of intoxicating liquor by the Club.

19:5 Any pecuniary benefit which may be derived from the supply of intoxicating liquor by the Club shall accrue to the Club as a whole and no person shall directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club as a whole.

19:6 No variation or extension of the permitted hours specified in Rule 19:2 shall be made by the Bar sub-committee without the prior approval of the Committee. Notice of operation of variation shall be given to the Chief Superintendant of Police at Chester at least 14 days before it is due to be operated.

19:7 The Bar sub-committee is empowered to;

[a] To charge members and their guests for admission and for refreshments at social functions at the Club room.

[b] To allow and to charge for the use of the Club room for activities connected with rowing and other activities approved by the Committee.

[c] To take such action as it sees fit to ensure the orderly conduct of members and their guests.

[d] With the prior approval of the Committee to regulate the use of the Club room by members and their guests.

19:8 The Bar sub-committee shall keep records of events and financial accounts and the Chairman will provide regular reports to the Club committee as to the sub-committee's activities.

## 20: OPEN EVENTS SUB-COMMITTEE.

20:1 Management of open or invitation rowing or sculling events organised by or in the name of the Club and with the approval of the Committee, shall be under the control of the Open events sub-committee composed of members of the Club Committee and other members of the Club co-opted by the Open events sub-committee.

20:2 The Sub-committee shall elect one of its members as Chair for the year. In his absence he may delegate the role of Chair to any other member of the Committee.

20:3 The sub-committee is empowered:

[a] To charge entry fees and to collect levies due to British Rowing,

[b] To take such action as it sees fit to ensure the orderly and efficient conduct of each event.

[c] To arrange the provision of services and the purchase of prizes and materials as appropriate.

20:4 The sub-committee shall keep accounts and the Chairman will report to the Club committee as to the sub-committees activities.

## 21 EMERGENCY SUB-COMMITTEE.

This shall be made up of members of the Committee and shall have powers delegated to it by the Committee to deal with urgent matters on its behalf. Such decisions will be reported to the next meeting of the Committee which will confirm the decision or so far as circumstances permit reject or modify the decision.

## 22 CLUB FREEHOLD/SILVER.

It is noted that the Club freehold/silver is held by trustees on behalf of the club under separate Trust deeds. The identity of the Trustees shall be noted at each Annual General Meeting.

