



# **MAIDENHEAD ROWING CLUB**

## **Constitution**

### **1. TITLE**

The Club shall be called the Maidenhead Rowing Club. The Club colours shall be Brunswick Green and White. The Club shall be affiliated to the Amateur Rowing Association and shall abide by its rules and codes of practice. Members should be conversant with the MRC Club Constitution and the section in the ARA Almanack entitled “Good Practice in Rowing”, a copy of this section shall be displayed in the Club.

### **2. OBJECTS**

The objects of the Club shall be the organisation, development and practical encouragement of rowing and the promotion of the social and general welfare of its members.

### **3. MEMBERSHIP**

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of rowing as a particular sport.

The subdivisions of membership shall be as follows:

- (i) Full members whose qualification for membership shall be oarsmanship and good fellowship. Full members who have ceased to use rowing equipment shall pay a reduced subscription. Full members over 65 of long standing (over 20 years) shall become Honorary members. They, and Vice Presidents, will retain the voting rights of full members but will not be required to pay a membership subscription. The Committee shall have the power to waive the oarsmanship qualification for a specific individual provided that this is approved by a two-thirds majority of those present and voting.
- (ii) Junior members who shall be under 18 on the 1<sup>st</sup> September following the Club’s year end and whose qualification shall be oarsmanship and good fellowship.

Approved by EGM 27-10-05 and updated AGM 19-10-06, AGM 18-10 -07, AGM 16-10-08

- (iii) Associate members whose qualification shall be good fellowship. They shall not be eligible to serve as Officers or on the Committee or vote at general meetings. The total number of Associates shall not exceed 15% of the total membership.
- (iv) Land based members whose qualification shall be as for Associates but they may use land based training equipment.
- (v) Day Associate members for those attending the Club for specific events such as meetings, training courses, training days, corporate rowing days, and regattas and such other purposes as may from time to time be approved by the Committee.

Full time students shall qualify for discounted rates of subscriptions to be decided by the Committee.

A person who has been expelled from, or refused membership of The Amateur Rowing Association, shall not be eligible for membership. The Club may refuse membership or expel from membership only for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute.

Appeal against such a decision shall be resolved by the Secretary putting the appeal to a referendum of all full members of the Club which shall be decided by a simple majority of those members voting.

Only Full members shall be eligible to serve as Officers or on the Committee and vote at general meetings.

The Committee shall have power, acting in the best interests of the Club, in specific cases to elect Honorary and Life members, who will have the same rights as Full members. They Committee shall also have power to make such regulations as to conditions applying to each category of membership as may from time to time be deemed expedient.

Members leaving the Club must give one months notice in writing of their intention.

#### **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 less 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 Amateur Rowing Association, and requires all members accept them as a condition of membership.

## **6. ELECTION OF MEMBERS**

All Candidates for election as members, apart from Day Associate members, shall be proposed and seconded by two Full members on a form provided for this purpose and signed by the proposer, seconder and nominee. The candidate's name and the names of their proposer and seconder shall be exhibited on the Club notice board for at least 2 days prior to the Committee meeting at which the application is to be considered. Election shall be by simple majority. No rejected candidate shall be admissible to the Club as a guest.

A list of the names and addresses of all members shall be kept on the Club premises and shall be updated by the membership secretary after the election of any new member.

Associate Day memberships shall be regulated in accordance with such policies and procedures as may be approved and published by the Committee from time to time.

## **7. CONDUCT OF MEMBERS**

If the conduct of any member, either within or outside the Club, shall in the opinion of the President, an Officer or Committee member be injurious to the Club or its objects or wilfully infringes the Constitution, or Bye-Laws or ARA " Good Practice in Rowing", then a Committee meeting shall be specially convened to consider the case. If the member complained of shall not explain his or her conduct to the satisfaction of the Committee, they may by a two-thirds majority (provided not less than six are present and voting), call upon him or her to resign, and failing such resignation or failing receipt by the Secretary of a written notice of appeal from that member within 14 days of the Committee's decision, remove that member's name from the list of members.

Any member who wilfully by their, his or her own negligence occasions damage to any boat or property of the Club shall cause such damage to be made good at their own expense, but all expense caused by accidental damage shall be borne by the Club. The Committee shall decide whether or not the damage was accidental and this decision shall be binding on the member concerned.

The Committee shall have power to suspend a member for any period not exceeding three months. They may also reinstate former members until such time upon such terms they are considered fit.

## **8. GUESTS**

Guests may be introduced by an FULL member or Associate member but not more than three at any one time. The same guest may not be introduced more than eight times in a calendar year. A member having failed to pay his/her membership and living locally should not be able to be signed in as a guest until 2 years have passed since membership has lapsed or at the discretion of the Captain.

