

YORK CITY ROWING CLUB

CONSTITUTION

1 September 2015

- 1 The Club shall be called YORK CITY ROWING CLUB
- 2 The Purposes of the Club shall be to provide facilities for and to promote the amateur sport of rowing in the City of York and environs and to encourage community participation.
- 3 The Club shall be affiliated to British Rowing.
- 4 The Club Colours shall be purple, black and gold

5 Management

The management of The Club shall be vested in a Committee, consisting of members whose duty it shall be to carry out its general policy and to provide for the administration, management and control of the affairs and property of The Club.

For the Purposes but not otherwise, The Committee may exercise the following powers to :

- (i) raise funds and to invite and receive contributions.
- (ii) receive donations, endowments, sponsorship, grants legacies and subscriptions from persons desiring to promote all or any of the Purposes of The Club and to hold funds in trust for the same.
- (iii) buy, take on lease or exchange any property necessary for the achievement of the Purposes and to maintain and equip it for use.
- (iv) sell, lease or dispose of all or any part of the property of the Club, subject to any consents required by law.
- (v) appoint and constitute such sub committees as The Committee may think fit.
- (vi) make and publish Rules for the conduct of the Club, in particular make and publish procedures to ensure the safety, protection and welfare of members.
- (vii) delegate and prescribe the duties and responsibilities of elected officers.
- (viii) do such other things as are necessary for the achievement of the Purposes.

6 Membership

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, except as a necessary consequence of the requirements of rowing or the availability of facilities.

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.

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.

7 Committee

- (i) The Committee shall consist of three Trustees, President, Chairman of the Committee, Club Captain, Captain of Men's Rowing, Captain of Women's Rowing, Junior Coordinator, Leisure & Progression Organiser, Club Secretary, Treasurer, Estates Officer, Boats Officer, Steward, Regatta Secretary, Social and Entertainments Secretary, Membership Secretary, Safety Adviser, Welfare Officer and the required number of members elected in the Annual General Meeting to bring the total number up to 22 members.
- (ii) Candidates for the posts of Junior Coordinator, Safety Advisor and Welfare Officer must meet or be prepared to meet the qualifications required for these operations by British Rowing.
- (iii) Vacancies on The Committee which arise through resignation or termination during the year can be filled by the Committee.
- (iv) The proceedings of The Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment, election or co-option of a member.
- (v) A member of The Committee shall cease to hold office if he or she:
 - (a) is absent without the permission of The Committee from 3 consecutive meetings and The Committee resolve that his or her office be vacated.
 - (b) is subject to a vote of no confidence from The Committee as a result of actions which bring The Club into disrepute or conduct prejudicial to The Club or failure to abide by the terms of this constitution or decisions of The Committee.
 - (c) notifies in writing to The Committee a wish to resign (but only if at least five members of The Committee shall remain in office when the notice of resignation is to take effect which shall be at least 21 days from the receipt of the notification).
- (vi) Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee or members, but shall be the responsibility of the Club as a whole

8 Election of members of the committee

- (i) Three Trustees shall be elected by a General Meeting and they shall hold office until death or resignation unless removed from office by a resolution of a General Meeting.
- (ii) The election of all other members of The Committee shall be held at the Annual General Meeting of the Club
- (iii) Junior members shall not be eligible for election
 - Only men may vote for the position of Captain of Men's Rowing.
 - Only women may vote for the position of Captain of Women's Rowing.
- (iv) The Club Secretary shall, 28 days prior to the Annual General Meeting, display a nomination list on the Club notice board. The nominations list shall close seven days before the date of the Annual General Meeting and nominations may not be accepted after this day. Every candidate wishing to stand for election must be proposed and seconded by two members of the Club. No proposal must be made unless the person making the proposition is satisfied of the willingness of the candidate to stand for election to the named office.
- (v) The Committee shall appoint two scrutineers so that in the event of there being more nominations than vacancies for any office or vacancies on the Committee, then election shall be by ballot conducted by those scrutineers who shall not themselves be candidates for election

- (vi) The newly elected Committee shall take office at the conclusion of the Annual General Meeting,
- (vii) Officers and Elected Committee members shall serve for a period of one year. Retiring Officers and Committee Members may stand for re-election

9 Meetings and proceedings of the committee

- (i) The Committee shall meet each calendar month.
- (ii) A special meeting may be called at any time by the Chairman or by any two members of The Committee upon not less than five days' notice being given to other members of The Committee of the matters to be discussed.
- (iii) An Emergency Committee may be called to deal with any urgent matter arising, and shall consist of President, Chairman, Club Secretary, Treasurer and Club Captain. Any decision taken by such Committee shall be unanimous, and any three of these officers shall form a quorum for any Emergency Committee Meeting called.
- (iv) The Chairman shall chair the meetings and in his or her absence the Committee shall choose one of their number to be chairman of the meeting before any business is transacted.
- (v) There shall be a quorum when at least one third of the number of members of The Committee or five members of The Committee whichever is the greater, are present at the meeting.
- (vi) Every matter shall be determined by a majority of votes of the members of The Committee present and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- (vii) The Committee shall keep minutes of the proceedings of its meetings. These minutes, plus all supporting papers and reports from sub committees shall be available for inspection should a member request it, unless such a disclosure would breach the confidentiality of an individual member, or not be in the best interests of the Club or the wider community.
- (viii) The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with this constitution.

