

CONSTITUTION

of

WORTHING ROWING CLUB

THIS DOCUMENT shall form the constitution of The Worthing Rowing Club.

1 NAME; AIMS AND OBJECTIVES

- 1.1 The Club shall be called the Worthing Rowing Club. (hereinafter referred to as “the Club”)
- 1.2 The aims and objectives of the club will be to:
 - Promote participation in the sport of Rowing.
 - Offer coaching, recreational and competitive opportunities in rowing.
 - Promote the club within the local community and the sport of rowing.
 - Manage the clubhouse at Splash Point and any other facilities that the club may rent or obtain for its use.
 - Ensure a duty of care to all members of the club.
 - Provide all its services in a way that is fair to everyone.
 - Ensure that all present and future members receive fair and equal treatment.
- 1.3 The Club premises shall be the buildings and forecourt known as Worthing Rowing Club at Splash Point, Marine Parade, Worthing, West Sussex, BN11 3PN.

2 MEMBERSHIP

- 2.1 Membership shall consist of officers and members of the Club.
- 2.2 The number of members of the Club shall be unlimited and 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.
- 2.3 All classes of members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.
- 2.4 The following shall be the classes of membership:
 - 2.4.1 Full Rowing Membership

A Rowing Member is a member who has been admitted to the club as described in Clause 2.5 below. A Rowing Member shall have the right to the use of all club equipment and facilities. A Rowing Member shall have the right to vote at Annual

General Meetings, Extraordinary General Meetings and to stand for election to any club office.

2.4.2 Full Non-Rowing Membership

A Full Non-Rowing Member is a member who has been admitted to the club as described in Clause 2.5 below. A Full Non-Rowing Member shall have the right to the use of all club equipment and facilities, with the exception of boats and blades. A Full Non-Rowing Member shall have the right to vote at Annual General Meetings, Extraordinary General Meetings and to stand for election to any club office.

2.4.3 Junior & Student Membership

A Junior or Student Member is a member who has been admitted to the club as described in Clause 2.5 below, but who is under the age of 18, or is pursuing a course of full-time education. Junior & Student members shall have the same rights of membership as Full Rowing Members.

2.4.4 Social Membership

A social member is a member who has been admitted to the club as described in Clause 2.5 below, but who does not wish to make use of all the club equipment and facilities. A social member shall have no voting rights at meetings and no right to stand for election to any club office, but shall have the right to use of bar facilities.

2.4.5 Honorary Life Membership

An Honorary Life Member is a member who has rendered outstanding service to the Club and/or has served as a member for a minimum of 10 years. They must be nominated by any present Member at an Annual General Meeting of the Club and elected by majority of three fourths of the members present and entitled to vote. Nominations for Life Membership may be in any format but shall detail the service of the nominee and a commentary on their suitability for the honour.

Honorary Life Members shall not be required to pay a monthly subscription and shall have all the privileges of membership including the rights to vote at meetings and to stand for election to any club office.

Honorary Life Membership may be terminated by the Committee in any general meeting on receiving a majority vote from three fourths of the members present and entitled to vote as per Clause 5.10.

2.4.6 Honorary Members

In the absence of any membership in their own right, the partner of any member (Honorary or non-Honorary) shall be regarded as an Honorary Member of the club with the same rights as a social member.

2.5 Applicants for membership and members renewing their membership, will abide by the Rules and Regulations of the Club and the sport of rowing.

2.6 Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the Committee, who

may refuse to elect to membership only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal may be made to the members.

- 2.7 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.
- 2.8 Members of Visiting Clubs and Associations who are attending an event on that day shall be entitled as guests of the club, to use the facilities of the club including the purchase of alcoholic beverages for consumption on the premises for the period of their visit.

3 MEMBERSHIP FEES

- 3.1 Monthly subscriptions to the Club for each class of membership shall be determined each year at the AGM. The Club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 3.2 The financial year shall be from the 1st October to the following 30th September.
- 3.3 The President and Honorary Life Members of the Club shall not be required to pay a monthly subscription.
- 3.4 On payment of a monthly subscription via direct debit, a member shall be entitled to a virtual copy of this constitution and secretathe Club's adopted Code of Conduct. No person shall be entitled to any privileges of the Club until the subscription due is paid. Members shall be allowed period of grace of one month for payment of the first monthly subscription.
- 3.5 At the discretion of the committee, alternative payment schemes, for example annual standing orders shall be allowed.
- 3.6 At the discretion of the Committee, individuals may be permitted limited use of Club equipment on payment of a sum agreed by the Committee.
- 3.7 At the discretion of the Committee, individuals may be permitted a reduction in the membership fees related to particular circumstances.

