

## **CITY OF OXFORD ROWING CLUB CONSTITUTION**

- 1. NAME AND LOCATION**
- 2. OBJECTIVES**
- 3. CLUB COLOURS AND LOGO**
- 4. AFFILIATION TO THE NATIONAL GOVERNING BODY AND ACCREDITATION**
- 5. OXFORD CITY ROYAL REGATTA**
- 6. MEMBERSHIP**
- 7. EQUAL OPPORTUNITIES**
- 8. SAFETY**
- 9. WELFARE**
- 10. ENTRANCE FEE**
- 11. SUBSCRIPTIONS**
- 12. CESSATION OF MEMBERSHIP**
- 13. SUSPENSION OF MEMBERSHIP**
- 14. GRIEVANCE AND DISCIPLINARY PROCEDURES**
- 15. DISQUALIFICATION FROM HOLDING OFFICE**
- 16. TRUSTEES**
- 17. THE COMMITTEE**
- 18. NOMINATIONS AND ELECTIONS OF OFFICERS**
- 19. DUTIES OF THE OFFICERS**
- 20. COMMITTEE**
- 21. GENERAL MEETINGS**
- 22. LIABILITY**
- 23. VOTING**
- 24. ALTERATION OF CONSTITUTION**
- 25. AUDITOR**
- 26. DISTRIBUTION OF PROFITS**
- 27. TERMINATION**
- 28. POWER OF DECISION**

## **1. NAME AND LOCATION**

The Club shall be known as the City of Oxford Rowing Club. The Club is located at the City Boathouse, Meadow Lane, Donnington Bridge, Oxford, OX4 4BL.

## **2. OBJECTIVES**

The objectives of the Club are:

- To provide effective opportunities for anybody in Oxford and the local area to take part in rowing as participants, competitors, coaches, officials and administrators;
- To provide clear pathways for participant development and performance;
- To provide equipment and support;
- To maintain a clubhouse with changing, training, and social facilities; and
- To promote participation in the sport of rowing.

## **3. CLUB COLOURS AND LOGO**

The colours of the Club are Oxford Blue, Red and White.

The logo is the Oxford City Arms over a pair of crossed blades in Oxford Blue and Red.

## **4. AFFILIATION TO THE NATIONAL GOVERNING BODY AND ACCREDITATION**

- 4.1. The Club shall be affiliated to British Rowing and shall abide by its rules and regulations.
- 4.2. The Club shall be accredited by the Clubmark scheme or any successor scheme.

## **5. OXFORD CITY ROYAL REGATTA**

The Club shall ensure the annual running of the Oxford City Royal Regatta and other events as agreed by the Committee.

## **6. MEMBERSHIP**

### **6.1. Classes of membership**

- 6.1.1. Full members
- 6.1.2. Concessionary members

Concessionary members retain the same privileges and responsibilities as full members. Concessionary membership is available to:

- Students in full time education.
- Juniors, as defined by British Rowing's Rules of Racing. Those under the age of 11 years will not be admitted.
- Adaptive, who would qualify under British Rowing's adaptive classification.

- 6.1.3. Restricted use members

- Sculling members shall not have access to Club boats or oars and they must rack their own boat at the Club. In all other respects, they retain the same privileges and responsibilities as full members.
- Off peak members have access to Club boats, oars and land training equipment at restricted times as determined by the Committee. In all other respects, they retain the same privileges and responsibilities as full members.

## **6.1. Classes of membership** *(continued)*

### 6.1.4. Associate members

Associate members only have access to Club boats or oars in the capacity of their membership. In all other respects, they retain the same privileges and responsibilities as full members. Associate membership is available to:

- Coaches
- Coaching assistants
- Coxes
- Administrators

### 6.1.5. Supporters

- Supporters shall not have access to Club boats, oars and land training equipment.
- Parents and guardians of juniors are entitled to supporter membership

### 6.1.6. Visiting members

Visiting membership is for a limited period. Use of the Club facilities and equipment is at the discretion of the Captain.

### 6.1.7. Honorary members

Honorary membership may be recommended by the Committee and supported by a majority of voting members at a quorate general meeting. Honorary members' rights and privileges shall be determined by the Committee.

