

# **BROXBOURNE ROWING CLUB**

## **CLUB RULES**

### **1. NAME**

The name of the Club shall be Broxbourne Rowing Club, which is hereinafter referred to as the Club.

### **2. OBJECTS**

The objects of the Club shall be to promote participation of the whole community in the sport and recreation of rowing and to provide social facilities for the use of Members. The Club will be affiliated to British Rowing and will follow the procedures and guidelines of that organisation. The income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in these Rules and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

### **3. CONSTITUTION**

The constitution of the Club shall consist of Members as defined in Rule 7.

3a) The Officers of the Club shall consist of the Management Committee and Trustees.

3b) The Club shall be run and controlled by a Management Committee as defined in Rule 12, who shall be responsible for the finance and administration of the Club.

3c) The real property and assets of the Club will be vested in the Trustees as defined in Rule 14.

3d) Eligibility to vote at a General Meeting is restricted to Full Rowing Members who will be persons participating in the sport of rowing or having done so in the past and are over the age of 18, plus Life Members.

### **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.

### **5. CHILD PROTECTION PROCEDURES**

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.

### **6. CLUB COLOURS & BADGE**

The Club colours shall be light blue, dark blue and white and their application will be subject to the Rowing By-laws. The Club badge shall be a stag couchant between the blades of crossed oars with the initials "BRC" around the oars and the date "1847" below the oars.

### **7. MEMBERSHIP**

Membership of the Club shall be open to anyone on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, membership may be limited according to available facilities on a non-discriminatory basis. The Club shall have different classes of membership and subscription on a non-discriminatory and fair basis.

Applicants for membership must complete an application form indicating the category of membership which they wish to join and sign a declaration agreeing to abide by the Rules and By-Laws of the Club and of the sport of rowing. The membership form, together with any subscription and appropriate fee, must be passed to the Club Secretary. Name, categories and photographs (where available) of applicants shall be posted on the Club Notice Board for at least three weeks after which time the application shall be placed before the Management Committee to be considered for membership.

7a) Should an objection to membership be raised whilst the application is posted, the Management Committee must be informed in writing before expiration of the three weeks posting period.

7b) If it is considered by the Management Committee that the granting of membership would be detrimental to the aims and 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 Management Committee shall be entitled to refuse such membership. In doing so the Management Committee shall provide full reasons for their decision and grant a right of appeal to the applicant. They may exercise this right by appealing to a Committee of the Trustees, whose decision will be final. If an applicant is rejected all monies shall be returned in full.

7c) Immediately upon the election of a Member, notice thereof shall be given to them and they shall be entitled to all the benefits and privileges of membership and be bound by these Rules (and By-Laws made thereunder) of which they shall receive a copy. A Member shall produce evidence of membership when called upon to do so by any Officer of the Club.

7d) The Club shall consist of Members in the following categories:

(i) Full Rowing Members

A Full Rowing Member is a person who participates in the sport of rowing or indoor rowing or has done so in the past and is over the age of 18. They shall be entitled to take part in all the activities of the Club, subject to the By-Laws. Full Rowing Members shall be eligible to vote at a General Meeting and will pay the Full Rowing Member's annual subscription. A Full Rowing Member under the age of 24 on the 1st of January shall pay a proportion of the Full Rowing Member's annual subscription as set from time to time by the Management Committee.

(ii) Junior Rowing Members

A Junior Rowing Member shall be under the age of 18 before 1st of September in the current year and shall be entitled to take part in all the activities of the Club, subject to the By-Laws. Junior Rowing Members shall not be eligible to vote at General Meetings.

(iii) Special Members

The Management Committee shall have the power to elect as a Special Member and shall, at the same time, decide the extent and duration of the facilities and privileges to be allowed to such Member, subject to the By-Laws and these rules. Such Member will pay an agreed subscription at the discretion of the Management Committee and shall not be eligible to vote at a General Meeting.

(iv) Life Members

Life Membership may be recommended by the Management Committee for election at an AGM in recognition of outstanding contribution to the objects of the Club. Life Members shall be non-paying Full Members of the Club and shall be eligible to vote at General Meetings.

