

HOLLINGWORTH LAKE ROWING CLUB

Constitution and rules

Part I – NAME AND OBJECTS

Name 1

The name of the Club shall be “Hollingworth Lake Rowing Club”.

Objects 02

(i) The main object of the Club shall be to provide facilities for and participate in events and activities associated with rowing.

(ii) The Club shall provide social facilities, activities and events as ancillary to, and to help promote, the main object of the Club.

(iii) To contribute to the community by offering facilities and participating in local activities.

(iv) The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club’s facilities. No profit or surplus will be distributed other than to another Community Amateur Sports Club or registered charity.

Part II – CONSTITUTION

Officers 03

The Officers of the Club shall be a President, such number of Vice-Presidents as the Club in Annual General Meeting may from time to time determine, Captain, up to 2 Vice Captains, Secretary, Treasurer, 2 Events Co-ordinators, Safety Advisor, Social Secretary and Bar-Secretary and Maintenance Officer.

Committee 04

The affairs of the Club except as to matters which relate to rowing, which is the responsibility of the captain, shall be governed by a committee which shall consist of: **(a)** the above-mentioned Officers of the Club, with the exception of the Vice Presidents, and **(b)** No less than four and no more than five other members who shall be elected annually at the Annual General Meeting. Two of the committee members shall be parents of junior members and be designated as junior parent representatives, one to act as junior co-ordinator, one to be responsible for sponsorship and publicity. The Captain will run rowing activities and deal with rowing matters. **(c)** One other member who shall be elected annually at the Annual General Meeting by Junior members only. The most senior Officer present (taking the Officers in the order specified above) shall be Chairman at any Committee Meeting and any meeting of the Club. The Chairman shall only be entitled to vote in the event of an equality of votes. A quorum at any committee meeting shall consist of five members. Committee meetings shall be held at such times and in such places as the Committee, or the Captain, Secretary and Treasurer acting jointly, shall decide. Seven clear days notice shall be given of ordinary meetings of the Committee. All decisions of the Committee shall be majority vote of those present and entitled to vote.

General Meetings 05

(i) The Annual General Meeting shall be held on such a day in March each year and at such time and in such place as the Committee shall appoint, and twenty eight days notice shall be given of the date, time and place so appointed.

(ii) On giving twenty-one days notice of the date, time and place appointed the Committee may and on the written requisition to the Secretary of 20 members or one fifth of the total members of the Club (whichever shall be the less) shall, call a General Meeting of the Club.

(iii) If the Committee shall fail to call a General Meeting within twenty-one days of the receipt by the Secretary of such written requisition, the requisitionists or any 20 members or one fifth of the total members of the Club (whichever may be the less), may, on giving twenty-one days notice of the intended date, time and place, call a General Meeting of the Club.

(iv) Unless the Committee otherwise agree, not more than one General Meeting shall be called to discuss the same subject until a period of a year has elapsed.

(v) At any General Meeting one fifth of people entitled to vote shall be a quorum.

Election of Officers and Committee 06

(i) The Officers of the Club and members to serve on the Committee shall be elected each year at the Annual General Meeting and shall hold office until the next Annual General Meeting thereupon retiring but being eligible for re-election, except that the office of President shall not be held by the same person for more than three consecutive years.

(ii) The names of candidates for election as Officers shall be submitted to the Secretary in writing at any time before the Annual General Meeting proposed and seconded by Members entitled to vote at the Annual General Meeting. The nominee's permission must previously be obtained.

(iii) Any member willing to serve shall be eligible for election to the Committee provided that before the Annual General Meeting they are proposed and seconded by members entitled to vote at such General Meeting.

(iv) Neither Junior members except for rule 4c nor any member in arrears of subscription or otherwise in debt to the Club shall be candidates nor shall such members propose or second candidates for election as Officers or members to serve on the Committee.

(v) In the election of Officers and of members to serve on the Committee, all members present except those described in paragraph (iv) of this Rule may vote, and, if voting, shall write on paper the name or names of the candidate or candidates for whom they vote, giving no more than one vote for any one candidate.

(vi) If any Officer resigns, or ceases to be a member of the Club, the Committee shall call a Special General Meeting to elect a successor who shall serve until the next Annual General Meeting, except that if the appointment is to last for three months or less the Committee shall have power to fill the vacancy.

(vii) If any member of the Committee (other than an Officer) resigns or ceases to be a member of the Club, the Committee shall have power to co-opt any member of the Club on to the Committee to serve until the next Annual General Meeting.

