

# CHAMPION OF THE THAMES (Cambridge) ROWING CLUB

## CONSTITUTION

OCTOBER 2018

### 1) Name and Colours

- a) The Club shall be known as "Champion of the Thames (Cambridge) Rowing Club".
- b) The Club colours are black and orange.

### 2) Objectives

The objectives of the Club are:

- a) To provide members with the opportunity to participate in the sport of rowing, principally on the River Cam.
- b) By affiliation to British Rowing and the Cambridgeshire Rowing Association to provide the members with the opportunity to compete in events governed by these bodies.

### 3) Membership

- a) **Eligibility** - Membership is open to all individuals and groups who have an interest in rowing and who agree to abide by the rules of the Club.
- b) **Classes of Membership (valid from 1<sup>st</sup> April annually)**
  - Full rowing (coxes free)
  - Student (>18 in full time education)
  - Junior (<18)
  - Family membership (2 adults & 2 children)
  - Induction (adult)
  - Induction (junior)

Subscription rates will be determined at the AGM and published on the Club's website.
- c) **Election** – Candidates for election to membership shall make written application to the Membership Secretary of the Club on the on-line form provided.
- d) **Restriction** – A person who has been expelled from, or refused membership of, the British Rowing, shall not be eligible for membership.
- e) **Acceptance** – The Committee may at its sole discretion, decline to accept renewal of membership, from any person without disclosing the reason.
- f) **Suspension** – Any member violating any 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 the Committee of the Club.

- g) **Child Protection Policy** – The Club accepts the policy and procedures relating to Safeguarding & Protecting Children, as set out by British Rowing, and requires all members to accept them as a condition of membership.
- h) **Equal Opportunities Policy** – The Club is fully committed to the principles of opportunity and is responsible for ensuring that no member or volunteer 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.

#### **4) Subscriptions**

- a) The rate for subscriptions shall be determined, by the members, at the Annual General Meeting and will be published on the Club's website.
- b) The annual subscription to the Club shall be payable on 1st April each year, payable by monthly standing order. Members who allow their subscription to lapse will not be eligible to participate in using equipment until their subscription is paid in full.
- c) New members joining the Club during any one year will be required to pay a monthly payment by standing order. Existing members who have paid by a single payment will pay by monthly standing order at the beginning of the following membership year. Pro-rata payments may be made by full rowing members wishing to join part way through the year. Payment must be made for the number of months remaining in the year x 1/12 the annual membership fee. Pro-rata payments are not accepted for the reduced Student or Junior membership rates. Minimum membership is 3 months.
- d) No refunds of Club Subscriptions are allowed.
- e) All members participating in competition events will pay their own entry fee. All rowing members participating in such events will make periodic payments to the Race Floats bank account and/or establish a regular standing order, sufficient to ensure that at all times their race fee float account maintains a positive balance. Members who race regularly are expected to maintain a minimum float as agreed by the Committee.
- f) All subscriptions and other monies will be credited to the Club bank account.

#### **5) Committee**

- a) The Committee shall conduct the affairs of the Club as a whole and shall comprise the following Club Members:
- Chairman
  - Secretary
  - Treasurer

- Safety Advisor
  - Welfare Officer
  - Men's Captain
  - Women's Captain
  - Sculling Captain
  - Rowing Development Officer
  - Coxing Captain
  - Junior Development Officer.
- b) Club Officers shall be elected annually at an Annual General Meeting. The following Officers will be appointed in addition to those Committee Members serving on the Committee:
- Equipment officer
  - Social Secretary
  - Membership Officer
  - Communications Officer
  - Webmaster
  - Race Float Administrator
  - Events Entry Organiser (on-Cam)
  - Inductions Officer
  - Boat Organisers (1 Boat Organiser per squad, to be appointed from time to time).
- c) The term of office shall be for one year, and Committee Members and Club Officers shall be eligible for re-election at the Club's AGM.
- d) The Committee has plenary powers to do all it deems necessary to promote the objects and interests of the Club.
- e) The Committee has power to fill vacancies in their number during their period of office, until the next Annual General Meeting or co-opt members as necessary.
- f) The Committee shall meet at regular intervals during the year, as required by the business to be transacted. Any Club Officer may attend a Committee meeting without prior notice. Any fully paid-up Club Member/s may attend a Committee meeting, subject to providing the Committee 24 hours notice (so as to ensure that the meeting venue is of an adequate size to accommodate the number of attendees). Voting at such meetings shall be restricted to the Committee Members defined in Clause 5a above.
- g) All Committee decisions are final and binding.
- h) Special meetings of the Committee may be called by the Secretary on instruction from the Chairman, or from not less than 4 committee members.
- i) The Committee will not be able to pass a resolution unless at least 5 members of the Committee are present.