(v) Social Members

A Social Member shall only be permitted to use the social facilities of the Club, subject to the By-Laws. Social Members shall not be eligible to vote at a General Meeting.

(vi) Affiliated Clubs

Other organisations may from time to time be affiliated to the Club, as proposed by the Management Committee and confirmed at a General Meeting by a majority of votes cast from members entitled to vote. At the same time, the extent of the facilities and privileges they will be entitled to will be decided, subject to any By-Laws and these Rules. Such organisations shall pay a fee agreed by the Management Committee and shall not be entitled to a vote at a General Meeting.

(vii) Honorary Members

The Management Committee may elect as an Honorary Member any person who they consider exceptionally suitable to be associated with the Club. Such a person shall have the same rights and privileges as a Full Member but shall not be eligible to vote at a General Meeting. They will not be liable for a subscription and their Honorary Membership status may be cancelled by the Management Committee.

(viii) Vacation Student Members

A Vacation Student Member shall be any person in full time education. They shall be entitled to take part in all the activities of the Club, subject to the By-Laws, but only during vacation periods. Vacation Student Members shall not be eligible to vote at a General Meeting.

(ix) Off-Peak Members

An Off-Peak Member shall pay a reduced rate, but is restricted to rowing on weekdays before 6 pm and at weekends after 12 noon. Off-Peak members may cox or coach at any time. Off-Peak Members may rack sculling boats if spaces are available. Off-Peak Members shall be eligible to vote at a General Meeting.

(x) Sculling Members

A Sculling Member shall be a single sculler, who only use their own boat, and not any club boats. Sculling members may cox or coach club boats. Sculling Members may rack sculling boats if spaces are available. Sculling Members shall be eligible to vote at a General meeting.

7e) Any Member changing their address shall within four weeks give written notice to the Secretary and, until such notice is given, all communications and notices sent to their last known address shall be deemed to have been properly served.

7f) Any new Member shall be entitled to an introductory period not exceeding one month before they have to make formal application for membership.

7g) Any Member wishing to change their membership category must submit a new application as per Rule 7.

## **8. SUBSCRIPTIONS & FEES**

Annual Subscriptions and Fees shall be proposed each year by the Management Committee for approval at a General Meeting held during the preceding year. Fees will be kept at levels that will not pose a significant obstacle to people participating in the sport of rowing. The current Subscriptions and Fees will be published on the membership application and renewal forms and be posted on the club notice board.

8a) Annual Subscriptions and Fees, except the first of a new Member as provided by Rule 7, shall be due on the 1st January each year, but any new Member joining during the year shall pay a proportion (calculated on a monthly basis) of the Annual Subscription and Fee dependent upon the month of application. Request for payment will be made in writing by the Club Secretary during the preceding year. Subscriptions and Fees may be paid in instalments, which will be subject to a surcharge.

8b) If any Member shall fail to pay their Annual Subscription and or Fees by the 1st February then their name shall be posted on the Club Notice Board as a defaulter. If payment has not been made before 15th February following, such person shall cease forthwith to be a Member of the Club. If such person wishes to rejoin the Club later that year a full subscription and fee must be paid, along with a new application in accordance with Rule 7.

### **8c) Racking Fees**

Boat racking will be available to Full Rowing, Off-Peak and Sculling Members only, subject to availability and Rowing By-Laws. The annual racking fee shall be proposed each year by the Management Committee for approval at a General Meeting.

## **9. CESSATION OF MEMBERSHIP**

Members shall cease to be Members:

- i) By non-payment of Subscription and or Fees, as provided in Rule 8b.
- ii) By resignation. Any Member wishing to resign must send written notice to the Secretary. No refund of subscription or fees will be made to resigning members.
- iii) By expulsion, as provided in Rule 10 and any outstanding Subscription or Fee must be paid in full.

9a) Any person who ceases to be a Member must remove their personal property from the environs of the club within four weeks, otherwise the Management Committee shall be empowered to take steps to remove the said property.