Election of Independent Examiner 07

The Committee shall appoint an independent examiner to inspect the accounts.

Trustees 08

The Club in General Meeting may appoint trustees who shall not be more than six or less than three in number and in whom shall be vested any land and buildings of the Club. The Trustees shall deal with such property as the Club shall from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence), and they shall be indemnified against risk and expense by the Club. The Trustee shall hold office until death or resignation or until removed from office by a resolution of the Club which may for any reason remove any Trustee or Trustees from office. If, by reason of any such death, resignation or removal, it shall appear necessary to the Club that a new Trustee or Trustees shall be appointed, or if the Club shall deem it expedient to appoint an additional Trustee or additional Trustees, the Club shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination, the Secretary is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and he shall by deed duly appoint the person or persons so nominated by the Club as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with the Club or Committee be conclusive evidence of the fact so stated. The names of the Trustees for the time being shall be published in the Notice convening the Annual General Meeting. Alterations or

Additions to these Rules 09

No rule shall be altered or rescinded, nor shall any new rule be enacted, except at the Annual General Meeting or at a General Meeting called for that purpose. Notice of any motion relating to a new rule, alteration or rescission shall be given in writing to the Secretary proposed and seconded by members other than those described in Rule 6(iv); such notice shall reach the Secretary not less than 21 days before the date of the meeting. A copy of the proposed motion shall be sent to each member at least fourteen days before the date of the meeting. No new rule, alteration or recession shall be effective unless carried by a majority of at least two-thirds of those voting.

Bye-Laws 10

The Committee shall have power from time to time to make Bye-Laws, not inconsistent with these Rules, and to vary or rescind such Bye-Laws. Interpretation and Distribution of Rules and

Bye-Laws 11

Any question of the interpretation of these Rules and Bye-Laws made by the Committee shall be decided by the Committee, whose decision shall be final. Every member of the Club shall be sent a copy of these Rules and any Bye-Laws made by the Committee, and shall conform to them.

Equal Opportunities Policy 12

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 to performance.

Child Protection Procedures 13

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

Liability 14

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.

Part III – MEMBERSHIP

Nomination 15

Applicants for membership and members renewing their membership will be asked to sign a form agreeing to abide by the rules and regulations of the Club and the sport of rowing. If it is considered by the Committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Club, the Committee are entitled to refuse membership and would provide full reasons for doing so.

Election 16

Election of candidates shall be by simple majority of the Committee at its first meeting after the expiry of the time specified in Rule 12. Male and female persons shall be equally entitled to apply for any form of membership. It is a condition of election to membership that the required subscription be paid to the Treasurer before a candidate shall be entitled to any of the rights and privileges of membership. The candidate may be required to attend the committee meeting at which his/her election is to be considered. In default of payment within 30 days of the despatch of notice of election, the offer of membership shall be deemed to be withdrawn and may only be renewed by a resolution of the Committee requiring a clear two-thirds majority.

Forms of Membership 17

(i) Rowing. Rowing members shall be entitled to make use of the Club's rowing facilities and row in any event or race for the Club.

(ii) Social.

Social members shall not be entitled to make any use of the Club's rowing facilities or participate in any rowing event or race for the Club.

(iii) Junior.

Persons under the age of 18 years who are able to swim to the satisfaction of the Committee and who wish to take an active part in the Club's rowing activities may be admitted as junior members. Membership shall be reviewed annually and said members shall have voting powers under rule 4c only.

(iv) Student

A rowing member over the age of 18 years presently in full time education.

(v) Student vacation only.

A rowing member over the age of 18 years presently in full time education, only entitled to use the facilities of the club during the vacation.

(vi) Country member.

A rowing member not living locally and unable to use the facilities of the club on a regular basis, may be offered country membership at the discretion of the committee

(vii) Life Member

Any person who has been a member for twenty years and no longer actively rowing may become a life member upon payment of a one off subscription to be determined from time to time by the committee, and at the discretion of the Committee.

(viii) Joint Membership

Couple living at the same address.

(ix) Gym Member

A member who must not use the rowing facilities but may use the land equipment for fitness training.

(x) Group Membership

Non-profit making organisations may be offered Group Membership at the discretion of the Committee. Bona fide members of that organisation shall have the same rights to use the Club facilities as social members, but shall not be entitled to vote individually at General Meetings. One representative of the Group Member organisation shall be entitled to vote at General Meetings and to attend Committee meetings as a non-voting member.

