

# CLUB CONSTITUTION

Effective July 2018

**PUTNEY TOWN  
ROWING CLUB**



## 01. NAME

The club shall be known as the Putney Town Rowing Club hereinafter known as THE CLUB.

## 02. OBJECTIVES

The objectives of the Club are to enable its members to participate in and enjoy the activities of rowing and sculling:

- in as safe a fashion as practical
- in accordance with any laws and regulations that govern these activities

## 03. MEMBERSHIP

### A Eligibility:

Open Membership Club

### B Classes of Membership:

1 Adult members – age of eighteen years or over

2 Junior members – under the age of eighteen years

Those under the age of eleven years will only be admitted when at least one parent or guardian is a member of the Club.

3 Land members – participation restricted to activities not on the water

### C Election of Membership:

1 The power of election shall be by means of simple majority and shall rest with the General Committee.

2 Membership of the Club shall be open to anyone interested in the activities of rowing and sculling on application in writing in accordance with the equal opportunities policy covenant. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Membership application forms can be obtained from the club website or membership secretary.

3 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.

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

5 If it is considered by the General 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 General Committee shall be entitled to refuse or withdraw such membership. In doing so the General Committee shall provide full reasons for their decision in writing within 14 days from the date of the decision and grant a right of Appeal to the appeals panel.

The appeals panel shall consist of three General Committee members not involved in the original membership application decision. If this is not possible, General Committee may nominate three suitably independent club members to form the appeals panel. The panel will hold the hearing within 21 days of written receipt of the appeal. The decision of the panel will be final.

### D Restriction:

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

04. The officers of the Club shall consist of a President, Vice-Presidents, Chairman, Treasurer, Secretary, Membership Secretary.



05. The General Committee shall consist of four officers of the club and nine committee members who will deal with the affairs of the Club.

The officers with committee position are:

Chair  
Treasurer  
Secretary  
Membership Secretary

The nine committee members include:

Captain,  
Vice-captain (Men)  
Vice-captain (Women)  
Vice-captain (Development)  
Bar Manager  
Social Secretary  
Three ordinary members

06. The President and General Committee members shall be elected for a period of one year. No member shall be nominated for, or shall hold more than one office at any one time.

## **07. GENERAL MEETINGS**

### A Annual General Meeting:

An Annual General Meeting shall be held on the third Sunday of July of each year. There shall be laid before the Meeting a statement of accounts made up to the 30th day of the month of April immediately preceding.

The business of the Annual General Meeting shall include:

- the election for the coming year of the Officers of the Club and the ordinary members on the General Committee
- the appointment, if necessary, of a new Trustee or Trustees, and, in the absence of any death, resignation or resolution for removal of any Trustee, confirmation that the existing Trustee or Trustees remain in office;
- the removal and appointment of the Auditor or confirmation that their appointment continues

### B Extraordinary General Meeting:

An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than 10% of the members of the Club entitled to vote. The business of the Extraordinary General Meeting is to be confined to that for which the Meeting has been called.

### C Notice:

Not less than 21 days clear notice in writing shall be given, specifying to all members the time and business of the General Meeting.

### D Voting:

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, with the exception of the election of the Officers of the club and of the ordinary members on the General Committee, which will be decided by secret ballot of those members entitled to vote who are present at the Annual General Meeting.



E Chairman:

At all General Meetings the Chairman will preside or, in his/her absence, a Chairman for the Meeting will be elected by the voting members present.

F Quorum:

At all General Meetings not less than 25% of the members of the Club entitled to vote shall constitute a quorum.

G Absence of Quorum:

If after half an hour from the time appointed for the General Meeting, a quorum is not present, the General 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 General 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.

H Accidental Omission:

Accidental Omission to give notice of a General Meeting to, or the nonreceipt of notice of a General Meeting by, any member shall not invalidate the proceedings of a General Meeting.

08. A General Committee quorum shall consist of three Committee members, the Secretary or Chairman.

09. The General Committee shall have the power to fill any vacancies in their ranks that may arise, add to the number of Vice-Presidents and appoint any Sub-Committee to report to them and subject in every way to their control.