4 THE COMMITTEE

- 4.1 The Officers of the Club are:
 - President (Honorary)
 - Director of Rowing
 - Captain
 - Vice-Captain(s)
 - Treasurer
 - Secretary
- 4.2 Shall consist of the elected Officers of the Club and no less than 2 other members of the Club.

- 4.3 Five members shall form a quorum. If after half an hour from the time appointed for the Committee meeting, a quorum is not present, the Committee meeting shall be dissolved.
- 4.4 The names of those present at Committee meetings shall be recorded in the minutes of such meetings by the secretary. Any member failing to attend each of three successive meetings shall be liable to forfeit his seat unless a satisfactory explanation is given to the Committee.
- 4.5 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.
- 4.6 The Committee shall normally meet on the first Tuesday of every month.
- 4.7 The Committee shall have the power to co-opt any additional member who shall not have the power to vote.
- 4.8 At the request in writing of not less than three members of the Committee, the Secretary shall call a Committee meeting at not less than forty-eight hours notice.
- 4.9 The duties of the Committee shall be to comply with the objectives of the club. The Committee shall be specifically responsible for:-
- The maintenance, and improvement of the facilities of the Club.
 - The financial planning of the club.
 - The usage of the club funds, which shall not be used for purposes unconnected with the club or its activities.
- 4.10 The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 4.11 The Committee will have the powers to appoint sub committees as necessary and appoint advisors to the committee as necessary to fulfill its business.
- 4.12 The Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations, codes of conduct and/or constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 4.13 The Committee may make or amend and rescind regulations for the management of the Clubhouse and Bar (contained in sections 5 & 6) but otherwise may not amend this constitution.
- 4.14 The Committee may grant Associate status to a Club or Association that wishes to use the facilities of the Club on a regular basis, and all members of such a club shall become Associate members.
- 4.15 Officers will be elected annually at the Annual General Meeting.
- 4.16 All Officers of the Club will retire each year but will be eligible for re-election.

5 MANAGEMENT, SAFETY AND DISCIPLINE

- 5.1 The Club accepts the policy and procedures relating to Child Protection and the Protection of Adults at Risk as set out by British Rowing, and requires all members to accept them as a condition of membership. The Club accepts the policy and procedures relating to Online Safety and Social Media Safety, as set out by British Rowing, and requires all members to accept them as a condition of membership.

- 5.2 The Club accepts the policy and procedures relating to Code of Conduct, as set out by British Rowing, and requires all members to accept them as a condition of membership.
- 5.3 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.
- 5.4 Job descriptions - The Club has a number of job descriptions. These can be adopted and amended by the Committee and a list of the job description shall be maintained by the Secretary.
- 5.5 Water Safety - The Committee shall appoint a member to act as Safety Adviser whose duty it will be to understand the requirements of the British Rowing Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times. Members shall report to the Water Safety Advisor all boat related safety incidents including but not limited to capsizes, collisions, equipment failures, swampings and crew injury/illness. The Water Safety Advisor shall complete and send all incident reports to British Rowing.
- 5.6 Equal opportunities policy - 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.
- 5.7 Codes of conduct - Any club member can request a copy of the Club's adopted codes of conduct and policies, as set out by British Rowing, which shall be provided to that club member within 14 days of the Secretary receiving such a request in writing.
- 5.8 Damage to club property - Any damage to the Club's property shall be reported as soon as possible to a member of the Committee and it shall be referred to at the next meeting.
- 5.9 Where the damage is deemed by the Committee to be willful or due to negligence, the offender may be held personally responsible and liable.
- 5.10 Disorderly conduct on the part of members (including Honorary Life Members) tending to impair the reputation of the Club, and any breach of club rules, regulations, codes of conduct and/or constitution shall be reported to the secretary and shall be brought to the notice of the Committee at its next meeting.
- 5.11 Where proven, the Committee shall have the power to impose a fine on the offending member(s) and/or shall have the power to suspend or dismiss them from the Club. In such case no subscription is refundable. Such resolution may be agreed to by a majority of no less than two thirds of the Committee present and entitled to vote at a general meeting.
- 5.12 The outcome of the disciplinary meeting should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made. Notification should be given to both parties within 14 days.
- 5.13 There will be a right of appeal to the Committee following disciplinary action being announced. The Committee shall consider the appeal within 14 days of the Secretary

receiving the appeal.

