

CHARLESTOWN ROWING CLUB



CONSTITUTION

COMMUNITY AMATEUR SPORTS CLUB

1. Title

The Club shall be called “Charlestown Rowing Club”. Hereafter to be referred to as “the Club” and shall be affiliated to the Cornish Pilot Gig Association (CPGA).

2. Objects

- 2.1 To foster and promote the sport of Pilot Gig rowing at all levels, providing opportunities for competition and recreation and to encourage community participation in the same.
- 2.2 In furtherance of the said objects but not otherwise the Club may:
 - 2.2.1 Purchase, construct, take on lease, hire or otherwise acquire any boats, equipment, property and any rights and privileges necessary for the promotion of the Objects and maintain any buildings or facilities as necessary.
 - 2.2.2 Subject to such consents as may be required by law; to sell, let, dispose of all or any of the property or assets of the Club.
 - 2.2.3 Take out any relevant insurance cover for the Club, employees, officers, members, guests and third parties.
 - 2.2.4 Raise funds by appeals, subscriptions, loans, charges and similar methods and to set aside any funds not immediately required in any lawful manner
 - 2.2.5 Provide facilities for rowing and non-rowing members, such as meetings, use of fitness equipment and any other use that the General Committee considers suitable and reasonable to increase income and further the Objects of the Club

3. Property and Funds

- 3.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are re-invested in the club.
- 3.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, competition expenses, post competition refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- 3.3 The Club may also in connection with the sports purposes of the Club:
 - 3.3.1 sell and supply food, drink and related sports clothing and equipment
 - 3.3.2 employ members (though not for rowing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
 - 3.3.3 pay for reasonable hospitality for visiting teams and guests
 - 3.3.4 indemnify the Committee, Officers and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club.

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 will promote good practice in Child Protection and also accepts the policies and procedures relating to Child Protection and the Protection of Vulnerable Adults as set out by British Rowing and the CPGA and requires all members to abide by these policies and procedures as a condition of membership.

6. Membership

6.1 Membership of the Club shall be open to anyone interested in rowing. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Applicants for Membership or renewal of membership must complete an application/renewal form and pay the subscriptions in full. The Club will seek to keep subscriptions at levels that will not pose a significant obstacle to people participating.

6.2 The Club may have different classes of membership as follows:

Class of Membership	Notes
Full Member	Adult Rowing Member
Junior Member	11 – 16 years Junior Members do not have voting rights
Social Member	Non-Rowing Member
Life Member (Membership Category now closed at AGM 2008)	Life Members have the rights and responsibilities of a Full Member, but do not pay Annual Subscriptions.
Honorary Members	The General Committee may appoint honorary Members, where to do so would clearly benefit the Objects of the Club. Honorary Members pay no Subscriptions, and have no voting rights.

6.3 Members must abide by the policies, procedures, rules and regulations of the Club, the CPGA and British Rowing.

6.4 Membership subscriptions shall be payable at the time of application for membership. Membership renewal subscriptions shall be payable on 1 January in each year. A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by 30 April the annual subscription which became due on 1 January. They may re-join at any time on payment of the full annual subscription (subject to the provisions of 6.5 and 6.6 below).

6.5 If it is considered that the granting or renewal of membership to any person 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.

- 6.6 A person who has been expelled from, or refused membership of, the Club, another CPGA affiliated club or British Rowing shall not be eligible for membership.
- 6.7 Any member may resign by giving notice in writing to the Secretary. No refund of any Membership subscriptions already paid will be made.
- 6.8 Any member violating any of the policies or procedures of the Club or being found guilty of unsatisfactory conduct may be expelled from Membership. Any member so expelled may appeal under the provisions of the Club's Grievance and Disciplinary Procedures.

7. General Committee

- 7.1 The affairs of the Club shall be controlled by a General Committee comprising the Executive Officers of the Club and up to ten other Committee Members elected from and by the Full Members of the Club. Officers and Committee Members are elected for a period of one year, but may stand for re-election to the same or another position the following year. The General Committee shall meet at agreed intervals and not less than four times per year and may set up Sub-Committees to discharge its functions. A quorum shall be seven members of the Committee including two Officers.
- 7.2 The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Officers or the Committee, but shall be the responsibility of the Club as a whole. The Committee shall ensure that adequate and appropriate public / civil liability insurance is in place to cover the appropriate activities of the Club, its Officers, Committee, and Members.
- 7.3 The Officers of the Club shall be as follows:
 - President / Patron Non-Executive, non-Voting, honorary position
 - Chairperson)
 - Secretary)
 - Treasurer) Executive Officers
 - Vice Chairperson)
 - Assistant Secretary)