## **10. DISCIPLINARY PROCEDURE**

The Management Committee shall have the power to reprimand, suspend or expel any Member whose conduct, or that of their Guests, has been, in their opinion, prejudicial to the character or interests of the Club. The Member and the complaint must be reported, in writing by the complainer, to the Management Committee for consideration as to whether a full investigation should be held. If the Management Committee are of the opinion that the complaint laid against any Member warrants further action, the Member in question must at once be notified. At least three weeks' notice in writing shall be given by the Secretary to a Member of their being summoned before the Management Committee, and such notice shall contain a statement of the complaint against them. Any Member so suspended or expelled may appeal, within one month, to a Committee of the Trustees, whose decision will be final. Any person expelled ceases to be a Member of the Club and shall forfeit all right and claim upon the Club and its Property and Funds, without any refund of any portion of Subscription or Fee and must remove any personal property in accordance with Rule 9a.

10a) Any person expelled may apply to rejoin the Club after a period of not less than one year has elapsed.

## **11. GUESTS**

Members may from time to time entertain Guests, including spouses, socially at the Club. The Member introducing the Guests must be responsible for them strictly observing the Club Rules and By-Laws, and should not leave the Club premises before their Guests except with agreement of the Members present. Members introducing Guests who wish to row must obtain permission from the Captain or a Vice-Captain. The Member shall be responsible for any expenses, loss or damage caused by their Guest. A Guest may be asked to leave the Club premises by an Officer of the Club or by the

majority of Members present if the Guest's behaviour is considered to be prejudicial to the character or interests of the Club. Once a Guest has been asked to leave the Club premises they are not to come back onsite without prior permission of the Management Committee. A Guest may be asked to join the Club if they exceed six visits per year. No person whose membership is suspended under Rule 10, or whose application for membership has at any time been rejected, shall be introduced as a Guest.

#### 11a) Children

The children of a Member shall be entitled to use the social facilities of the clubhouse. Children must be accompanied and controlled at all times by a Member. Upon reaching the age of 18, Members' children must become Members if they wish to continue to use the Club's facilities, unless as a Guest under Rule 11.

## **12. MANAGEMENT COMMITTEE**

The Management Committee shall be responsible for the general management of the Club and its affairs in accordance with the Club's Objects (Rule 2) and Constitution (Rule 3) and any direction which may from time to time be given to the Committee by a resolution passed at a General Meeting. They shall institute and/or approve By-Laws for various categories of membership. The Management Committee will be elected at the Annual General Meeting of the Club from those persons who are Full Rowing Members, with the exception of the Captain who will be elected at the Rowing Annual General Meeting (Rule 13). They will hold office for one year, and will be eligible for re-election at subsequent Annual General Meetings.

The Management Committee shall consist of:

The President	The House and Grounds Officer
The Treasurer	The Captain
The Secretary	The Safety Adviser
The Social Secretary	

12a) Description of responsibilities of all Management Committee Members:

#### (i) The President

The President shall be accountable to the Management Committee and be the senior Member of the Club and its official representative. The President shall direct and advise the Committee in the running of the Club, and act as Chair at all Management Committee Meetings and General Meetings. They will issue agendas and ensure that meetings are properly conducted and a correct record of proceedings is maintained. They will be responsible for implementing the policies of the Management Committee, coordinating Committee Members and ensuring that they carry out their duties. In cases of equality of votes they shall have a casting vote at all General Meetings.

#### (ii) The Treasurer

The Treasurer shall be accountable to the Management Committee and be responsible for ensuring that the Club's finances are satisfactory and for the receipt and payment of all monies on behalf of the Club. Proper records of the accounts of the Club shall be maintained in order that an accurate statement of the finances at any time may be presented to the Management Committee. The Treasurer shall cause audited accounts, in accordance with Rule 17a, to be published annually and submit a financial report and budget at the Annual General Meeting. The Treasurer shall be responsible for the bar purchases, receipts, stock takes and tariff, in conjunction with the Social Secretary, for approval by the Management Committee.