Members of Other Clubs 18

Any member of any other Club whose objects are similar to or the same as this Club who is visiting the Club to participate in, or as a member of a Club participating in an event approved by the Committee, shall be entitled, at the discretion of the Committee, to enjoy the privileges of membership of this Club subject to such conditions as the Committee may impose, except that no such person shall be entitled to be supplied with intoxicating liquor for consumption off the premises.

Resignation 19

Any member wishing to resign must submit his resignation in writing to the Secretary before 31st December, otherwise the member shall be responsible for the following year's subscription.

Expulsion 20

The Committee shall have power to expel any member, who shall have the right to be present at the meeting called to consider such expulsion and to appeal within fourteen days, to a General Meeting of the Club called for that purpose.

Part IV – FINANCE

Subscriptions 21

(i) The subscriptions for each class of membership and other subscriptions and sums due shall be such sums as the Club in General Meeting shall, upon the recommendation of the Committee, from time to time determine.

(ii) A notice stating the amounts of such subscriptions and sums shall be posted in a conspicuous place in the Club House.

(iii) Rowing Members should pay their subscription monthly by Bankers Order or as a lump sum.

(iv) All other categories of membership fee should be paid as a lump sum and shall become due on the 1st January annually and payable within 30 days thereafter

Storage of Members' Boats 22

Racing boats belonging to members may be kept in the Club boathouse at their owners' risk and with the consent of the committee subject to payment of such annual rent as may be specified by the Committee. If rent is two or more years in arrears the Committee may, after giving 28 days notice in writing to the Member in default, recover the arrears by the sale of any such boat and shall account to the Member for any balance of the proceeds of sale after deducting the overdue rent, the costs of sale and any arrears of subscription or other debts due by the Member of the Club. When selling any such boat the Committee shall be deemed to act as the agent of the member and

the decision of the Committee as to the price at which to sell shall not be challenged by the Member.

Regatta Fees and Expenses 23

Entry fees and other expenses of members competing in regattas and races or partaking in other activities under the Club colours or in the name of the Club advanced by the Treasurer out of Club funds shall be repayable by such members of the Club. The Committee shall have power to remit part or all of such fees or expenses.

Recovery of Subscriptions 24

All subscriptions and other monies due from Members shall be personal debts to the Treasurer of the Club for the time being, who shall hold the same in trust for the Club, and the Committee shall have power to allow the Treasurer all legal and other expenses he may incur.

Club Monies 25

The treasurer shall be responsible for getting in and receiving all monies belonging to the Club upon the receipt of which he shall forthwith pay the same into the appropriate Club bank account.

Expenditure 26

All expenditure must be approved by the Committee, except that emergency expenditure of up to one thousand pounds, which may be sanctioned by the Captain, Treasurer and Secretary jointly.

Accounts 27

(i) The treasurer shall keep or cause to be kept, true account of all money received and expended by him and by members duly appointed for the purpose by subcommittees and with authority of the Committee.

(ii) The financial year shall be from the first day of January in any year until the 31st December or from and until such other dates as the Club in General Meeting from time to time may resolve.

(iii) Annual accounts of the Club and sub-committees shall be submitted to the Independent Examiners as soon after closure each year as may be convenient.

(iv) The Treasurer shall submit statements of money received and expended and of liabilities and assets to the Committee for approval before presenting them to the Club in Annual General Meeting for adoption.

Borrowing Powers 28 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 either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution, and thereupon the trustees shall at the direction of the Committee make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All members of the Club, whether voting on such resolutions or not, and all persons becoming members of the Club after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

Dissolution 29

If the Club is dissolved any assets will be applied for approved sporting or charitable purposes to comply with the Community Amateur Sports Club legislation.

Part V – BAR

Bar Sub-Committee 30

Management of the bar and the supply of intoxicating liquor by the Club shall be under the control of a Bar Sub-Committee to be appointed by the Committee and which shall consist of: **(a)** Not less than two not more than four members of the Committee, appointed by the Committee and **(b)** The Bar Secretary, the Treasurer and the Social Secretary ex officio. The Bar Sub-Committee shall elect one of its number (being a member of the Committee) to be Chairman for the year, in whose absence the Bar Sub-Committee shall appoint one of its number (being a member of the Committee) to be Chairman at any meeting.

The Bar 31

(i) The permitted hours fixed in pursuance of the Licensing Act, 2003, shall be such as may from time to time be determined by the Bar Sub-Committee in accordance with the provisions of the said Act and as notified to the Licensing Authorities.

