

HENLEY ROWING CLUB

CONSTITUTION



Approved @ Special General Meeting 10/12/1996

Amended @ AGM 05/12/2000

Amended @ Special General meeting 19/09/2004

Amended @ AGM 13/03/2005

Amended @ AGM 20/03/2006

Amended @ AGM 13/02/2007

Amended @ AGM 29/01/2008

Amended @ AGM 29/03/2011

Amended @AGM 31/03/2016

Amended@ Special General Meeting 13/07/2016

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HENLEY ROWING CLUB CONSTITUTION

Note: In this Constitution the masculine shall include the feminine and vice versa.

1. NAME AND COLOURS

The Club shall be known as Henley Rowing Club, hereinafter known as 'the Club'.

The Colours shall be dark blue and white.

The badge shall be a white lion rampant with "HRC" in white letters and white crossed oars on a dark blue background. The blazer shall be dark blue with white trim and with the badge on the breast pocket. The cap shall be dark blue with "HRC" in white letters. The City Tie shall be dark blue with motifs showing "HRC" and crossed oars in white.

The rowing dress shall be white, trimmed with dark blue.

2. OBJECTIVES

The objectives of the Club are:

- To promote the sport of rowing and community participation in the sport.
- To provide its members with facilities to practise the sport of rowing so that they may participate competitively at regattas and head of the river races.
- To provide each member with opportunities and facilities to enjoy the sport of rowing and to fulfil his or her competitive aspirations.
- To carry on such activities as are in the general interest and for the benefit of its members.

3. MEMBERSHIP

Henley Rowing Club is an open membership club.

A Classes of Membership

Full members: Members over the age of 18 years, who are entitled to row or cox under the Club colours. Full Members are entitled to vote at general meetings of the Club.

Family members: A family group of two adults and children under 18 years of age may join as family members. The adults shall be full members and the children shall be junior members.

Junior members: Members under the age of 18 years, who are entitled to row or cox under the Club colours. Those under 12 years will only be admitted when one or both parents are members. Junior members under the age of 16 shall not be entitled to vote at general meetings of the Club.

Associate/social: Members who are not entitled to row, but may cox under the Club Colours. Such members will be entitled to use all facilities of the Club, with the exception of the rowing and land training equipment (other than as a cox). Associate/social members shall be entitled to vote at general meetings of the Club.

Overseas: Members whose principal address is outside the United Kingdom. Such members will be entitled to use all facilities of the Club, including such limited access to rowing and land training equipment as is described in the Club application form. Overseas members shall be entitled to vote at general meetings of the Club.

Vice Presidents: The Club Committee may offer the position of Vice President to persons in recognition of services to Henley Rowing Club. Such persons shall hold the office for life, subject to the provisions of Clause 8. They shall enjoy the full Club facilities without payment of any subscription. Vice Presidents shall be entitled to vote at general meetings of the Club.

Honorary Members: The Club Committee may offer honorary membership to persons in recognition of their services to the sport of rowing. Honorary members shall hold the position for life, but shall not be entitled to vote at general meetings of the Club.

Life Members: A full member may apply in writing for election to life membership. They shall enjoy the full Club facilities and shall be members for life, subject to the provision of Clause 8. The subscription for life members shall be a single lump sum payment, determined by the Committee having due regard to age and length of membership. Life Members shall be entitled to vote at general meetings of the Club.

Gym Members: Members over the age of 18, who are entitled to use the full facilities of the Club, with the exception of boats, oars and sculls. Gym members shall not be entitled to vote at general meetings of the Club.

B Election of Members

Membership of the Club shall be open to anyone interested in the sport of rowing, on application, in accordance with the Equal Opportunities Policy (Clause 4). However, membership may be refused or delayed, if it

is judged by the Committee that equipment is not available to allow a reasonable standard of provision.

The Club will endeavour to keep subscriptions at levels that will not pose a significant obstacle to people participating.

Applicants for membership and members renewing their membership shall abide by the Rules and Regulations of the Club and of British Rowing.

If it is considered by the Club 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 Club 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 applicant/member(s).

C Restriction

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

D Affiliation

The Club shall be affiliated to and shall observe the Rules of British Rowing.

E Responsibility of Members

Members shall act at all times in the best interests of the Club, support as many of its activities as possible, cooperate with the officers and Committee members and coaches and attend meetings when requested to do so. They shall conduct themselves at all times in a proper and sportsmanlike manner and shall abide by all the Club's applicable Codes of Conduct including those relating to dealing with children and vulnerable adults.

F Communications and Notices to Members

All communications and notices to members will be served by email, unless a written request is made to the Hon Secretary for service by post. Communications and notices will be considered to have been properly served when issued to the last email or postal address notified by the member to the Hon Secretary.

G Private Boats

Members' private boats may only be kept at the Club at the discretion of the Committee. Boat owners shall be liable for storage charges as determined by the Committee.

4. EQUAL OPPORTUNITIES POLICY

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.

