

# Leicester Rowing Club Club Constitution and Rules Last amended 2 Nov 2023

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## 1. Membership

The Club shall be called the LEICESTER ROWING CLUB having its object the encouragement of Amateur Social and Competitive Rowing, and shall consist of the following categories of members:

- a) **Honorary Life Members** - Life membership shall constitute full membership and may be granted to persons considered to have made outstanding contributions to the welfare and running of the Club. Life Members may be proposed and elected at an AGM.
- b) **Honorary Vice-Presidents** - Honorary Vice-President Membership shall not constitute active membership. Vice-Presidents shall be due for re-election each year at the AGM. New Vice-Presidents may be proposed and elected at an AGM. They do not have voting rights.
- c) **Full Members** - May use all of the Club facilities and equipment and may represent the Club in British Rowing events
- d) **Student Vacation Member** - Students over 18 years old who are now studying at university or college may use all of the Club facilities and equipment and may represent the Club in British Rowing events during the Christmas, Easter and Summer vacations only but shall not have voting rights.
- e) **Recreational Members** – May use all of the Club facilities and equipment but should not normally exceed two training sessions per week and may only compete in recreational events as defined by British Rowing Rules of Racing for stable boats.
- f) **Unwaged members** - Reduced price membership is available to those who can demonstrate they are over 18 and not employed. They have the same rights as a full member.
- g) **Social Members** - Social members shall be allowed the use of all facilities of the Club other than rowing and fitness equipment at the discretion of the Committee, but shall not have voting rights
- h) **Junior Members** - Aged under 18 years on the preceding 1<sup>st</sup> September in accordance with British Rowing classification of Juniors. Only members aged 16 and above will have voting rights.
- i) **Beginners** - Are undertaking a formal beginners' course. They can use all Club facilities and equipment in sessions that form part of the course only and will not have voting rights
- j) **Cox Membership** - Able to cox Club crews and boats, including competing in British Rowing events. Not entitled to undertake water or land training with Club equipment except when coxing.
- k) **Affiliated members** - Members of Clubs that are affiliated to Leicester Rowing Club may use the bar when it is open and the changing facilities, but may not use training facilities or equipment and do not have voting rights. Note that use of any equipment or facilities by any member is subject to completion of any induction or other requirements and in the case of boats specific permission from the Captain or their delegate.

## 2. Equal Opportunities Policy

- i. 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.

- ii. The Club accepts the policy and procedures relating to Child Protection, as set out by British Rowing, and requires all members to accept them as a condition of membership.
- iii. Safety – The Club places the highest priority on safety and will adhere to the guidance provided in the British Rowing document ‘RowSafe – A guide to good practice in Rowing’ or to any subsequent documents that replace this.

### **3. Club Affiliation**

The Club shall be affiliated to British Rowing and Members of the Club shall, therefore, be bound to observe British Rowing Rules and Guidance.

### **4. Club Colours**

- i. The Club colours shall be black and white.
- ii. All members representing the Club at competitive events shall wear Club colours.
- iii. All items of Club clothing or kit shall be approved by the committee.

### **5. Trustees**

- i. The first Trustees shall be appointed by the Committee and the property of the Club (other than cash, which shall be under the control of the Treasurer) shall be vested in them to be dealt with by them as the Committee shall from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence) save that the Trustees shall not sell, lease, mortgage, charge or otherwise dispose of or alienate the boathouse, clubhouse, changing rooms and land belonging thereto known as "The Leicester Rowing Centre", Upperton Road, Leicester, LE2 7AU, being the property registered at H.M. Land Registry under Title number LT 70940 unless directed so to do by a resolution duly proposed at a Special General Meeting of the Club of which 28 days' notice in writing shall be given to the members and trustees containing the terms of the resolution and carried by a vote of three-quarters of the members present and voting (of which the certificate of the President, Vice-President, or senior officer present taking the chair at the Special General meeting shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property. The Trustees shall hold office until death or resignation or until removed from office by a resolution of a General Meeting of the members of the Club. Where by reason of any such death, resignation or removal it shall appear necessary to the members of the Club that a new Trustee or Trustees shall be appointed or if the members deem it expedient to appoint an additional Trustee or Trustees, the members shall by resolution at a General Meeting nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the President is hereby nominated as the person to appoint new Trustees of the Club within the meaning of section 36 of the Trustee Act 1925 as from time to time amended and he shall by deed duly appoint the person or persons so nominated by the members of the Club as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 as from time to time amended shall apply to any such appointment.

Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with the Club or the committee be conclusive evidence of the fact so stated.

- ii. There shall be not more than four Trustees of the Club.
- iii. There shall be not less than three Trustees of the Club.
- iv. In the event of the dissolution of the Club, the members of the Club in a General Meeting may vote to apply that the net assets of the Club to be transferred to either:-
  - a) British Rowing
  - b) Another Community amateur sports club
  - c) A charity promoting the sport of Rowing

NOTE: The Leicester Rowing Centre was built with Lottery funding and the building would not be included in the net asset figure referred to above and in a dissolution would come under the control of British Rowing.

## 6. Club Committee

- i. The Elected Officers of the Club shall be a President, Captain, Vice-Captain(s), Secretary, Treasurer, Junior Co-ordinator and Social Chairperson, who shall be elected annually at the AGM. The Elected Officers of the Club are all honorary positions.
- ii. All affairs of the Club shall be managed by a Committee which shall consist of the Officers of the Club plus enough other members to make up a total membership of eleven. The other members of the Committee shall be elected annually at the AGM. One Junior Member shall be elected to the Committee but, in the absence of a Junior Member standing for election, a member of the Committee shall be designated 'Member Representative for Juniors'.
- iii. If there are more nominations received than vacancies for the Committee, including Officers, the AGM may decide by a show of hands to increase the number of the Committee members up to a maximum of 20 members including Officers.
- iv. At the first committee meeting following the AGM the Committee shall ensure a licensee is in place and appoint:
  - a) A Water Safety Advisor (In accordance with British Rowing RowSafe Guidance)
  - b) *A Welfare Officer (In accordance with British Rowing Child Protection Guidance, an appropriate individual will be appointed for this role, whether or not elected as a member of the Committee)*
  - c) A Press and Public Relations Officer.
  - d) Authorised Competent Person(s) for:
    - Inductions
    - Gym Inductions
    - Trailer Towing permits
    - Coaching Juniors
- iv. A Committee Meeting shall be held every month and in addition a Committee Meeting may be held as often as is required whereof at least 2 days' notice, written or verbal, shall be given by the Secretary to each member of the Committee. At all Committee Meetings 6 Members present shall form a quorum.

- v. Any Committee Member shall be deemed to have resigned from the Committee if they have missed two consecutive meetings without furnishing the Secretary with adequate reason.
- vi. The Committee may co-opt up to two additional members to join the Committee.
- vii. The Committee shall have the power to make, alter and repeal Bylaws. The Bylaws shall be printed and displayed in the Clubhouse and on the Club Website.
- viii. The Bylaws shall govern the day to day running of the Club, but shall in no way transgress the Constitution and Rules of the Club.
- ix. No expenditure on behalf of the Club shall be defrayed from the Club funds unless it has been sanctioned by the Committee. Any accounts opened in the name of the Club must require expenditure to be authorised by the signature of at least two officers of the Club. The committee shall nominate 3 members of the committee to be registered as signatories on the accounts in addition to the Treasurer.
- x. The Committee shall ensure that the names and photographs of all Officers, Committee Members, Water Safety Advisor, Welfare Officer and Authorised Competent Persons are displayed on the Club notice board. The Committee shall also ensure that the names of all Trustees, Vice-presidents and Life Members are displayed on the Club notice board.
- xi. The Committee shall maintain a Club website to promote the Club and inform members.

## **7. Bar and Social Event arrangements**

- i. If the Committee agree that it would be advantageous, they may appoint a bar manager, such appointment to be covered by a binding legal agreement. The appointee may or may not be a member of the Club but shall, to satisfy the requirements of the Club (Liquor) (Premises) Licence, apply for membership and become a member of the Club on Appointment.
- ii. Administrative and legal arrangements for external social events are to remain the responsibility of the Committee who will ensure a document management system is implemented to track Licences, deposits, fees and the like.
- iii. The Committee shall be responsible for all social events for Club members, and may delegate that responsibility to Squad Captains or one or more individual members.

