



CONSTITUTION OF STOURPORT BOAT CLUB

ADOPTED AT THE AGM ON 23rd September 2018

1.0 Club Name

The Club will be called STOURPORT BOAT CLUB (Hereinafter will be referred to as The Club) and may also be known as SBC.

- 1.1 STOURPORT BOAT CLUB will be affiliated to the National Governing Body (NGB) – currently BRITISH ROWING - and reside in the West Midlands Region.
- 1.2 Club colours shall be Light Blue and Dark Blue as detailed in the document 'Club colours' - Appendix 1

2.0 Aims and Objectives

The aims and objectives of the Club will be:

- 2.1 To offer coaching and competitive opportunities in Rowing
- 2.2 To Promote the sport of Rowing
- 2.3 To promote the Club within the local community
- 2.4 To work towards ensuring a duty of care to all members of the Club
- 2.5 To strive to provide all its activities in a way that is fair to everyone

3.0 Membership

3.1 Membership shall consist of officers and members of the Club. All members will be subject to the constitution and the Rules & Byelaws of the Club and, by joining the Club, will be deemed to accept these regulations and codes of conduct that the Club has adopted. Membership of the Club is available to anyone interested in promoting, coaching, volunteering or participating in Rowing without discrimination, subject to approval by the Management Committee.

3.2 The membership shall consist of the following categories:

3.2.1 Full

A member aged 19 or over on 1st April of the membership year

3.2.2 Junior

A member aged 18 or under on 1st April of the membership year

3.2.3 Student

A member under the age of 25 and in full time education

3.2.4 Country

A member living more than 50 miles away from the Club house



3.2.5 G Club

A member aged 65 or over on 1st April of the membership year

3.2.6 Introductory

An introductory membership at the discretion of the committee

3.2.7 Cox

A member with cox status and privileges

3.2.8 Non-Rowing

A member with Social status and privileges

3.2.9 Vice President

An elected status as approved at an AGM

3.2.10 Life Member

An elected status as approved at an AGM

3.2.11 Coach

An invitational status approved by the management committee

3.3 Members in each category will pay membership fees, as determined at the Annual General Meeting.

3.4 Individuals eligible to vote on Club matters shall be; Full, Student, G Club, Country, Coach, Vice Presidents and Life Members.

3.5 Membership privileges are set out in the Club rules and may be amended from time to time in line with Club facilities and best practice.

4.0 **Sports Equality**

The Club is committed to ensuring that equity is incorporated across all aspects of its development.

4.1 The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport without discrimination.

4.2 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

4.3 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

4.4 The Club is obligated to deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.



5.0 Officers of the Club

The affairs of the Club shall be conducted by a Management Committee (herein after referred to as the Committee) which shall comprise;

President, Treasurer, and Secretary and at least 4 other members up to 11 in total and shall be elected annually at the Annual General Meeting. A Chair shall be elected by the committee from within the committee. The Terms of Reference for the committee are further set out in the document

'Management Committee, Term of Reference' - Appendix 2

The Club Captain will be elected annually at a Captain's Election Meeting in time for the start of the Head Season. On being elected, the Club captain will be deemed the 12th member of the Committee. The Captain will not have a vote on the committee but may be asked to vote on club matters. In the event of no Captain being elected a 12th member position may be filled in accordance with 5.4

- 5.1 All committee members must be eligible voting members of the Club.
- 5.2 If required, the committee shall elect a Vice Chair from among its members.
- 5.3 The term of office shall be as follows;
President – 5 years maximum, to be elected annually
Treasurer & Secretary – 2 Year Tenure to be re-elected after 2 years.
The positions being elected in alternate years.
Ordinary Members - 2 Year Tenure to be re-elected after 2 years.
50% of the ordinary members being elected in alternate years.
- 5.4 If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 5.5 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- 5.6 The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- 5.7 The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 5.8 The committee meetings will be convened by the Secretary of the Club and be held no less than 8 times per year.



- 5.9 Only the posts qualifying as committee members will have the right to vote at committee meetings.
- 5.10 The quorum required for business to be agreed at Committee meetings will be 50% committee members +1. The Chair will have the casting vote.

6 **Finances**

- 6.1 The Club treasurer will be responsible for advising and reporting to the committee on the finances of the Club.
- 6.2 The financial year of the Club will run from 1st April and end on 31st March
- 6.3 All Club monies will be banked in accounts held in the name of the Club.
- 6.4 An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
 - 6.4.1 The committee will appoint an accountant in good time to ensure the accounts are audited in time for the AGM
- 6.5 Monies drawn against Club funds should be approved by the treasurer plus one of two other officers.

