



Constitution Of The Royal Docks Rowing Club

1. NAME

The Club shall be known as Royal Docks Rowing Club hereinafter known as 'the Club'.

2. OBJECTIVES

The objectives of the Club are to promote the sport and recreation of rowing.

3. MEMBERSHIP

A. The following are eligible for membership

- Open Membership Club

B. Classes of Membership

- Full members over the age of 18 years
- Family members the spouse and/or children under 18 years of a full member.
- Junior members under the age of 18 years.
- Associate/volunteer do not have access to or use of club boats/ members training equipment.

C. Election of Membership

1. Membership of the Club shall be open to anyone interested in the sport of rowing on application in accordance with the Equal Opportunities Policy (Paragraph 4). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
2. 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.
3. Applicants for membership and members renewing their membership, will abide by the Rules and Regulations of the Club and the sport of rowing.
4. 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 members.'

D. Restriction

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

4. EQUAL OPPORTUNITIES POLICY

6 Lower Mall, London, W6 9DJ

020 8237 6700 www.britishrowing.org info@britishrowing.org

British Rowing Limited. A Company Limited by Guarantee, Registered in England No. 1706271. Registered Office: 6 Lower Mall, London W6 9DJ



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.

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. **ENTRANCE FEE**

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which shall be determined by the members in General meeting.

7. **SUBSCRIPTION**

The rates of subscription shall be determined by the members in General meeting and shall be due on election and, thereafter, on or before 1st September in each year.

8. **CESSATION OF MEMBERSHIP**

- a. Any member may resign giving one month's clear notice in writing to the Secretary.
 - b.i. 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 50% of the 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.
 - b.ii. 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 Guidelines on Grievance and Disciplinary Procedures in Rowing published in the British Rowing Almanack and downloadable from the website www.britishrowing.org]

- c. A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by 1st January the annual subscription which became due on 1st September. They may, however, rejoin at any time during that year without payment of any entrance fee, subject to the provision of 3.C or 3.D above.

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 Chairman. 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. **DISQUALIFICATION FROM HOLDING OFFICE**

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

11. **COMMITTEE**

- a. The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer, and other Officers as deemed necessary, together with 4 ordinary members. The Committee shall have the power to co-opt up to 4 further members but co-opted members shall have no right to vote at Committee meetings.
- b. Nominations for the position of Chairman, Secretary, Treasurer and other Officers shall be put forward in the form of a motion under the terms of Rule 14.d.
- c. The Committee shall elect a Vice-Chairman from among its number.
- d. The term of office shall be for one year, and members shall be eligible for re-election.

12. **DUTIES OF COMMITTEE OFFICERS**

- a. **Chairman:** The Chairman (or 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 Chairman shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations. The Chairman shall ex officio be a member of any other committee of the Club.
- b. **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.
- d. **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 AGM 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 2 (a minimum of 2 signatures should be required) of 2 members of the Committee who have been designated for the purpose.

13. **CLUB COMMITTEE**

- a. The Committee is responsible for the general conduct of the Club's business and activities.
- b. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.



- c. Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than three committee members.
- d. A quorum shall consist of not less than 4 members.
- e. 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 AGM.
- f. The Committee and individual committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

14. **GENERAL MEETINGS**

- a. An Annual General Meeting shall be held in the Autumn of each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month immediately preceding.
- b. 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 2 of the members of the Club entitled to vote.
- c. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
- d. Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 30 days preceding the AGM, and be signed by 2 members entitled to vote.
- e. 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.
- f. At all General Meetings the Chairman will preside or, in his/her absence, a Chairman for the meeting will be elected by the voting members present.
- g. At all General Meetings not less than 4 members of the Club entitled to vote shall constitute a quorum.
- h. **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 General 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 preferably civil liability insurance is in place to cover all the activities of the club, its committee and members.

16. **VOTING**

Only full members, and family members over the age of 18 years are entitled to vote at all meetings.

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.

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 AGM.

19. **DISTRIBUTION OF PROFITS**

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

20. **TERMINATION**

The Club shall not terminate except by a resolution of a Special General Meeting convened for the 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 by the meeting which formally terminates the Club.

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**

The Officers and Committee have primary responsibility for safe practice within the Club and for observing guidance of water safety issued by British Rowing and through RowSafe.



23. **DECLARATION**

Each member upon joining shall sign the following declaration:

Name: _____

Upon acceptance into membership of the _____ 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.*

I also confirm that I am able to swim a minimum of 50 metres.

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, advice should be sought from your family doctor.

March/2011



Community Amateur Sports Clubs (CASCS)

Community Amateur Sport Club (CASC) scheme provides a number of key benefits.

- 80% mandatory business rate relief
- The ability to raise funds from donations under Gift Aid
- Tax-free income from interest and capital gains (used for qualifying purposes)
- Exemption from corporation tax on trading income (up to £30k) and income from property (up to £20k).

Key contacts for further information are:

HMRC	www.hmrc.gov.uk/casc.index.htm
Gift Aid	www.hmrc.gov.uk/charities/gift-aid.htm
DCMS	www.culture.gov.uk
CCPR	www.ccpr.org.uk

You should always seek legal advice regarding the particular circumstances of your club.

CASC clubs are required to have constitutions that conform to certain guidelines.

The following key clauses of the CASC model constitution are provided for information.

(Note that the key areas are the Purpose, Membership, Property and Funds and Winding Up. In the event of any conflict between any of the key rules and any other rule, the key rule will take priority).



RULES/CONSTITUTION OF ROYAL DOCKS ROWING CLUB COMMUNITY AMATEUR SPORTS CLUB

1. Name

The name of the Club is Royal Docks Rowing Club.

2. Club Purposes

The purposes of the Club are to promote the amateur sport of rowing in East London and community participation in the same.

3. Membership

(a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

(b) 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.

(c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

4. Property and Funds

i The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

ii The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

iii The Club may also in connection with the sports purposes of the Club:

(a) sell and supply food, drink and related sports clothing and equipment;

(b) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;

(c) pay for reasonable hospitality for visiting teams and guests;

(d) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

iv The Committee will have due regard to the law on disability discrimination and child protection.

4. Winding Up the Club

6 Lower Mall, London, W6 9DJ

020 8237 6700 www.britishrowing.org info@britishrowing.org

British Rowing Limited. A Company Limited by Guarantee, Registered in England No. 1706271. Registered Office: 6 Lower Mall, London W6 9DJ



- (a) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- (b) The Committee will then be responsible for the orderly winding up of the Club's affairs.
- (c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i) to another Club with similar sports purposes which is a registered charity and/or
 - ii) to another Club with similar sports purposes which is a registered CASC and/or
 - iii) to the Club's governing body for use by them for related community sports.

5. Priority

Where there is a conflict between any of the rules ('key rules') and any other rule or rules the key rule(s) will take priority, Interpretation of all the rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

Bates, Wells & Braithwaite. (16th May 2003)