



# **MILTON KEYNES ROWING CLUB**

## **Constitution Rules and Safety Principles**

(Revised October 2017)

## 1 NAME

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The Club shall be known as the Milton Keynes Rowing Club hereinafter known as THE CLUB.

## 2 OBJECTS

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

## 3 MEMBERSHIP

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### 3.1 Classes of Membership

The club has the following classes of membership and sets subscription rates on a non-discriminatory and fair basis.

Membership type	Duration
Full	12 months
Development	12 months
Taster (with previous rowing experience)	2 months
Concessionary (retired or on state benefits)	12 months
Recreational (Tuesdays only)	12 months
Student (in full time education, living at home)	12 months
Student (in full time education, living away)	12 months (*from time of joining)
Weekly (maximum 6 weeks per year)	Weekly
Circuits (no use of water or boats)	October to March
Cox or Coach (no personal use of boats)	12 months
Taster session (new rowers)	1 session for 2 hours

Learn to Row course	8 sessions
Recreational Learn to Row	2 months
Racking personal equipment	12 months

**Note: Members must be 16 years or older to join.**

(Cox members can join from age 14 years but must be accompanied by a parent member until the age of 16 who is fully responsible for their safeguarding)

### 3.2 Election

Membership of the club shall be open to anyone interested in the sport of rowing on application, regardless of gender, 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.

### 3.3 Rules of Membership

Applicants for membership, and members renewing their membership, will abide by the rules and regulations of the Club and the sport of rowing.

### 3.4 Refusal of Membership

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.

### 3.5 Restriction

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

## 4 EQUAL OPPORTUNITIES POLICY

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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, colour, ethnic group, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

## 5 CHILD PROTECTION PROCEDURES

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The Club accepts the policy and procedures relating to Child Protection, as set out by the British Rowing, and requires all members to accept them as a condition of membership.

## 6 MEMBERSHIP FEE

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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. Any member who has not paid their subscription by one calendar month after the date the subscription becomes due, will need to re-apply and pay the entrance fee.

## **7 SUBSCRIPTION**

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The rates of subscription shall be determined by the members in General Meeting and shall be due on election and thereafter, on or before 31<sup>st</sup> October each year.

## **8 CESSATION OF MEMBERSHIP**

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### **8.1 Resignation**

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

### **8.2 Violation of Rules**

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 a Special General Meeting if such an appeal is sponsored by not less than 50 per cent of the members present who are entitled to vote.

### **8.3 Resigned**

A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid the annual subscription one calendar month after it is due.

## **9 DISQUALIFICATION FROM HOLDING OFFICE**

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### **9.1 Eligibility**

Only members entitled to vote are eligible to hold office.

### **9.2 Under 17**

Any member who is under the age of 17 years, shall not be eligible for election to the Committee of the Club

## **10 COMMITTEE**

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### **10.1 Members**

The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Vice Chairperson, Hon. Secretary, Hon. Treasurer, Captain and other Officers as deemed necessary, together with up to 3 ordinary members. The Committee shall have the power to co-opt up to 3 further members but co-opted members shall have no right to vote at Committee meetings.

### **10.2 Nominations**

Nominations for the position of Chairperson, Vice Chairperson, Hon. Secretary, Hon. Treasurer, Captain and other Officers shall be received at the AGM.

### **10.3 Term**

The term of office shall be for one year, and members shall be eligible for re-election.

## **11 DUTIES OF COMMITTEE**

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### **11.1 Chairperson**

The Chairperson will preside at all General meetings of the Club and at all meetings of the Committee. He or she 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 Chairperson shall represent or arrange for the representation of the Club at British Rowing regional level and at

meetings of other organisations. He/she shall ex officio be a member of any other committee of the Club.

#### **11.2 Vice Chairperson**

Key support for the Chairperson.

#### **11.3 The Captain**

The Captain will be responsible for training, coaching and representation of the Club in competitions.

#### **11.4 Hon. Secretary**

The Hon. Secretary will be responsible for the organisation of meetings of the Committee and of the Club, and the recording of the minutes relating to such meetings and all correspondence relating to the general business of the Club.

#### **11.5 Hon. Treasurer**

The 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 audit the books annually and shall produce at the AGM accounts showing the financial state of the Club accompanied by the Auditor's report.

## **12 CLUB COMMITTEE**

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#### **12.1 Responsibility**

The committee is responsible for the general conduct of the Club's business and activities.

#### **12.2 Regular Meetings**

The Committee shall meet at regular intervals during the year, as required by the business to be transacted.

#### **12.3 Special Meetings**

Special meetings of the Committee shall be called by the Hon. Secretary on instructions from the Chairperson, or not less than three committee members.

#### **12.4 Quorum**

A quorum shall consist of not less than 5 members.

#### **12.5 Absent Members**

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.

## **13 GENERAL MEETINGS**

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#### **13.1 AGM**

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 31st day of the month of August immediately preceding.

#### **13.2 EGM**

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 10 of the members of the Club entitled to vote.

### **13.3 Notice**

Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

### **13.4 Motions**

Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Hon. Secretary at least 30 days preceding the AGM, and signed by 2 members entitled to vote.

### **13.5 Voting**

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. Voting for positions on the committee will be by a secret ballot.

### **13.6 Presiding**

At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.

### **13.7 AGM Quorum**

At all General Meetings not less than 8 members of the Club entitled to vote shall constitute a quorum.

### **13.8 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.

### **13.9 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.

## **14 LIABILITY**

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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.

## **15 VOTING**

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Only members over the age of 17 years are entitled to vote at all meetings.

## **16 ALTERATION OF THE CONSTITUTION**

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### **16.1 Alterations**

This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.

### **16.2 Passing Resolutions**

A resolution to give effect to a change must be passed by at least 75 per cent of the members present at the General Meeting, and voting on this behalf.

## **17 AUDITOR**

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Every Annual General Meeting shall appoint an Hon. Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts of the balance sheet.

## **18 DISTRIBUTION OF PROFITS**

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

## **19 TERMINATION**

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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.

## **20 POWER OF DECISION**

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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.

## **21 SAFETY**

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The Committee shall appoint a member to act as Safety Advisor 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.

## **22 DECLARATION**

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Each member upon joining shall agree to be bound by the constitution and safety rules.