## **8. Meetings**

- i. General Meetings shall be held as often as required, and the Secretary shall give a minimum of 7 days, and preferably 28 days' notice of such meeting to each Member confirming the date, time and order of business for the meeting.
- ii. Only fully paid members for the current season of categories that have voting rights may vote at Annual General Meeting or at any General Meetings.
- iii. At all Annual General Meetings or General Meetings 30% of those members who have voting rights shall form a quorum.
- iv. Any member with voting rights may propose (in writing) the Chairman of the meeting, or any other member present, to vote on their behalf on any resolution at a General Meeting. Such a proxy voter will count toward the quorum.

- v. The Club rules may be added to, repealed or amended by resolution at any Annual or General Meeting provided that in the case of Rules 5(i) and 8(vii) and this Rule 8(v), no such resolution shall be deemed to have been passed unless it is carried by a majority of at least three-quarters of the total voting members, and in every other case a simple majority of the members voting thereon will suffice.
- vi. Any member wishing to propose any alterations or additions to the Rules of the Club shall give notice in writing to the Secretary, who shall convene a General Meeting and post such notice on the Club notice-board and website for 28 days prior to the General Meeting.
- vii. Any voting member may demand a General Meeting if supported by 6 other voting members by giving 7 days written notice to the Secretary who will then give notice of the meeting as required.
- viii. An Annual General Meeting of members shall be held in October for the purpose of:
  - a. receiving a report from the Committee of their proceedings during the past year
  - b. receiving the Balance Sheet and official accounts
  - c. the election of Officers, Committee Members and Honorary Vice Presidents for the ensuing year. (Nominations [which shall be seconded and agreed with the nominee] must be in the possession of the Secretary at least 2 days before the date of the Annual General Meeting.) All officers of the Club shall take office immediately upon their election.
- ix. The Secretary shall give 28 days' notice of the Annual General Meeting to each Member confirming the date, time and order of business for the meeting.
- x. At the Annual General Meeting the outgoing Treasurer shall publish the proposed fee for Full Membership for the forthcoming year and the members present at the AGM shall vote to accept this proposal or set any other fee level they consider appropriate.

## **9. Members and Fees**

- i. Any person wishing to become a Member shall submit a Membership Form which must be accepted by the Captain or other member of the committee nominated by the captain
- ii. New members shall undertake either a senior or junior beginners course or receive an induction from the captain or their delegate before unsupervised use of any Club facilities
- iii. The annual Subscription is as listed below and shall become due on the 1st November each year. Any member who has not paid by 1st January shall be liable for an extra charge of 1/12th of their annual subscription and shall be debarred from the use of the Club's facilities until all dues are paid.
- iv. A letter shall be circulated by the Treasurer to all members who have not paid their subscriptions by 2 weeks previous to the 1st January warning them of the penalties incurred under rule 9(iii). A list of members who have used the Club's facilities during the year and who have not paid their subscriptions by 1st January shall be issued by the Treasurer to each member of the Committee and it shall be their responsibility to see that the loss of privilege under Rule 9(iii) be enforced.