Guests and the member introducing them shall sign the Visitor's book.

Any Full member or Associate member introducing a Guest shall be responsible for their expenses, or for any damage caused by him or her to the property of the Club and their conduct in every respect.

## **9. GENERAL MEETINGS**

A General Meeting of the Club chaired by the President or nominated Vice-President annually before 31<sup>st</sup> October shall be convened by the Honorary Secretary who shall give members 21 clear days written notice of the meeting together with time and place and a detailed agenda. The quorum for the meeting shall be 21 members eligible to vote.

An Extraordinary special General meeting shall be convened summoned by the Honorary Secretary on the written request of the President, any of the Officers, three members of the Committee or twelve Full members of the Club, stating the object purpose for which the meeting shall be confined to that object purpose, the proposed resolutions and any amendments thereto. Seven clear days notice shall be given of the meeting.

All notices and communications may be given to members by email. The annual membership renewal form will include a preference box which members can tick if they would prefer to receive notices by ordinary post.

## **10. ELECTION OF OFFICERS AND COMMITTEE**

At the Annual General Meeting shall be elected a President, any additional Vice-Presidents and the Officers, who shall be the Captain, Honorary Secretary, Honorary Treasurer and Honorary Bar Officer. The Officers, together with six other members elected at this meeting, shall form the Committee (5 to be a quorum).

Nomination for the President, Officers and Committee shall be made on a form posted on the Club notice board 21 days prior to the meeting. Each nomination shall be proposed and seconded by Full members. Nominees must also sign to signify acceptance of the nomination. If more than one person is nominated for an office or more than six for the committee, then a secret ballot will be held for that appointment and election shall be determined by a simple majority.

Once elected, Vice-Presidents shall retain that title and for so long as they remain Full members unless they no longer wish to do so. Nominations of additional Vice-Presidents shall be made by the President and the outgoing Committee, based on the criteria of long and valuable service to the Club in any significant capacity. Unless at least two Full members shall request a secret ballot to be determined by a simple majority, all such nominations will be put to an open vote and election will be confirmed by a simple majority. Election shall be by a simple majority.

## **11. DUTIES OF THE OFFICERS**

The Captain may appoint up to four Vice-Captains who shall be co-opted to the Committee if not already members. He or she shall be responsible for arrangements for rowing and training activities and for making recommendations for purchases and repair of boats and training equipment and management of the boathouse. At the Annual General Meeting he or she shall present a written report of the Club activities during the year.

The Honorary Secretary shall keep written minutes of all General and Committee meetings. He or she shall deal with all Club correspondence and deal with all legal requirements of the local and licensing authorities. He or she shall ensure that appropriate insurance policies are in place.

The Honorary Treasurer shall be responsible for preparing and obtaining approval for an Annual Budget, maintaining appropriate bank accounts, presenting consolidated management accounts and other financial information at each Committee meeting. At the Annual General Meeting he or she shall present a printed Income and Expenditure account and Balance Sheet together with pro-forma consolidated Income and Expenditure Account and Balance Sheet of the Club and Maidenhead Rowing Club Limited.

The Honorary Bar Officer shall be responsible for operating the bar, ordering stock and carrying out a stock-take four times a year. He or she shall liaise with the Resident Steward over staffing and opening times. He or she shall also be responsible for ensuring compliance with the Club's liquor and entertainment licences.

## **12. DUTIES OF THE COMMITTEE**

At the first Committee meeting following the Annual General Meeting the elected Committee shall elect one of their number as Chairman for the ensuing year.

The Committee shall have the power to co-opt additional members. Specific duties may be allocated to Committee members, including responsibility for membership records, social activities, Clubhouse maintenance, press relations and other duties which may be deemed necessary.

The Committee shall appoint a Safety Adviser whose duty it will be to understand the requirements of the Amateur Rowing Association Code of Practice for Water Safety and advise on their prominent display, their operation and their implementation at all times. Local Safety considerations shall be included in the Club Bye Laws and shall become part of the Safety Code.

To facilitate the operation of the Committee, sub-committees may be established to consider specific topics. An Officer or Committee member shall be Chairman of each sub-committee who will report as required to the Club Committee.

Photographs of the Officers and Committee members shall be conspicuously exhibited in the Clubhouse.

Committee meetings shall be held at least once a month and shall be convened by the Honorary Secretary who shall give 7 days clear days notice.

The Committee shall have power to make such Bye-Laws as it may deem expedient and such Bye-Laws shall bind subsequent Committees until altered by resolution of a subsequent Committee.

The Committee shall have power on a short term basis to close or let Club premises for such purposes, at such rent and for such times as may be deemed expedient and in the best interests of the Club and its members.