#### (iii) The Secretary

The Secretary shall be accountable to the Management Committee and be responsible for ensuring that the administration of the Club is satisfactory, and is compliant with relevant legislation. They shall keep accurate minutes of all Management Committee and General Meetings, conduct all correspondence on behalf of the Club, liaise with Members and Trustees on behalf of the Management Committee and notify all members of any General Meetings in accordance with Rule 16. The Secretary will be responsible for the collection of subscriptions and fees and will maintain an accurate register of membership, a copy of which must be kept on the Club premises at all times. The Secretary shall scrutinise all application forms for election of new Members and place them before the Management Committee in order.

#### (iv) The Social Secretary

The Social Secretary shall be accountable to the Management Committee and be responsible for the operation of the Bar and Club Rooms, the organisation of social activities and the administration of the hire of Club premises in compliance with the Club House By-Laws. They will also be responsible for the day-to-day organisation of bar staff, bar purchases, receipts, stock takes and tariff in conjunction with the Treasurer.

#### (v) The House and Grounds Officer

The House and Grounds Officer shall be accountable to the Management Committee and be responsible for the maintenance of the Club's premises and grounds.

(vi) The Captain

The Captain shall be accountable to the Management Committee and be the official representative of the Rowing Committee in accordance with Rule 13b(i).

vii) The Safety Adviser

The Safety Adviser shall be accountable to the Management Committee and be responsible for all matters regarding Health and Safety, in accordance with Rule 21.

12b) The Management Committee shall meet normally once in every month to conduct the affairs of the Club and four Members of the Management Committee shall form a quorum, which must include any two of the following: President, Secretary or Treasurer. In cases of equality of votes the Chair of the meeting shall have a casting vote.

12c) The Management Committee may appoint Sub-Committees as they deem necessary and may delegate to them such powers and duties of the Management Committee as determined. The Sub-Committees shall periodically report their proceedings to the Management Committee and conduct their business in accordance with the directions of the Management Committee. Such Sub-Committees may consist of Members or Officers of the Club and be in existence for such period as the Management Committee shall think fit. At least one member of any Sub-Committee must be a member of the Management Committee.

12d) Any casual vacancy occurring among the Officers, other than the President or Captain, throughout the year shall be filled by the Management Committee, who shall appoint a person to fill the Office. The person so appointed shall retain Office so long as the vacating Officer would have retained Office. In the case of the President or Captain an Extraordinary General Meeting must be held without delay for the purpose of electing a President until the next Annual General Meeting, or a Captain until the next Rowing Annual General Meeting.

12e) In the event of the Management Committee wishing to incur capital expenditure in any one year in excess of 50% of current cash assets, excluding any funds set aside for nominated purposes by resolution of a General Meeting, approval will be required at a General Meeting. In the event of the Management Committee wishing to borrow money on behalf of the Club, which requires the Trustees to mortgage or charge the Club's property and assets or any part thereof or to issue Debentures or security for any debt, approval will be required at a General Meeting.

12f) The Management Committee will have discretion to employ such persons as necessary to operate the Club and define their working conditions and remuneration. Such persons will be accountable to the Management Committee.

### **13. ROWING COMMITTEE**

The Rowing Committee shall be accountable to the Management Committee and shall be responsible for all rowing activities, the boat house, boats, and rowing and training equipment. They shall submit to the Management Committee for approval such By-Laws as shall be deemed expedient for the use and protection of the Club's property and equipment and in the interest of safety of Club Members, for ratification at the next General Meeting. The Rowing Committee shall be responsible for submission of a budget and accounts to the Management Committee for approval each October, or when requested by the Management Committee.

13a) The Rowing Committee members will be elected by Full Rowing Members at the Rowing Annual General Meeting to be held during September each year, from those persons who are Full Rowing Members. They will hold their positions for one year from September to September, and be eligible for re-election at subsequent Rowing Annual General Meetings. The procedure for the election of members to the Rowing Committee will be in accordance with this Rule and Rule 16. Any casual vacancy occurring among the members, other than the Captain, throughout the year shall be filled by the Rowing Committee who shall appoint a member to fill that position. In the case of the Captain an Extraordinary General Meeting must be held without delay for the purpose of electing a Captain until the next Rowing Annual General Meeting.