5. PROCEDURES FOR THE PROTECTION OF CHILDREN AND ADULTS AT RISK

The Club accepts the policy and procedures relating to Child Protection and the Protection of Adults at Risk as set out by British Rowing. The Club will maintain its own policies and procedures, in line with those of British Rowing, and requires all members to accept them as a condition of membership.

6. SUBSCRIPTION

The rates of subscription shall be determined by the Committee and shall be due on election and, thereafter, on or before the 1st September in each year. By agreement with the Membership Secretary, the subscription may be made by ten equal monthly instalments, commencing on 1st September.

7. REGATTA ENTRANCE FEES AND EXPENSES

Members selected to represent the Club at a regatta or head of the river race shall pay the appropriate entry fee and transportation expenses as well as defraying all personal expenses. Such payments shall be paid in advance. Failure to pay the fees by the due date may result in the member being withdrawn from the event. The Committee may waive any of the foregoing expenses and fees for the whole crew, or any member thereof.

8. CESSATION OF MEMBERSHIP

- a) Any member may resign giving one month's clear notice in writing to the Secretary.
- b) i) 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 on application to the Chairman appeal to an independent Hearings Panel if such an appeal is approved by a simple majority of the members of the Committee 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, and affirm or reject the sanctions imposed as appropriate.
- b) ii) 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 of British Rowing.

A member shall be deemed to have resigned from the Club if, after deemed due notice in writing, they have not paid by the 30th November the annual subscription which became due on the 1st September, or if paying by instalments, they have fallen three months behind in payments due. They may, however, re-join at any time during that year without payment of any entrance fee, subject to the provisions of Clause 3.C above.

9. GRIEVANCE AND DISCIPLINARY PROCEDURES

An individual or member with a complaint about the Club should set out their grievance, in the first instance to the appropriate Club officer, ie. welfare/safeguarding matters to the Club Welfare Officer, safety matters to the Club Safety Officer, facilities and equipment matters to the Club Manager, failing whom the Club Chairman. The Club will seek to deal with complaints in an appropriate, confidential, fair, and timely manner, with reference to the Club's policies and British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.

10. PRESIDENT

The President shall act as "father" of the Club and shall promote its interests. He shall preside over ceremonial Club events such as the Annual Dinner and any special events. The President may attend Committee meetings but shall not be entitled to vote.

11. 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 not more than six, nor fewer than four ordinary members.
- b) The Committee shall meet at regular intervals during the year, as required to deal with the business to be transacted.
- c) Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or no fewer than three committee members.
- d) Six officers and committee members present and entitled to vote shall form a quorum.
- e) The Committee shall have the power to co-opt up to two further members, *one of whom shall be the Club Welfare Officer appointed by the Committee*, who shall have the right to vote at Committee meetings unless the Committee decide otherwise at the time of appointment.
- f) The Committee and individual committee members should act according to high ethical standards, and ensure that conflicts of interest are declared and properly dealt with.

12. ELECTION OF OFFICERS AND COMMITTEE MEMBERS

- a) Only members over 18 years of age, who have been members for at least two years prior to election, may be elected to be an officer of the Club or member of the Committee. Except in the case of nomination by the Committee in accordance with this Constitution, candidates for election must be nominated and seconded by two voting members of the Club.
- b) Candidates for the positions of Chairman, Secretary, Treasurer and members of the Committee may be proposed and seconded by voting members. If more than one candidate is proposed and seconded for any position, there shall be a secret ballot and the officer or Committee member shall be elected by a simple majority. In the event of a tied vote, the Chairman shall have the casting vote.
- c) The Committee shall elect a Vice-Chairman from among its number.
- d) The term of office of the Chairman, Secretary, Treasurer and Committee members shall be for three years. They may immediately thereafter be nominated for re-election and, if re-elected, serve for a

further year. At the end of this period, they may apply for re-election each and every subsequent year.

- e) The term of office of the President shall be one year. He or she may be nominated for re-election each and every subsequent year. The President shall be nominated by the Committee and elected by simple majority at the Annual General Meeting or at any General Meeting.
- f) The Captain shall be elected at a Captain's Meeting held as soon as possible after Henley Royal Regatta each year. The Captain's Meeting shall be a general meeting of the Club, which all members may attend. Nominations for the position of Captain must be received by the Secretary in writing duly proposed and seconded by voting members together with the written consent of the nominee no fewer than seven days before the Captain's Meeting. If more than one candidate is proposed and seconded, there shall be a secret ballot and the Captain shall be elected by a simple majority. In the event of a tied vote, the Chairman shall have the casting vote.
- g) The Captain may appoint vice-captains to assist in the discharge of his responsibilities. Vice-captains shall not be officers of the Club, nor ex officio members of the Committee.
- h) If any officer or member of the Committee resigns or otherwise fails to complete his period of office, the Committee may appoint a deputy from among its number to serve until the next AGM, or call a Special General Meeting of the Club to elect a replacement.

13. DUTIES OF OFFICERS

- a) **Chairman:** The Chairman (or 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 its general policy as expressed by the majority of its members. The Chairman shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other such organisations. The Chairman shall ex officio be a member of any other committee of the Club.
- b) **Captain:** The Captain shall be responsible for training, coaching and representation of the Club in competitions, acting fairly and equally in support of all sections of the Club.
- c) **Secretary:** The Secretary shall 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.