## **6.2 Election of membership**

6.2.1. Membership of the Club shall be open to anyone from the whole community interested in the sport of rowing, on application and in accordance with the Equal Opportunities Policy (section 7). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

6.2.2. 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.

6.2.3. Applicants for membership and members renewing their membership, will abide by the Rules and Regulations of the Club and the sport of rowing.

6.2.4. If it is considered by the Committee that the granting or renewal of membership would be detrimental to the 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 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.

6.2.5. The Committee shall ensure supporter membership is less than 50% of the total membership.

6.2.6. A time of 48 hours must elapse between an application for membership of the Club and the member receiving full privileges.

## **6.3. Restriction of membership**

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

## **7. EQUAL OPPORTUNITIES**

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.

## **8. 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.

## **9. WELFARE**

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

The club endorses the British Rowing policy on bullying and requires all members to accept the Club's anti-bullying policy as a condition of membership.

## **10. ENTRANCE FEE**

Each applicant for membership shall, if their application be accepted, pay an entrance fee, the amount of which shall be determined by the members in a General Meeting.

## **11. SUBSCRIPTIONS**

The rates of subscription shall be determined by all members in a General Meeting.

## **12. CESSATION OF MEMBERSHIP**

- 12.1. Any member may resign giving 1 month's clear notice in writing to the Secretary.
- 12.2. A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid in 30 days the subscription due. They may, however, rejoin at any time during that year, subject to the payment of any outstanding subscription and election and restriction of membership (sections 6.2 and 6.3).

## **13. SUSPENSION OF MEMBERSHIP**

- 13.1. 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 2 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.
  - 13.2. 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.
  - 13.3. Suspension excludes the person from representing the Club in any capacity and from the use of Club equipment or facilities, except to remove personal belongings under the supervision of a Club Officer.
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**14. GRIEVANCE AND DISCIPLINARY PROCEDURES**

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. 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'.

**15. DISQUALIFICATION FROM HOLDING OFFICE**

- 15.1. Only members entitled to vote are eligible to hold office.
- 15.2. Any member who is under the age of 18 years shall not be eligible for election to the Committee of the Club.

**16. TRUSTEES**

- 16.1. There shall be a minimum of 4 and maximum of 6 Trustees of the Club. The Trustees shall elect a Chair from among its number.
- 16.2. Trustees are nominated by the Committee and appointed by the Chair. The assets of the Club shall be vested in the Trustees, under direction from the Committee. The Trustees shall ensure sound running of the Club and preside over any winding up or dispersal of assets on winding up.
- 16.3. Trustees remain in post until death, resignation or motion of the Committee to terminate their office.
- 16.4. On there being a vacancy, the Committee shall nominate a new Trustee and the Committee Chairman shall appoint that person.
- 16.5. Trustees names shall be recorded annually in the minutes of the Club's AGM.

**17. THE COMMITTEE**

- 17.1. The Committee shall conduct the affairs of the Club as a whole and shall consist of the following Officers:
    - Chair
    - Treasurer
    - Secretary
    - Captain
    - Safety Officer
    - Welfare Officer
    - Other Officers, to fulfil specific roles as deemed necessary by the Committee to manage the club and represent the various sections and squads.
  - 17.2. The Committee shall have the power to co-opt further members, but co-opted members shall have no right to vote at Committee meetings.
  - 17.3. The Committee shall elect a Vice-Chairman from among its number.
  - 17.4. The term of office shall be for 1 year, and members shall be eligible for re-election.
- 18. NOMINATIONS AND ELECTIONS OF OFFICERS**
- 18.1. Nominations for the Club Officers shall be put forward in the form of a motion as defined in section 21.5. The appointment of the Welfare Officer must be approved by the Committee with respect to British Rowing policy.
  - 18.2. The Committee shall co-opt any vacant positions where no nominations have been received. Co-opted Officers shall be able to vote at Committee meetings.
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**18. NOMINATIONS AND ELECTIONS OF OFFICERS** *(continued)*

- 18.3. Other positions of responsibility within the Club, who are not Officers of the Club, may either be appointed by the Committee or nominated and elected in a manner defined and communicated by the Committee.
- 18.4. All nominees must agree to their nomination.