- j) 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.
- k) At all meetings the Club Chairman will preside or, in his/her absence, voting members will elect a Chairman for the meeting.
- l) 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.
- m) The Committee may nominate persons, with exceptional service to the Club, to become life members. Election can only take place at an AGM of the Club.

#### **6) Duties of the Committee and Officers**

- a) **Chairman** – 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.
- b) **Secretary** – will be responsible for the organisation of meetings of the Committee and Club, and the recording of minutes relating to each meeting. The Secretary will also be responsible for correspondence relating to the general business of the Club.
- c) **Treasurer** – will be responsible for the collection of all monies and shall keep such books of account as required by the General meeting. The Treasurer shall audit the books annually and shall produce at the AGM accounts showing the financial state of the Club.
- d) **Men’s, Women’s and Sculling Captains** – will be responsible for training, coaching and representation of the Club in competitions. The Sculling Captain will have specific responsibility with respect to sculling, whereas the Men’s and Women’s Captains will have specific responsibility for sweep rowing. The Captains may at their discretion appoint one (or more) vice-captain(s) who will deputise in the Captain’s absence and assist the Captains in their duties.
- e) **Rowing Development Officer** – will be responsible for promoting rowing development within the club at all levels and across all activities (sculling, rowing and coaching).
- f) **Welfare Officer** – will advise the Committee on compliance with the British Rowing Good Practice in Rowing procedures and act as a focal point for reporting any concerns. The Welfare Officer will have primary responsibility to check that everyone who has significant access to young people within the Club is suitable for that role and has been vetted by the Disclosure and Barring Service.

- g) **Safety Advisor** – will be responsible for implementing the British Rowing and the Club’s own Safety Code, and will advise the Committee of any issues relating to safety.
- h) **Coxing Captain** – will oversee the needs of coxes within the club, and the development of new coxes
- i) **Junior Development Officer** – will be responsible for facilitating a robust induction programme for junior rowers suitable for 11 – 18 year olds and will co-ordinate coaching and squads for further development according to participant’s aims.
- j) **Social Secretary** – will be responsible for organising Rowing Club functions and recovery of monies from those events.
- k) **Equipment Officer** – will be responsible for the maintenance and repair of equipment and understand the requirements of the British Rowing Code of Practice for Water Safety.
- l) **Membership Secretary** – will collect Club membership subscriptions when due, and produce and maintain the Club membership database.
- m) **Communications Officer** - will be responsible for issuing communications to members of the Club, informing them of events and reporting news of Club and wider rowing interests, and promoting the Club to the public. The content of the website should be kept up to date.
- n) **Webmaster** – will maintain the IT infrastructure, including the website and associated software including the membership and boat booking systems, ensuring security and data protection, backing up the databases. Maintaining and configuring MailChimp for club-wide emails.
- o) **Race Float Administrator** – will be responsible for maintaining the race float records, reconciling these to the race float account and advising members of their balances.
- p) **Events Entry Organiser (on-Cam)** – will be responsible for on-Cam race entries for the Club, liaising with the Captains on forthcoming events. Off-Cam events will be organised by the Captains and Boat Organisers.
- q) **Inductions Officer** – will initiate, organise and supervise inductions in order to maintain growth of the Club as determined by the committee.
- r) **Boat Organisers** – will be responsible for assisting the Captain (Women’s or Men’s as relevant) in her/his duties and will support agreed action plans.

**Events Officer** – an events officer will be responsible for any rowing events organised by the Club, and will be co-opted by the Committee as required

## 7) General Meetings

- a) An Annual General Meeting shall be held annually. There shall be laid before the meeting a statement of accounts made up to the 30th September of the immediately preceding 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 4 of the Club's members entitled to vote.
- c) Not less than 21 days' clear notice shall be given, specifying the time and the business of the General Meeting.
- d) Motions for discussion at the General Meeting, not of origin from within the Committee, shall be lodged with the Secretary at least 2 days preceding the meeting.
- e) At a 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 done by ballot.
- f) All fully paid-up members of the Club are entitled to vote.

## **8) 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.
- c) 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 will be final.
- d) The Committee may appoint a President to act as a figurehead to the Club.
- e) In no circumstances may any profit be distributed to the Club's members, but any profits earned shall be used to further the interests of the Club.
- f) The Club shall not terminate except by 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 terminates the Club.
- g) All withdrawals from the Club bank account shall be signed by any two of the 4 signatories registered with the Bank, such signatories to include the Treasurer and Secretary, and two others who will be elected by the Committee.
- h) Annual accounts shall be available for audit in such time to allow fully audited accounts to be presented at the AGM. The Club

financial year will start on the 1st October and finish on the 30th September annually.

- i) Each member of the Club shall be provided with a copy of the Constitution.