All members of the Club Committee, the Steering Committee, Officers of Maidenhead Rowing Club Limited and those members of the Club carrying out official Club business, as authorised by the Club Committee from time to time, are hereby indemnified by the Club in respect of any losses they suffer while carrying out authorised Club business

### **13. MAIDENHEAD REGATTAS**

The Club Committee shall appoint a Regatta Chairman and Honorary Secretary for each Regatta. They will be responsible for forming a sub-committee to organise and stage the events. The Captain shall be ex-officio a member of each such regatta committee.

### **14. SUBSCRIPTIONS**

The rates of Annual Subscription shall be determined at the Annual General Meeting but the rates so fixed shall not fall due until the following 1<sup>st</sup> June. All Full and Junior members' subscriptions shall include current rates of Value Added Tax as and when applicable as shall Amateur Rowing Association affiliation subscriptions. Members shall pay on election or re-election such Entrance Fee as the Committee shall determine. A member joining during the year shall pay a time pro rated initial annual subscription.

If a member be temporarily resident out of the district the Committee shall have power to waive the subscription or portion thereof for the current year.

The names of members who have not paid their subscriptions by 1<sup>st</sup> June may be posted on the Club notice board and they shall forthwith cease to use Club facilities until such time as their renewal subscriptions have been paid. If a subscription remains unpaid by 30<sup>th</sup> June that person shall cease to be a member.

### **15. MAIDENHEAD ROWING CLUB LIMITED**

Every Full member of Maidenhead Rowing Club shall be a member of Maidenhead Rowing Club Limited, a company limited by Guarantee, and there shall be no other members. The maximum liability of every member of the company shall be £1, payable to the company if the company should be wound up while he or she is a member or within one year after ceasing to be a member.

The company shall be managed in accordance with in Memorandum and Articles of Association, which may be amended by its members in accordance with those instruments.

The company shall own the Clubhouse and its contents, including boats and bar stock and shall collect and account for all income from the bar and functions and events held on the premises.

The members of the Company shall appoint the Directors and Officers of the Company in accordance with the Articles of Association of the Company. The Directors shall appoint a steering Committee to be responsible for the strategic management of the Company's assets and related commitments. This Committee should comprise the President, Captain, Honorary Treasurer and Honorary Secretary of the Club together with the Secretary of the Company and three experienced senior members of the Club, all of whom shall serve in an unpaid capacity.

The Annual Meeting of Maidenhead Rowing Club Limited shall normally take place following the Annual General meeting of the Maidenhead Rowing Club. At this meeting the Secretary of the Company shall present the Annual Accounts of the Company for approval.

## **16. SALES OF INTOXICATING LIQUOR**

The permitted hours for the sale of intoxicating liquor shall not exceed such hours as accord with such licences or consents as are granted by the relevant licensing authority from time to time. Applications for such licences or consents shall be first approved both by the Club Committee and the Steering Committee. Those Committees may jointly agree to further restrict or reduce those permitted hours as appropriate.

Sales of intoxicating liquor may be made to:

- (a) those who have been members for at least two days or whose application for membership was made at least 2 days before their admission to the privileges of membership.
- (b) bona fide Guests of members
- (c) members and officials of other Clubs visiting the Club for competition
- (d) those attending social or other functions organised or authorised by the Club provided always that the number of such functions shall not exceed 12 in any one year, but no function shall be permitted to which admission may be obtained by payment at the door whether for ticket or otherwise.

Sales of intoxicating liquor may not be made to:

- (a) persons under the age of 18 years
- (b) any person for consumption off the premises except to a member in person.

## **17. APPLICATION OF INCOME AND PROPERTY**

The Income and Property of the Club and the Company shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof

shall be paid or transferred directly or indirectly, to the Members of the Club other than where the Member is providing bona fide services to the Club on an arm's length basis, which would otherwise have to be paid for by the Club. The contractual and payment arrangements for such services must be approved by the Club Committee and the Member concerned must not participate in the Committee's deliberations or in any Committee vote on the matter.

## **18. DISSOLUTION OF THE CLUB**

The Club and the Company shall not be dissolved save by a resolution passed by a 75% majority of Full members present and voting at an Extraordinary General meeting of the Club, to be called by the Committee of which 21 days notice shall be sent to every member, and at which not less than one quarter of all Full members shall vote.

In the event of the dissolution of the Club and the Company, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting charitable bodies:

1. A registered charitable organisation(s).
2. Another Club which is a registered CASC.
3. The ARA for use by them for related community sports.

## **19. 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.

## **20. CHANGES TO THE CONSTITUTION**

Alterations to the Constitution shall only be made at a General Meeting or Extraordinary General Meeting. Details of the proposed changes shall accompany notice of the meeting.