The Rowing Committee will consist of:

The Captain	The Development Vice-Captain	The Recreational Vice-Captain
The Men's Vice-Captain	The Juniors' Vice-Captain	The Schools Liaison Officer
The Women's Vice-Captain	The Masters' Vice-Captain	The Equipment Officer

13b) Description of responsibilities of all Rowing Committee members:

(i) The Captain

The Captain shall be accountable to the Management Committee for the overall rowing activities of the Club and will sit on the Management Committee. They will be responsible for implementing the policies of the Rowing Committee, co-ordinating the various squads and Rowing Committee Members and ensuring that they carry out their duties. They will be responsible for all rowing and training equipment and the allocation thereof, in conjunction with the Vice-Captains. The Captain shall act as Chair at all Rowing Committee meetings and in their absence a nominated Vice-Captain will take the

chair. In cases of equality of voting, the Chair will have a casting vote. The Captain will also be responsible for the Rowing Committee accounts and budget.

(ii) The Vice-Captains

The Vice-Captains will be accountable to the Captain and will be responsible for the organisation, events, crew selection and training of their allocated squads, in consultation with the Captain.

(iii) The Schools Liaison Officer

The Schools Liaison Officer will be accountable to the Captain and will be responsible for liaising with school and college rowing, co-ordinating with the Rowing Committee and reporting to the Management Committee.

(iv) The Equipment Officer

The Equipment Officer will be accountable to the Captain and will be responsible for the repair and maintenance of all rowing equipment.

13c) The Rowing Committee shall meet once in every month to conduct the affairs of rowing: coaching, training, racing and equipment. Four members will form a quorum which must include any two of the following: the Captain or any of the Vice-Captains.

13d) The Rowing Committee may define other positions (in addition to those specified in Rule 13a) and may appoint other Club Members fill to them. Such Members may attend Rowing Committee meetings but will not be entitled to vote.

13e) The Rowing Committee may recommend to the Management Committee any person for Special Membership in accordance with Rule 7d(iii).

#### **14. TRUSTEES**

The Trustees of the Club shall be appointed by the Management Committee and ratified at a General Meeting. They will be offered Life Membership as per Rule 7d(iv) and shall hold Office until death or resignation, unless removed from Office under Rule 20. They must at all times be Voting Members. The number of Trustees shall at all times be four, and the real Property and Investments of the Club, other than the cash which shall be under the control of the Treasurer, shall be vested in them. The Trustees will hold the real property and investments of the Club in their own names as Trustees on behalf of the Club. Trustees will be entitled to attend Management Committee meetings in an advisory role only but will not be entitled to vote at these meetings.

14a) The Trustees shall have the authority to sign and seal any documents relating to the Real Property of the Club and shall be empowered to sell, lease, mortgage or pledge any of the Club's Chattels or other properties for any purpose deemed expedient for the benefit of the Club, provided that the said transactions be authorised by the Management Committee and confirmed at a General Meeting with the consent of 80% of the votes cast from Members entitled to vote.

14b) Any Trustee ceasing to be a Member of the club shall retire from Office. A new Trustee shall be appointed by the Management Committee, to be ratified by a majority of members entitled to vote at a General Meeting.

14c) The names of the serving Trustees shall be recorded on the Trust Deed, recorded in the minutes of the Management Committee, and posted on the Club notice board.

14d) A Trustee shall be indemnified against all risk and expense incurred by them in carrying out their duties as a Trustee of the property and assets of the Club. They shall not be liable for any loss, or damage to any monies or other property of the Club unless caused by their own fraud or by their wilful default or neglect.

#### **15. VICE-PRESIDENTS**

Up to four Vice-Presidents will be elected from former Presidents confirmed by a majority at an Annual General Meeting. They must remain Full Rowing Members or be Life Members and will be entitled to attend Management Committee meetings in an advisory role only but will not be entitled to vote at these meetings. A Vice-President will deputise in the absence of the President at the President's request and will have the President's voting rights on such occasions.