- d) **Treasurer:** The Treasurer shall be responsible for the collection and disbursement of all monies belonging to the Club and will keep proper accounting records of all such transactions. He or she shall present to the members at the AGM 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 to which at least four officers or members of the Committee shall have access. The Treasurer shall receive, pay out and be responsible for all Club monies as authorised by the Committee from time to time.

14. THREE YEAR PLAN

The Committee shall manage the Club in accordance with this Constitution and with policies and strategies laid down in a Three Year Plan. The Three Year Plan shall be composed by the Committee and approved by the members at a General Meeting of the Club. It shall cover all aspects of the organisation, strategy and future development of the Club.

15. MANAGER

The Committee may appoint a salaried manager to manage the day-to-day activities of the Club. The Manager shall operate in accordance with a job description and mandates agreed between the Manager and the Committee. The job description and mandates may be changed from time to time to reflect changes in Club strategy as laid down in the Three Year Plan.

The Manager shall attend committee meetings and, following any probationary period, following the commencement of employment, shall be authorised to vote on all matters other than on matters in respect of his or her own employment.

16. GENERAL MEETINGS

- a) An Annual General Meeting shall be held in the first quarter of each year. There shall be laid before the meeting an independently audited annual statement of accounts made up to the 31st August of the previous year. Officers and Committee members shall be elected at the Annual General Meeting.

- b) A Special General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by no fewer than ten of the members of the Club entitled to vote.
- c) No fewer than 21 days clear notice shall be given, specifying to all members the time and business of a General Meeting.
- d) Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least fourteen days preceding the AGM, and be signed by at least 10 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, except 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, or in his/her absence, the Vice-Chairman will preside. In their absence, a Chairman for the meeting will be elected by the voting members present.
- g) At all General Meetings no fewer than 20 members of the Club, or ten percent of the total membership entitled to vote, whichever is the lesser, shall constitute a quorum.
- h) **Lack of Quorum:** If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting shall be adjourned until a time and place to be fixed by the Committee.
- i) **Accidental Omission:** Accidental omission to give notice of, or the non-receipt of notice of, a meeting shall not invalidate the proceedings of a meeting.

17. LIABILITY

The 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. 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.

The Club shall not accept liability for loss or damage to members' property.

18. VOTING

Only members over the age of 16 years are entitled to vote at General Meetings.

19. 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 two thirds of the members present and voting at the General Meeting.

20. AUDITOR

Every Annual General Meeting shall 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.

21. 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.

22. TERMINATION

The Club shall not terminate except by a resolution passed by a two thirds majority of the total membership eligible to vote, at 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 objects or to a charity or charities agreed by the meeting which formally terminates the Club.

23. INTERPRETATION

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.

24. 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. The Committee shall appoint a

Safety Advisor, who shall advise the Captain, officers and coaches on matters relating to safety, both on and off the water.

It is the responsibility of all members to carry out a risk assessment prior to boating, unless as a member of a crew, in which case the risk assessment shall be carried out by a coach, if present, or the crew by agreement.

A member may not coach a crew or sculler unless he or she is a Silver or Gold Member of British Rowing.

25. HENLEY OPEN EVENTS

Henley Open Events (HOE) is the section of the Club which organises and runs competitive open events compliant with the Rules of Racing of British Rowing.

HOE events, including the Henley Sculls and the Henley Fours and Eights, will be organised by a separate sub-committee of members of Henley Rowing Club. The Chairman of HOE shall be a member of Henley Rowing Club and he shall, ex-officio, be a member of the Committee with special responsibility for HOE and shall have full voting rights at Committee meetings.

The Chairman of HOE shall normally be elected by the HOE Committee, from among its number. HOE shall keep a separate bank account and separate management accounts, which shall be incorporated in the annual accounts of the Club. The HOE account shall always retain sufficient funds, as a minimum, to cover the cancellation costs of two successive events.

26. TRUSTEES

All property of the Club shall be vested in three Trustees under and with the powers provided by and subject to the restrictions contained in the Trust Deed of the Club.

The Trustees shall be appointed as the need arises by amendment to the Trust Deed. New Trustees shall be selected by the Committee and approved by the Club at a General Meeting.

27. BAR

a) Supply under the control of the Committee

The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the

control of the Committee, or of a special sub-Committee appointed by the Committee.

b) Sale to persons over the age of 18

Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of 18 who are entitled to the use of the Club premises in pursuance of the Rules, Byelaws and Regulations for the time being in force. No Junior Member under the age of 18 may purchase or attempt to purchase intoxicating liquor within the Club premises.

c) Hours of Sale of Excisable Goods

The Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) at convenient times (and such times shall be prominently exhibited in the Club premises) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these Rules (except Junior Members as aforesaid) PROVIDED THAT visitors' names and addresses and the name of their introducer shall have been entered in the Visitors' Book upon entry to Club premises.

d) Profits from Sale of Excisable Goods.

No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.