(ii) 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.

(iii) 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 apart from any benefit so accruing to the Club as a whole.

Part VI – SOCIAL ACTIVITIES

Social Sub-Committee 32

The Social Sub-Committee shall consist of: **(a)** The Social Secretary, the Treasurer and the Bar Secretary, ex officio. **(b)** Not more than four members of the Committee, appointed by the Committee, and **(c)** Not more than three co-opted members who need not be members of the Committee but would not under Rule 6(iv) be debarred from election to the Committee. The Social Sub-Committee shall elect one of its number (being a member of the Committee) to be Chairman for the year, in whose absence the Social Sub-Committee shall appoint one of its number (being a member of the Committee) to be Chairman at any meeting.

Powers 33

The Social Sub-Committee is empowered to arrange social events and activities for the Club, within such limits as the Committee may from time to time specify.

Guests 34

Members may introduce guests to the club provided that the same member shall not introduce the same guest more than once in a month. Members shall not introduce any person who has been rejected as a candidate for membership or who has been expelled from the Club or who in the opinion of the Committee should not, in the interest of the Club, be introduced. Members shall be responsible for their guests who whilst on the Club premises shall be subject to the Rules.

Part VII – REGATTA

Regatta Sub-Committee 35

The regatta sub-committee shall consist of: **(a)** the President **(b)** the Captain **(c)** the Treasurer **(d)** an Events Co-ordinator elected at the AGM **(e)** such other members as may be co-opted.

Part VIII – GENERAL

36 The Club shall be open on such days and at such times as the Committee shall from time to time determine.

37 Any member who wilfully or negligently damages any property entrusted to the Club, shall be liable to make good such damage at their own expense. The question whether such damage is or is not accidental shall be decided by the Committee from such evidence as they may be able to obtain, and after hearing any argument by the member or on his behalf.

Part IX – HEALTH & SAFETY 38 The Club safety advisor shall have jurisdiction in all matters pertaining to health and safety within the Club. Their duties shall include ensuring compliance with current health and safety legislation and any relevant health and safety guidance issued by British Rowing or Health & Safety Executive.

BYE-LAWS

- 01** The Captain of the Club shall have superintendence of all matters appertaining to rowing and more especially to racing.
- 02** The Captain shall be responsible to the Committee for carrying out the Club programme and for the selection of crews for all races other than those specified as club events.
- 03** For all races entered by the Club the entrance fees, carriage of boats, oars, and all other necessary expenses incident to the races shall be paid by the members who compete, but the Committee shall have power to contribute from Club funds towards such expenses.
- 04** The stroke in each boat shall be captain of such boat and shall be responsible for the cleaning down and safe housing of the boat and oars after use.
- 05** No member may use any sculling boat unless there is another person present at the boathouse or on the water for the duration of the outing. Alternatively a member of staff of the Water-sports centre must be informed and be present for the duration of the outing.
- 06** No boat or oars, the property of the Club, shall be altered in any way without permission of the Captain, nor shall any such property be taken from the Boathouse without permission.
- 07** Damage to any boat or other Club property shall be reported immediately to one of the officials of the Club, who shall report to the Captain. The stroke of any boat shall be responsible for the report.
- 08** No member shall be allowed to introduce a friend into any boat without first obtaining the sanction of one of the officers of the Club.
- 09** No member shall be allowed to use any boat until he has satisfied the Captain that he is qualified to use the boat.
- 10** Every member of the club must satisfy two officials of the Club of their ability to swim 100 metres in light clothing before being allowed to go in a sculling boat.
- 11** The Club's distinguishing colours shall be royal blue and white. Blazers to be of royal blue trimmed with white, with the Rochdale Coat of arms, crossed oars and Club initials. Caps of royal blue with crossed oars and Club initials.
- 12** All members shall be aware of the British Rowing code of practice regarding water safety. All coxswains shall wear life jackets when on the water.
- 13** The Captain and/or representative(s) is responsible for the safety and welfare of junior rowing members including coxswains when they are attending rowing events.

Rules Amended

Amended 1) 16 June 2007

2) ARA changed to British Rowing 19 January 2011

2) Number of committee members changed, specific roles introduced for Junior parent representatives, Junior co-ordinator, Publicity and sponsorship. Emergency expenditure limit increased to £1000. New categories of membership introduced for country membership and student (vacation only membership. 3 September 2016.