## **10. CLUB BAR**

A Bar Sub-Committee:

The purchase and supply for the Club of intoxicating liquor shall be at the discretion of a Bar Sub-Committee consisting of not less than three members being the Bar Steward and members of the General Committee appointed for that purpose.

B Visitors:

Any member may introduce a visitor to the premises. Members shall be responsible for all the charges incurred by and for the conduct of their visitors. No person whose application for membership has been refused or who has been expelled from the club shall be introduced as a visitor.

C Persons Under the Age of 18 Years:

No person under the age of 18 years shall be supplied intoxicating liquor or shall be allowed to consume intoxicating liquor on Club premises, except as provided for by the Licensing Act 2003.

D Permitted Hours:

The permitted hours for the sale of intoxicating liquor shall be such as may from time to time be determined by the General Committee in accordance with the provisions of the Licensing Act 2003 and as notified to the Licensing Authority.

## **11. CLUB RULES**

A The Club shall make rules defining the code of conduct required of its members when engaged in activities associated with the Club.

B The Rules of the Club, with the exception of rules determining subscriptions, shall be determined by any of the following means:

- by the members in General Meeting
- by resolution at a meeting of the General Committee passed by at least 75% of the General Committee, and voting on this behalf



C Rules determining subscriptions are subject to the covenant on SUBSCRIPTION.

D The General Committee shall have power to deal with any matter concerning the conduct of a member when engaged in activities associated with the Club that is not provided for in the Rules of the Club. The General Committee shall have power to deal with any question over the interpretation of the Rules of the Club.

E Power of Debarment:

The General Committee shall have the power to debar any member who is in arrears of the membership subscription from representing the club in competition, using club equipment and using club facilities. Such power is not exercisable until after notice in writing from the Membership Secretary has been given or sent to the member at their last known email or postal address.

## **12. 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.

## **13. AUDITOR**

A Annual General Meeting:

The Auditor shall examine the Accounts of the Club every year in time for the Annual General Meeting, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

B Vacancy of Treasurer:

The Auditor shall examine the Accounts of the Club whenever the office of Treasurer falls vacant for whatever reason.

14. No person, except the Treasurer and the Bar Steward, shall have in their possession more than ten pounds of the Club monies, except by consent of the General Committee.

15. Keys to secure areas such as the committee room, the bar and the bar storage, should be in the hands of committee members only. All keys held by resigning and non-re-elected members to be handed in. The Committee holds the power to issue keys to specific members.

## **16. 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.

## **17. 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 formally given or transferred to another Community Amateur Sports Club with similar objects or to a registered charity agreed by the meeting which formally terminates the Club or to the Thames Regional Rowing Council or British Rowing.



## **18. CESSATION OF MEMBERSHIP**

A Any member may resign giving one month's clear notice in writing to the Membership Secretary.

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 General Committee, be suspended or expelled. Any member so suspended or expelled may appeal in writing to the appeals panel (as constituted in Clause 3 C.5) within 28 days of the decision.

C A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she is more than 3 months in arrears with the membership subscription. He/she may, however, rejoin at any time before the Annual General Meeting, subject to the covenant on MEMBERSHIP.

## **19. EQUAL OPPORTUNITIES POLICY**

The Club is fully committed to the principles of equality of opportunity, including the British Rowing equity and welfare procedures 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 status, marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

## **20. SUBSCRIPTION**

The rates of subscription and the schedule for their payment shall be determined by the members in General Meeting and shall be due on election.

A The number of Trustees shall be not fewer than two nor more than four and Trustees shall be appointed by the Club in General Meeting. For the purpose of giving effect to such appointment the Chairman is hereby authorised as the person to appoint new Trustees of the Club within the meaning of section 36 of the Trustee Act 1925 and he or she shall by deed duly appoint the person or persons so appointed by the Club as the new Trustee or Trustees of the Club and the provisions of the said Act shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing with the Club be conclusive evidence of the fact so stated.

B The Trustees shall hold office until death, resignation or removal from office by a resolution of members in General Meeting.

C There shall be vested in the Trustees all the property of the Club other than cash and bank and similar accounts which will be under the control of the General Committee.