**19. DUTIES OF THE OFFICERS****19.1. 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 the objectives of the Club, its rules and policies, and as expressed by the majority of its members. The Chair shall represent or arrange for the representation of the Club at British Rowing meetings and other organisations as required.

The Chair, by right, shall be a member of any other committee of the Club.

**19.2. 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. They will be responsible for ensuring the Club complies with accounting and tax legislation.

The Treasurer will provide the Committee regular updates and present at the AGM the financial statements for the Club.

The Treasurer is responsible for maintaining a bank account in the Club's name. The signatories will include the Chair, the Treasurer, and any other Officer as deemed necessary. The Committee shall set banking authorisation limits.

**19.3. 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.

**19.4. Captain**

The Captain will be responsible for training, coaching and representation of the Club in competitions. The Captain will be responsible for the upkeep and management of the fleet and land training equipment.

It is within the Captain's discretion to allow the use of equipment.

**19.5. Safety Officer**

The Safety Officer will be responsible for ensuring the Club abides by the British Rowing rules and guidelines with respect to safety.

**19.6. Welfare Officer**

The Welfare Officer will be responsible for ensuring the Club abides by the British Rowing rules and guidelines with respect to welfare.

**19.7. Other Officers**

The roles of other Officers shall be defined by the Committee 21 days before a General Meeting.

**20. CONDUCT OF THE COMMITTEE**

- 20.1. The Committee is responsible for the general conduct of the Club's business and activities.
- 20.2. The Committee shall ensure there are policies to supplement and support the Constitution in the running of the Club.
- 20.3. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- 20.4. Special meetings of the Committee shall be called by the Secretary on instructions from the Chair, or not less than 3 committee members.
- 20.5. A quorum shall consist of not less than 5 voting members, at least 2 of whom must be from the specific Officers listed in section 17.1.
- 20.6. 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. This person will have normal voting rights at committee meetings.
- 20.7. The Committee should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

**21. GENERAL MEETINGS**

- 21.1. An Annual General Meeting shall be held at least once in every calendar year and within 15 months of the last AGM.
  - 21.2. In an AGM, the Treasurer will distribute the most recent financial statements.
  - 21.3. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee or by a request signed by not less than 10% of the members of the Club entitled to vote.
  - 21.4. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
  - 21.5. Motions for discussion at Annual or Extraordinary General Meetings not originating from within the Committee, shall be lodged with the Chair at least 7 days preceding the meeting being called and be signed by 2 members entitled to vote.
  - 21.6. 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.
  - 21.7. At all General Meetings the Chair will preside or, in their absence, a Chair for the meeting will be elected by the voting members present.
  - 21.8. At all General Meetings not less than 20% of the members of the Club entitled to vote shall constitute a quorum.
  - 21.9. Absences of Quorum: If after 30 minutes 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 30 minutes from the time appointed for an Adjourned Meeting, the members present shall be a quorum.
  - 21.10. 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.
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**22. LIABILITY**

The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful and responsible 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.

**23. VOTING**

The following membership classes are entitled to vote at all General Meetings:

- Full
- Concessionary, excluding those classed as juniors under the age of 16.
- Restricted use
- Associate
- Junior members under the age of 16 may not vote but one parent or guardian may vote on their behalf, as long as that parent or guardian is a member of the Club.

**24. ALTERATION OF CONSTITUTION**

This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.

A resolution to give effect to a change must be passed by a least 75% of the members present at the quorate General Meeting voting in favour of the motion.

**25. AUDITOR**

Every AGM can 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.

**26. DISTRIBUTION OF PROFITS**

In no circumstances can any profit be distributed to members or third parties, but any profits earned shall be used in furthering the objectives of the Club.

**27. TERMINATION**

The Club shall not terminate except by a resolution of an Extraordinary General Meeting convened for the purpose and, in such an event, any remaining assets shall be given or transferred to another registered CASC, a registered charity or British Rowing for use by them in related community sports.

**28. POWER OF DECISION**

Any matter not provided for in this constitution: The Committee shall deal with any question over the interpretation of it and their decision shall be final.