7.4 Committee Members may include the following:

- Membership Secretary
- Rowing Secretary
- Assistant Rowing Secretaries (Men's, Ladies, Juniors, and Novice/Social)
- Fundraising Coordinator
- Welfare Officer / Club Recorder
- Safety Officer
- Non-posted Member

7.5 The duties of the General Committee shall be:

- 7.5.1 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from the Chairperson, Treasurer, and Secretary.
- 7.5.2 As required, to enter into a Lease, Contract, or Legal Agreement including those for land, property and equipment. The Chairperson together with any one other Officer shall be authorised to execute a Deed on behalf of the Club.
- 7.5.3 To agree the sale or disposal of any of the clubs assets and to approve all expenditure of Club Funds over £100
- 7.5.4 As necessary, to arrange for an appropriate individual to act as Honorary President / Patron of the Club and from time to time review that position.
- 7.5.5 To introduce and adopt Policies and Formal Procedures as required to promote the Health, Safety and Welfare of Members and the good running of the Club.
- 7.5.6 To make decisions based on a simple majority vote. In the case of equal votes, the Chairperson of the meeting shall be entitled to an additional casting vote.

8. General Meetings

8.1 Any meeting at which resolutions will be put before Members will be either an Annual General meeting or an Extraordinary General Meeting ("General Meetings") and the following rules will apply

- 8.1.1 The Annual General Meeting shall be held not later than the end of November each year.
 - 8.1.2 Except as provided for by Clause 10, (dissolution of the Club) not less than 14 days' notice shall be given to Members of the General Meeting by circulating a copy of the notice together with the agenda to every Member. Members who have given e-mail addresses to the Club are deemed to have agreed to accept receipt of all notices by e-mail and are responsible for ensuring changes of e-mail address are notified to the Secretary.
 - 8.1.3 The accidental omission to give notice of a General meeting to any person entitled to notice, or non-receipt by any person entitled to receive notice shall not invalidate the proceedings for the meeting.
 - 8.1.4 Members must advise the Secretary in writing of any business to be moved at the General Meeting at least 28 days before a meeting.
- 8.2 The business of the Annual General Meeting shall be to:
- 8.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 8.2.2 Receive the audited accounts for the year from the Treasurer.
 - 8.2.3 Receive the annual report of the Committee from the Secretary.
 - 8.2.4 Elect an auditor.
 - 8.2.5 Elect the Executive Officers of the Club and other Committee Members.
 - 8.2.6 Review subscription rates and agree them for the forthcoming year.
 - 8.2.7 Transact such other business received in writing by the Secretary from Members at least 28 days prior to the meeting and included on the agenda.
- 8.3 Extraordinary General Meetings may be convened by the General Committee or on receipt by the Secretary of a notice in writing from not less than 10 Full Members of the Club. The notice must detail the resolution or business to be discussed. On receipt of such notice, the Secretary shall convene the meeting.

- 8.4 Nomination of candidates for election as Officers and Committee Members shall be made in writing to the Secretary at least 28 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
- 8.5 At all General Meetings, the chair will be taken by the Chairperson or the Vice Chairperson or in their absence by a deputy appointed by the Full Members attending the meeting.
- 8.6 All Members may attend all General Meetings of the Club in person and each Full Member of the Club shall be entitled to one vote at General Meetings. Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson of the meeting shall be entitled to an additional casting vote.
- 8.7 A quorum for a General Meeting shall be 15 Full Members. 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.

9. Constitution, Policies, and Procedures

9.1 Constitution

Any proposed alterations to the Club Constitution may only be considered at a General Meeting convened with the required notice of the proposal. Alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

9.2 Policies and Procedures

9.2.1 The Club shall be affiliated to the CPGA, and the Club and the Members shall abide by the Polices of the CPGA.

9.2.2 The Club may also adopt local Policies and Procedures to seek to protect the Health, Safety and Welfare of the Members and to promote the good running of the Club. Club Members shall abide by adopted Club Policies and Procedures.

10. Dissolution

- 10.1 If at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting (EGM) of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 10.2 If, at that EGM, the resolution is carried by at least three quarters of the Full Members present at the meeting, the General Committee will then be responsible for the orderly winding up of the Club's affairs.
- 10.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i) to another Club with similar sports purposes which is a registered charity and/or
 - ii) to another Club with similar sports purposes which is a registered CASC and/or
 - iii) to the Club's governing body for use by them for related community sports.

11. Priority

Where there is a conflict between any of the rules ('key rules') and any other rule or rules the key rule(s) will take priority. Interpretation of all the rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

Signed

Chairperson.....

Date

Secretary

Date.....

(Approved at the AGM 21 November 2011)