- v. Members joining after 1st of November are deemed to be liable for membership subscription on a pro-rata basis.
- vi. Recreational membership shall only be granted at the committee's discretion, but will usually be allowed on the condition that members should not normally exceed two training sessions per week and not compete in British Rowing events for any rowing club. After a reasonable period of instruction, non-competing members are expected to be able to row and train safely and independently. The committee may ask any non-competing member to upgrade to full membership at any point during the year if they are not able to meet these conditions, in which case the member will be charged pro-rata for the remaining period of the subscription year.
- vii. Members wishing to resign shall tender their resignation to the Secretary. (A refund of any monies paid may be given on a pro-rata basis at the discretion of the committee)
- viii. *An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club President. The Club will seek to deal with complaints in a fair and timely manner, in accordance with the Club's Grievance and Disciplinary Procedure and with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.*
- ix. Any member who shall wilfully or by negligence damage any boat or other property etc. belonging to the Club shall immediately have the same repaired at their own expense, but any accidental damage shall be borne by the Club. The question of whether the damage be accidental or not shall be decided by the Committee.
- x. For safety reasons the Committee may set a limit on the number of members permitted in any membership category and shall record these limits in the bylaws.
- xi. All subscriptions shall be related to that for Full Members by the following percentages, (with odd sums rounded up to the nearest pound)
  - Vice-Presidents - Donation
  - Full membership 100%
  - Unwaged (18+) 70%
  - Student 17.5%
  - Recreational 50%.
  - Under 18 70%
  - Coxswain 15%,
  - Social members 10%.
- xii. Members of the Club may keep private boats in the Boathouse subject to the approval of the Committee, and on payment of an annual Rack Rent, (due on 1st November each year). Such a Member may be asked to remove their boat by the Committee at any time. In such a case the appropriate refund would be given.

xiii. Annual Rack Rent will be a percentage of the Full Membership as set out below:

- Single Rack 30%
- Double Rack 40%
- Fours rack 60%
- Eights Rack 80%

Racking will be charged by the capacity of the rack used, thus if a double occupies a fours rack it will be charged as a four.

Notes:

- a) The age to be determined as at 1st September preceding.
- b) In special circumstances the Committee shall have the power to decide the category in which members should be placed.
- c) Vice-presidents do not constitute Active Membership.
- d) Subscriptions (over £100) may be paid by Standing Order or by electronic payments in monthly instalments a small administration charge will be added.

## **10. Club activities and Bylaws**

- i. The Captain (or their delegate) shall be responsible for the making up of crews
- ii. No member may compete at any regatta under the name of the Club without the sanction of the Captain, or Vice-Captain(s) or Junior Co-ordinator (for Junior events)
- iii. The Constitution, Rules and Bylaws of the Club shall be printed and posted on the Club notice-board and Website. Any member who shall wilfully persist in the infraction of any such Rules or Bylaws shall be liable to be expelled, subject to the conditions of 9(viii).
- iv. The normal business of the Club is water and land based training at Leicester Rowing Club, travelling to and competing at British Rowing approved competitions or at externally organised training events and such social events as are organised by the committee. Such activities will have suitable risk assessment undertaken by the committee or other appropriate persons. ALL activities using Club facilities or equipment that fall outside of these activities (including but not limited to training at other locations, use of equipment/ fireworks etc. at social events etc.) must have prior approval from the committee, with appropriate risk assessment where relevant.

## **11. Secretary**

The Secretary shall be responsible for maintaining:

- a) A register containing the names and addresses of all Club members.
- b) A register of the names and addresses of all visitors.

## **12. Visitors and Guests**

- i. No visitor will be permitted to row in a Club boat or use Club training facilities without specific permission from the Captain or their delegate. (This will occasionally be permitted where composite crews are formed)
- ii. Any Member (apart from Temporary Social Member) may entertain up to 2 guests in the Club premises and Bar at any time when same are open. The

guests may purchase at the Bar. Members shall be responsible for the conduct of their guests and shall remain on the Club premises during the guest's visit.

- iii. Any member of any Rowing Club or Boat Club affiliated to British Rowing may be admitted at the discretion of either the General Committee with up to 2 guests, to the Club premises and Bar at any time when they may be open.
- iv. The Bar shall be open on such days and at such time as the Committee may from time to time determine.

### **13. Temporary Social Members**

A person may be a Temporary Social Member of the Club for a period of seven days by handing to the Secretary a Temporary Membership form, proposed and seconded by two permanent Members, at least 48 hours before the commencement of their membership. Temporary Social Members shall not be entitled to bring guests in to the Clubhouse.

### **14. Bar License**

The Committee shall ensure that sale of intoxicating Liquors on the premises is covered by an appropriate Licence as required by the Licensing Act 2003. Subject to the terms of the Licence, the Club may admit members of the public to the Club by ticket or by invitation of a hirer of the Club's facilities.