D The Trustees may deal with the property vested in them by way of sale, mortgage, charge, lease or otherwise as directed by the Club. Such direction shall be given by a resolution of the members of the Club passed by a majority of the members present at a duly convened General Meeting of the Club and when so passed shall in favour of a Purchaser, Mortgagee, Chargee, Lessee or Grantee be binding upon all members of the Club. A certificate purporting to be signed by the Secretary for the time being of the Club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.



## **22. INDEMNITY**

Except such loss as arises from their respective wilful default, the Trustees and the Officers of the Club and the ordinary members on the General Committee shall not be liable (otherwise than as members of the Club) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

## **23. SAFETY**

The Club Officers and the General Committee have primary responsibility for safe practice within the Club and for adopting the minimum standards advised by British Rowing.

## **24. DECLARATION**

### A Membership:

Each member upon joining shall confirm in writing the following declarations (if under 18 parents shall make this declaration):

Name:

Upon acceptance into membership of the Putney Town Rowing Club I understand that rowing and sculling 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 understand that the physical demands of the sport make the use of life jackets impractical other than by coxswains and coaches.

I agree to obey the Club rules and constitution and to abide by the customs and practices of the Club.

I accept the British Rowing policies and procedures relating to Child Protection and the Protection of Vulnerable Adults.

I fully appreciate the need to accept advice and guidance of both the Club officials and the relevant Water Authorities with regard to safety and navigational procedures.

\*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.

### B Swimming:

Each member upon joining shall confirm in writing the following declaration (if under 18 parents shall make this declaration):

Name:

I confirm that I am able to swim a minimum of 100 metres (Royal Society for the Prevention of Accidents recommended standard) in rowing kit comprising a minimum of socks, shorts and a tee shirt.

## **25. CHILD PROTECTION PROCEDURES**

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.



## **26. VOTING**

### A Entitlement to Vote:

Only Adult members not in arrears with the membership subscription are entitled to vote at all meetings.

### B Equality of Votes:

Every member voting at a meeting has one vote.

## **27. DISQUALIFICATION FROM HOLDING OFFICE**

A Only members entitled to vote are eligible to hold office.

B Any member who is under the age of 18 years, shall not be eligible for election to the General Committee.

## **28. STANDING ORDERS**

A The Club shall make standing orders that direct the General Committee and the Club Officers on how they shall fulfil their collective and individual responsibilities.

B These Club Standing Orders:

- shall not be inconsistent with the objectives of the Club
- shall be compatible with the Constitution of the Club
- shall not require the General Committee or Club Officers to do anything illegal or to break any regulation that governs clubs, club committees or club officers
- shall not dissuade the General Committee or Club Officers from doing anything required by law or required by regulations governing clubs, club committees or club officers.

C The Club Standing Orders shall be determined by any of the following means:

- by the members in General Meeting
- by resolution at a meeting of the General Committee passed by at least 75% of the General Committee, and voting on this behalf

## **29. DECISIONS ON COMPETITION ENTRIES**

Any General Committee decision regarding the Club's entries to competitions shall be final.

## **30. POWER OF DECISION**

The General Committee shall have power to deal with any matter that is not provided for in this constitution. The General Committee shall have power to deal with any question over the interpretation of this constitution.

## **31. 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.





## **32. RESPONSIBILITIES OF CLUB OFFICERS**

### A Chairman:

The Chairman will preside at all General Meetings of the Club and at all meetings of the General 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 Chairman shall represent or arrange for the representation of the Club at ARA regional level and at meetings of other organizations. The Chairman shall, because of his/her official position, be a member of any other committee of the Club.

### B Secretary:

The Secretary will be responsible for

- the organisation of meetings of the General Committee and of General Meetings of the Club, and the minutes that have been taken at these meetings
- all correspondence relating to the general business of the Club, except for correspondence relating to the responsibilities of the Membership Secretary

### C Treasurer:

1. The Treasurer will be responsible for the collection & 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 Annual General Meeting 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 of any 2 of 3 members of the General Committee who have been designated for the purpose.
2. The Treasurer will be responsible for the banking of Club monies.

### D Captain:

The Captain will be responsible for training, coaching, representation of the Club in competitions and the allocation of Club equipment.

### E Membership Secretary:

The Membership Secretary will be responsible for:

- the administration of applications for membership, applications for clubhouse keys and applications for private boat racking
- the records that the Club keeps on its members and supporters

-- ENDS --