#### **16. GENERAL MEETINGS (Annual or Extraordinary)**

All General Meetings shall be chaired by the President and in their absence, a Vice-President in accordance with Rule 15. All Members of the Club are entitled to attend any General Meeting, but only those members who qualify under Rule 7 will be allowed to vote and propose or second any resolution. A quorum at any General Meeting shall be not less than twelve voting members. Notices for all General Meetings must be posted on the Club notice board and sent to all Members three weeks before the scheduled meeting, stating the exact purpose of the meeting. Such notices may be either delivered personally, electronically or sent by post to the address last registered in the Club records. Notices will be sent by post for

any meeting that proposes to dissolve the club or to change Rules 1, 2 or 3. A notice sent shall be deemed to have been received by a Member. The Management Committee or the Trustees can call a General Meeting for specific purposes, providing the three week notification ruling is applied and that the exact purpose of the meeting is defined. No other business may be transacted at the meeting except with the permission of the Chair. At any such meeting a majority shall be decisive except as mentioned in Rule 14a), 18a), and 26, but the Chair of the meeting is allowed a casting vote.

16a) Members entitled to vote but unable to attend a General Meeting will be allowed to submit a postal vote on the form provided for that purpose and these votes will be included with the votes cast at the meeting.

16b) All resolutions shall be decided by voting slips plus any postal votes (as per Rule 16a) from those entitled to vote.

#### 16c) Annual General Meeting

The Annual General Meeting of the Club shall be held in the month of April in each year, upon a date and at a time to be fixed by the Management Committee. Notice of the Annual General Meeting must include minutes of any General Meeting held within the past year, any resolutions, accounts of the previous financial year and a budget for the current year. Any Full Rowing Member or Life Member moving a resolution at the Annual General Meeting shall give notice in writing to the Secretary not less than four weeks before the Annual General Meeting.

The business to be conducted at the Annual General Meeting will be:

1. To approve the Minutes of the previous Annual General Meeting and any other General Meeting held within the past year.
2. To receive from the President a report on behalf of the Management Committee for the past year.
3. To receive a financial report of the preceding financial year from the Treasurer and to receive a presentation of a budget for the current financial year. The audited accounts will be approved at the Rowing AGM in September; a statement made by the auditors will be presented and the accounts will be re-issued if there are any significant changes, as determined by a recommendation by the Management Committee and agreed by the Trustees.
4. To receive a report from the Captain on the rowing activities for the past year.
5. To decide on any resolution, which may be duly submitted to the meeting as provided in Rule 16c.
6. To elect the Club Officers for the Management Committee for the ensuing year, in accordance with Rules 12 and 16.
7. To elect the Vice Presidents as provided in Rule 15.
8. Any Other Business.

16d) Three weeks prior to the day appointed for the Annual General Meeting, a notice shall be posted on the Club Notice Board inviting the nominations for Candidates for positions on the Management Committee and shall remain so posted for two weeks. The names of all candidates for Office, together with their proposers and seconders (Full Rowing Members and Life Members only) shall be entered on the nomination sheet. Any position not filled on the nomination sheet may be filled by nominations at the Annual General Meeting.

#### 16e) Rowing Annual General Meeting

The Rowing Annual General Meeting of the Club shall be held during September each year, at a time and date to be fixed by the Management Committee. The minutes of the previous Rowing AGM as approved at the Club AGM will be available for information. Any Full Rowing or Life Members moving a resolution at the Rowing AGM shall give notice in writing to the Secretary not less than four weeks before the Rowing AGM.

The business to be conducted at the Rowing Annual General Meeting will be:

1. To receive a report from the Captain on behalf of the Rowing Committee for the past year, and this report to include wins from all squads in the previous year (October – September). NB: An updated version of this list including results up to the end of September will be used to decide the winners of Club annual awards.
2. To elect the Rowing Committee Members for the ensuing year in accordance with Rule 13a. In the case of a contested election, each candidate will give a statement of their aims and aspirations prior to the vote.
3. To receive an address from the newly elected Captain.
4. To decide any resolution which may be duly submitted as per Rule 16e.
5. Any other business.

#### 16f) Extraordinary General Meeting

An Extraordinary General Meeting may be called by the Management Committee, the Trustees, or on receipt of a requisition to the Management Committee signed by not less than ten Members entitled to vote. Such a Meeting (as per Rule 16) will take place within six weeks, three weeks' notice having been given to all Members stating the Business of the Meeting.

