

Dolphin Rowing Club Constitution

1. **Name**

The Club shall be known as **Dolphin Rowing Club** hereinafter known as 'the Club'.

2. **Aims & Objectives**

The aims of the Club are to provide safe, inclusive sliding seat rowing in Chichester Harbour as a non-profit club.

The objectives of the Club are:

- To promote the sport of rowing
- To offer coaching and competitive opportunities in rowing
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment

3. **Membership**

The club is an Open Membership Club

Classes of Membership

- Full members aged 18 years and above
- Junior members between the ages of 13 and 17 years.

Election of Membership

- a) 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.
- 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) Applicants for membership and members renewing their membership, will abide by the Rules and Regulations of the Club and the sport of rowing.
- d) 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.

Restriction

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

4. Equal Opportunities Policy

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 Adults at Risk 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 January in each year.

8. Cessation of Membership

- a) Any member may resign giving one month's clear notice in writing to the Secretary. The resigning member shall return any equipment belonging to the Club, pay any monies owing to the Club and arrange that any equipment they own be removed from the Club boat-racks etc.
- b) 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 66% 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.
- c) 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.
- d) A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by 1st April the annual subscription which became due on 1st January. They may, however, re-join at any time during that year without payment of any entrance fee.

9. Grievance and Disciplinary Procedures

- a) An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Chair or the Club Welfare Officer. 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.
- b) All damage to the property of the Club caused (wholly or partly) by the wilful act or negligence of a member or members, shall be made good by or at the expense of the member or members causing or being responsible for the damage. If any question or dispute shall arise as to the liability of a member under this rule it shall be referred to the Committee or such person or persons (being members of the Club) as shall be nominated by the Committee for the purpose, whose decision shall be final. The Committee or other person or persons as aforesaid shall have full power if they hold more than one person to be responsible for the damage, to apportion the responsibility and liability in such manner as they see fit.

10. Disqualification from holding office

Only members entitled to vote are eligible for election to the Committee of the Club.

11. Committee

- a) The Committee is responsible for the general conduct of the Club's business and activities.
- b) The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chair, Secretary, Treasurer, Rowing Captain and other Officers and ordinary members as deemed necessary.
- c) Nominations for the position of Chair, Secretary, Treasurer and other Officers shall be put forward in the form of a motion under the terms of section 14d.
- d) The Committee shall elect a Vice-Chair from among its number.
- e) The term of office shall be for one year, and members shall be eligible for re-election.
- f) The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- g) Special meetings of the Committee shall be called by the Secretary on instructions from the Chair, or not less than two committee members.
- h) A quorum shall consist of not less than 51% of members *.

- i) 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.
- j) The Committee and individual committee members should act according to high ethical standards and ensure that conflicts of interest are properly dealt with.
- k) Any Committee member who shall be absent from three consecutive Committee meetings may be called upon to by the Committee to resign his or her office and shall thereupon resign. The vacancy so occurring shall be filled in accordance with section 11i.
- l) The Committee may appoint sub committees from amongst their number for such purposes as they see fit, to include members of the Club other than Committee members as necessary. All sub committees shall conduct their business in accordance with the directions of the Committee and shall periodically report to it.

12. Duties of Committee Officers

- a) **Chair:** The 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 Chair shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations. The Chair may ex officio be a member of any other committee of the Club.
- b) **Rowing Captain:** The Rowing Captain will be responsible for training, coaching and representation of the Club in competitions.
- c) **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/online approval of both of the members of the Committee who have been designated for the purpose.

13. Rules and Regulations

- a) The Committee shall have power to make, amend and repeal such rules and regulations as they shall think fit for regulating the affairs of the Club, but so that such rules and regulations shall not infringe on or be inconsistent with the Constitution.
- b) A copy of the Club rules and regulations shall be available on the website and every member shall be deemed to have notice thereof. Any member who wilfully and

persistently commits a breach or fails to observe the Club rules and regulations is liable to expulsion under the terms of section 8b.

14. **General Meetings**

- a) An Annual General Meeting shall be held each year. There shall be laid before the meeting a statement of accounts made up to 5th April the end of the financial year.
- 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 50% 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) For the election of officers, elected Committee members and auditors every candidate shall be proposed and seconded by members entitled to vote and the nomination delivered to the Secretary at least 14 days before the time of the meeting or adjourned meeting (as the case may be) at which the election is to take place. A list of candidates displayed on the Club website is sufficient notice of such nomination.
- e) Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 10 days preceding the AGM.
- f) 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.
- g) At all General Meetings the Chair will preside or, in his/her absence, a Chair for the meeting will be elected by the voting members present.
- h) At all General Meetings not less than 33% members of the Club entitled to vote shall constitute a quorum or 51% in the case of constitutional change. *
- i) **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.
- j) **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 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 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 objectives 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. **Notices**

An email sent to all members using the email address provided by the member to the Club and a notice posted on the forum, shall be deemed a to be a good and sufficient notice for all purposes that require it.

24. **Declaration**

Each member upon joining shall sign the following declaration:

Name: _____

Upon acceptance into membership of the Dolphin 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 100 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.