

Ardingly Rowing Club

Constitution



1. NAME

The club shall be known as Ardingly Rowing Club hereinafter known as THE CLUB.

2. OBJECTIVES

The objectives of the club are to promote rowing at all levels in Sussex.

3. MEMBERSHIP

A. Open to all

B. Classes of Membership:

- a. Full Members**
- b. Student (Country Members)**
- c. Honorary Members**
- d. Associations with Schools at the discretion of the Committee**
- e. Associate/Social Members – do not have access to or use of club boats/training equipment**

C. Election:

Candidates for election to membership shall make written application to the Secretary of the club on the form provided. The power of election shall rest with the committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.

D. Restriction:

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

E. Acceptance:

The Committee at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.



4. EQUAL OPPORTUNITIES POLICY

The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

5. CHILD PROTECTION PROCEDURES

The Club accepts the policy and procedures relating to child protection, as set out by the ARA, and requires all members to accept them as a condition of membership.

6. ENTRANCE FEE

Each applicant for membership shall, if his or her application be accepted pay an entrance fee, the amount of which shall be determined by the committee of the Club.

7. SUBSCRIPTION

The rates of subscription shall be determined by the committee and shall be due on election and, thereafter, on or before the 1st of March in each year.

8. CESSATION OF MEMBERSHIP

- a. 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 a Special General Meeting if such an appeal is sponsored by not less than 40% of members present who are entitled to vote.**

- b. A member shall be deemed to have resigned from the Club if, after due notice either orally or in writing, he/she has not paid within six weeks of the date that the annual subscription becomes due. He or she may, however, rejoin at any time during that year without payment of any entrance fee subject to the provision of 3c or 3d above.**

9. DISQUALIFICATION FROM HOLDING OFFICE

- a. Only members entitled to vote are eligible to hold office.**
- b. Any member who is under the age of sixteen years shall not be eligible for election to the committee of the Club.**

10. COMMITTEE

- a. The committee shall conduct the affairs of the club as a whole and shall consist of a Chairman, Secretary, Treasurer, and other officers as deemed necessary, together with a maximum of three ordinary members. The committee shall have the power to co-opt up to three further members but co-opted members shall have no right to vote at committee meetings.**
- b. Nominations for the position of Chairman, Honorary Secretary, Honorary Treasurer and other officers shall be put forward in writing together with a sponsor and seconder.**
- c. The term of office shall be for one year, and members shall be eligible for re-election.**

11. DUTIES OF THE COMMITTEE

- a. Chairman. The Chairman shall preside at all General Meetings of the Club and at all meetings of the committee. He or she 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 organisations. He or she shall ex officio be a member of any other committee of the Club.**
- b. The Captain. The Captain shall be responsible for training, coaching and representation of the Club in competitions.**

- c. Honorary Secretary. The Honorary Secretary will be responsible for the organisations of the committee and of the Club and the recordings of minutes relating to such meetings and all correspondence relating to the general business of the Club.**
- d. Honorary Treasurer. The Honorary Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by the general meeting. He or she shall audit the books annually and shall produce at the AGM accounts showing the financial state of the Club accompanied by the honourable auditors report.**

12. CLUB COMMITTEE

- a. The committee is responsible for the general conduct of the Club's business and activities.**
- b. The committee shall meet at regular intervals during the year, as required by the business to be transacted.**
- c. Special meetings of the committee shall be called by the Hon. Secretary on instructions from the Chairman, or not less than three committee members.**
- d. A quorum shall consist of not less than three members.**
- e. 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.**

13. GENERAL MEETINGS

- a. An Annual General Meeting shall be held in the spring of each year. There shall be laid before the meeting a statement of accounts made up to the first day of the month immediately preceding the meeting together with the audited accounts for the year end.**
- b. An EGM shall be called on the instructions of a simple majority of the committee, or on a requisition signed by not less than 20% of the members of the Club entitled to vote.**
- c. Not less than twenty one days clear notice shall be given, specifying to all members the time and business of the general meeting.**
- d. Motions for discussion at AGM's not of origin from within the committee shall be lodged with the Hon. Secretary at**

least thirty days preceding the AGM and be signed by two members entitled to vote.

- e. 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, accept when more than one nomination has been received for a position on the committee, in which case voting will be by secret ballot.
- f. At all general meetings the Chairman shall preside or in absence the Chairman for the meeting will be elected by the voting members present.
- g. At all general meetings not less than three members of the Club entitled to vote shall constitute a vote.
- h. 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.
- i. Accidental Omission. Accidental omission to give notice of a meeting to, or non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of the meeting.

14. LIABILITY

The general 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.

15. VOTING

Only full members are entitled to vote at all meetings.

16. 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.

17. AUDITOR

Every Annual General Meeting shall appoint an Hon. Auditor who shall at least once in any every year examine the accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

18. DISTRIBUTION OF PROFITS

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

19. 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.

20. 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.

21. SAFETY

The committee shall appoint a member to act as safety advisor whose duty it will be to understand the requirements of the ARA Code of Practice of water safety and advise on their prominent display, their observation and their implementation of all times.

22. DECLARATION

Each member on joining shall sign the following declaration:

Name: _____

Upon acceptance into membership of the ARDINGLY 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 (ROSPA recommended standard)

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.**