10 Annual General Meeting

The Annual General Meeting of the Club shall be held in the month of September each year for transacting the following business:

- (i) To receive the Annual report of the Club Secretary
- (ii) To receive the Annual report of the Club Captain.
- (iii) To receive the Annual Report of the Regatta Secretary.
- (iv) To receive the Annual Accounts
- (i) To elect the officers and committee as specified in clauses 7 and 8:
- (ii) To appoint an Honorary Auditor.
- (iii) To ratify the classes and terms of membership.
- (vii) Any other business which must be notified to the Club Secretary seven clear days before the date of the Annual General Meeting and placed on the Club notice board. All officials elected at the Annual General Meeting shall hold office from the closure of the meeting of their election to the closure of the next Annual General Meeting.

11 Special General Meetings

Special General Meetings of the Club may be convened on the direction of the Committee or on the requisition of six members of the Club, such requisition specifying the object of such meeting. The requisition shall be presented to the Club Secretary. No business other than that stated in the notice convening the meeting shall be transacted at such meeting.

12 Procedure for General Meetings

- (i) The Club Secretary or other person specially appointed by The Committee shall keep a full record of proceedings at every General Meeting of The Club.
- (ii) There shall be a quorum when at least 20 of the members of The Club are present at any General Meeting.
- (iii) The Chairman of The Committee shall be the Chairman of the General Meeting at which he/she is present unless the Committee decides to ask the President to preside. In the absence of the proposed Chairman, The Committee shall have the power to elect a chairman for the meeting
- (iv) If there is a tied vote the Chairman of the meeting shall have a single casting vote.

13 Finance

- (i) The funds of The Club, including all donations, contributions and bequests, shall be paid into an account or accounts operated by The Committee in the name of The Club at such bank or banks as The Committee shall from time to time decide. All cheques drawn on the account must be signed by at least 2 Committee members.
- (ii) The funds belonging to The Club shall be applied only for the Purposes. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
- (iii) No funds shall be transferred in any way to Committee members, except the payment in good faith of reasonable and proper out of pocket expenses incurred in the course of work on behalf of the Club.
- (iv) All proper costs, charges and expenses incidental to the management of The Club and membership of British Rowing may be paid from the funds of The Club.
- (v) The Financial Year of the Club shall commence on 1st September each year. Funds and financial accounts shall be subject to an annual audit by a competent auditor to be elected at the Annual General Meeting. Copies of the Income and Expenditure Account and Balance Sheet shall be available to members.
- (vi) The Treasurer shall be responsible for the transactions of the club in accordance with the decisions of the Committee of Management and appropriate accounting policies, and shall present to each monthly committee meeting a statement of the current state of all accounts and funds along with an itemized list of all payments for authorization.
- (vii) The Committee shall specify procedures to ensure the integrity of Club funds and transactions of them by electronic means.
- (viii) The Committee shall ensure that adequate and appropriate liability insurance is in place to cover all the activities of the club, its committee and members.

14 Property

The property of the Club shall be vested in the Trustees. They shall deal with the property of the Club as directed by resolution of the Committee and they shall be indemnified against risk and expense out of the Club Property.

15 Protection of Children and Vulnerable Adults

- (i) The committee shall ensure that members abide by British Rowing policy and rules relating to the protection of children and vulnerable adults.
- (ii) The Junior Organiser shall have gained one of the British Rowing Coaching Awards and shall ensure that all coaches and members who are concerned with Juniors have completed the British Rowing registration form for "Coaches of Juniors".

16 Alterations to the Constitution

- (i) Subject to the following provisions of this clause, the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (ii) No alteration may be made to clause 1 (the name of the Club), clause 2 (the Purposes clause). Clause 6 (membership), clause 17 (the dissolution clause) or this clause without the prior consent in writing of Her Majesty's Revenue & Customs.
- (iii) No alteration may be made which would have the effect of making the Club cease to be a Community Amateur Sports Club.
- (iv) No alteration may be made which would contravene the Licensing Act 2003 or subsequent amendments.

17 Dissolution

The Club shall not terminate except by resolution of a Special General Meeting. In such an event, the committee of management and trustees shall settle all liabilities. Any surplus assets shall be disposed of only to a rowing club registered as a Community Amateur Sports Club, a registered sports charity or to the Yorkshire Rowing Council.