- 5.14 Gambling is not authorised by the Committee and is prohibited in or on any part of the Club premises other than for properly conducted raffles which are organised for the sole purpose of raising funds for the club.
- 5.15 Any member may introduce as their guest any person. The member shall be responsible for the conduct their guest and at no time shall leave the premises whilst the guest is thereon.
- 5.16 No member may introduce more than two guests in any one day and they may not introduce the same persons as guests more than once in any one week.
- 5.17 The names and addresses of all persons introduced by members should be entered in the visitors book and such guests must be signed in by members.
- 5.18 Guest may only purchase and consume alcoholic beverages in the presence of the member who must be aged over 18.

6 ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- 6.1 An Annual General Meeting of the Club shall be held at a date specified by the Committee and shall be in October annually. The business to be transacted at the AGM shall be notified to all members at least 21 days before the date of the meeting and this business shall include the following matters:-
 - a) The report of the Director of Rowing for the past year.
 - b) The report of the Captain for the past year.
 - c) The report of the Treasurer for the past year.
 - d) The adoption of the accounts for the previous financial year.
 - e) The fixing of the subscription rates for the ensuing year.
 - f) The election of the Officers of the Club
 - g) The appointment of Club Positions including
 - Social Secretary
 - Facilities Manager
 - Boat Manager
 - Regatta Secretary
 - Sustainability Advisor
 - Learn2Row Coordinator
 - Welfare Officer
 - Safety Advisor
 - h) Any other business.
- 6.2 Any fully paid-up voting member wishing to raise a matter shall give written notice to the secretary of such a proposal at least 7 days prior to the AGM.
- 6.3 Any fully paid-up voting member is entitled to one vote on any particular issue.
- 6.4 Extraordinary General Meetings may be called upon due written notice being received by

the Director of Rowing or Secretary from 12 members or at the discretion of the committee. Such requisition shall specify the business to be transacted at the meeting. All members shall receive 14 days notice of the aforesaid meeting and such meeting shall discuss only the business specified on the Agenda.

- 6.5 The Director of Rowing shall preside at all meetings. In his absence a Chairman shall be appointed Pro Tem.
- 6.6 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.
- 6.7 All notices of meeting shall be sent out by the Secretary of the Club or such persons as the Committee authorise.
- 6.8 At all General Meetings, no less than 5 members of the Club entitled to vote shall constitute a 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.
- 6.9 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.
- 6.10 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.

7 FINANCES

- 7.1 All club monies shall be banked in an account or accounts held in the name of the club. Any debit card holding club monies shall be accessed and used by the Treasurer only.
- 7.2 The Bank or Organisation at which the account or accounts are held can only be amended at an AGM or EGM.
- 7.3 The financial year of the club will end on 30th September.
- 7.4 A statement of annual account will be presented by the treasurer at the Annual General Meeting.
- 7.5 Any cheque drawn against club funds must hold two signatures from appointed club members.
- 7.6 All surplus income or profits are to be re-invested in the club. No surpluses or assets will be distributed to members or other third parties.

8 LIABILITY

- 8.1 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.

9 CONSTITUTION

9.1 Any amendment to this constitution shall be made either at an AGM or EGM called for that purpose. Such amendment shall be carried by a majority of two thirds of those present and entitled to vote.

10 DISSOLUTION

10.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain may be donated only to the Amateur Rowing Association (ARA) for the benefit of Coastal Rowing, another registered Community Amateur Sports Club or a registered charity.

11 POWER OF DECISION

11.1 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

12 DECLARATION

Each member upon joining shall sign the following declaration:

Name: _____

Upon acceptance into membership of Worthing 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.

Signed

Date