7 **General Meetings**

7.1 **Annual General Meeting (AGM)**

The Club shall hold an Annual General Meeting (AGM)

- 7.1.1 The Purpose of the meeting shall be to;
 - a. Approve the minutes of the previous year's AGM.
 - b. Receive Management reports
 - c. Approve the Annual Accounts.
 - d. Elect the officers of the Club and committee members.
 - e. Agree the membership fees for the following year.
 - f. Consider any proposed changes to the Constitution.
 - g. Deal with other relevant business.
- 7.1.2 Notice of the AGM will be given by the Club secretary with at least 28 days' notice to be given to all members.
- 7.1.3 Nominations for officers of the club and committee members will be sent to the secretary 7 days prior to the AGM.
- 7.1.4 Proposed changes to the constitution shall be sent to the secretary at least 28 days prior to the AGM, who shall circulate them at least 14 days before an AGM.



NB. No amendment is valid if it would destroy or detract from the Aim & Objectives of the Club as laid out in 2.0

7.1.5 All members, as detail in 3.4, have the right to vote at the AGM.

7.1.6 The quorum for AGMs will be 15% of eligible voting members.

7.1.7 The Chair of the committee shall hold a casting vote at the AGM. In the absence of the Chair, the President shall stand in.

7.2 **Extraordinary General Meeting (EGM)**

An EGM shall be called by an application in writing to the Secretary supported by at least 10% of the eligible voting members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

7.2.1 The Purpose of the meeting shall be set out in an agenda and circulated to the membership along with notice of the meeting.

All procedures shall follow those outlined above for AGMs.

7.3 **Captain's Election Meeting**

A Captains Election shall be called by the committee

7.3.1 The Purpose of the meeting shall be to elect a Club Captain in accordance with item 5.0 Election of Officers

All procedures shall follow those outlined above for AGMs.

7.4 Members able to vote at AGM, EGM and Captains Election are as detailed in 3.4

Each member will have a single vote.

7.5 Votes by proxy will be accepted unless specifically excluded by the committee.

8.0 **Notices**

8.1 Notices under this constitution may be sent by hand, by post or by suitable electronic means.

8.2 The address at which a member is entitled to receive notices is the address noted in the register of members. It is the members' responsibility to keep the Club informed of any change to these details.

8.3 Any notice given in accordance with this constitution is to be treated for all purposes as having been received;

8.3.1 Electronically or by hand – 24 hours after being sent

8.3.2 1st Class post – 2 clear days

8.3.3 2nd Class post – 3 clear days



8.3.4 On being handed to the member or the members authorised representative personally.

8.4 A technical defect in the giving of notice of which the members or the committee are unaware at the time, does not invalidate decisions taken at the meeting.

9.0 **Amendments to the constitution**

The constitution will only be changed through agreement at an AGM or EGM and must carry a 66% majority approval of the total eligible voting membership.

9.1 No amendment is valid if it detracts in any way from the Aims & Objectives of the Club as set out in 2.0

10.0 **Discipline and appeals**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of **ALL** members including children and young people, will be recorded and responded to swiftly. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

10.1 All complaints regarding the behaviour of members should be presented and submitted in writing to an official of the Club or any committee member.

10.2 The Committee will meet to hear complaints within seven days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

10.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

10.4 There will be the right of appeal to the Committee following disciplinary action being announced. Any appeal shall be made within 48 hours and the committee should consider the appeal within five days of the receiving the appeal.

10.5 Allegations of a criminal nature shall be reported to the relevant authority



11.0 Trustees

11.1 The management committee shall be responsible for selecting and appointing up to four Trustees whose sole responsibility shall be – in the event of the dissolution of the club – to administer disbursements and liabilities and to distribute remaining assets and funds as specified in section 12.0

11.2 The term of office shall be 10 years unless other factors intervene (including retirement). Trustees can be re-appointed by the management committee.

11.3 Trustees should meet the Management committee for a brief overview of the club's position at least once per year.

12.0 Dissolution

12.1 The Club shall only be wound up by the sanction of a voting membership majority of 75% or more at an AGM or EGM called specifically for this purpose.

12.2 In the event of dissolution, all debts should be cleared with any Club's funds.

12.3 Any assets of the Club that remain following dissolution will come under the control of the Club Trustees. Income or property remaining shall not be distributed among the members but devoted to a society or club with similar aims or to a philanthropic or charitable purpose.

- (i) An established Rowing Club or Community Sports Club
- (ii) A local sports facility for the use, promotion or well being of the local population
- (iii) Registered Charitable Organisation(s)

Est. 1876



Declaration

STOURPORT BOAT CLUB hereby adopt and accept this constitution as a current operating guide regulating the actions of members.

Name		Position	Club Chair
Sign		Date	

Name		Position	Club Secretary
Sign		Date	