## **17. THE ACCOUNTS**

The Financial Year of the Club shall end on the 31st December in each year, to which day the Accounts shall be balanced.

17a) The Accounts shall, as soon as practicable after the end of the Financial Year, be audited by a suitably qualified person (non-Management Committee Member) who shall be appointed by the Management Committee prior to the end of the Financial Year. The accounts shall be ratified by the Management Committee prior to submission for membership approval at the next Annual General Meeting.

## **18. RULES**

The Management Committee shall be the sole Authority for the interpretation of these Rules and of the By-Laws and Regulations made thereunder. The decision of the Management Committee on any question of interpretation or on any matter affecting the Club, and not provided by these Rules or the By-Laws and Regulation made thereunder, shall be final and binding.

18a) These Rules, other than Rules 1, 2 and 3, may be added to, repealed or amended by resolution at any General Meeting, in accordance with Rule 16, subject to the consent of not less than 75% of votes cast from Members entitled to vote. No rule shall be made which seeks to change the character of the Club.

18b) If at any time the Club shall in a General Meeting pass a resolution with the consent of not less than 75% of votes cast from Members entitled to vote to add to, repeal or amend Rules 1, 2 or 3 a resolution to confirm the exact changes to the Rules will be voted upon at the next General Meeting and may be passed with the consent of not less than 75% of votes cast from Members entitled to vote.

18c) Interpretation of these Rules must be consistent with the statutory requirements for Community Amateur Sports Clubs.

18d) A copy of these Rules shall be kept at the Club at all times and every Member shall be supplied with a copy.

18e) Unless otherwise implied by the context, all references to the male gender include the female gender and vice versa.

## **19. BY-LAWS**

The Management Committee will be responsible for By-Laws for Rowing, Gymnasium and Club House. They shall be circulated to all members of the Club for ratification at a General Meeting. By-Laws may be amended by the Management Committee subject to approval at a General Meeting. No By-Law shall be inconsistent with the aims and objectives of the Club and these Rules.

## **20. DISMISSAL OF AN OFFICER**

If an Officer, for any reason, is deemed by a majority of the Management Committee to be unfit to hold that Office, then a General Meeting shall be held, in accordance with Rule 16, to remove that Officer and appoint another Full Rowing Member or Life Member to that position.

### 20a) Dismissal of a Rowing Committee Member

If a Rowing Committee member, for any reason, is deemed by a majority of the Rowing Committee to be unfit to hold that position, the member will be removed from that position if agreed by a majority of the Management Committee.

## **21. HEALTH & SAFETY**

The Club shall appoint a Safety Adviser [Rule 12a(vii)] whose duty it will be to understand the requirements of the British Rowing Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times, and who shall be responsible for all matters regarding Health and Safety. The Club activities will comply with the Water Safety Code contained in the rules of the British Rowing and the Water Safety Guidance Notes as published by the British Rowing.

## **22. ILLEGALITIES**

No unlawful activity shall be allowed on the Club premises by any Member or Guest. Such activity could result in disciplinary procedure in accordance with Rule 10.

## **23. DISCLAIMER**

Neither the Club nor any Officer thereof shall be liable to any Member, Guest or Visitor (Visitor being defined as any person other than a Member or Guest, present on Club property at any time, invited or uninvited) for any loss or damage to any personal property occurring from whatever cause in or about the Club premises, or for any injury sustained by any Member or Guest, or Visitor whilst on or entering or leaving the Club premises. A notice to this effect shall be displayed in



a prominent position on the Club premises.

#### **24. CLUB HOUSE**

Operation of the Club House will be in accordance with the Club House By-Laws. At all times the Club shall ensure compliance with the Licensing Act 1964 and all other Acts relating thereto, and any conditions attached to any License held by or on behalf of the Club.

#### **25. GYMNASIUM**

Operation of the Gymnasium shall be the responsibility of the Management Committee in consultation with the Rowing Committee. By-Laws will be drawn up for the use of the Gymnasium by the Management Committee.

#### **26. DISSOLUTION**

If at any time the Club shall in a General Meeting pass a resolution with the consent of not less than 80% of votes cast from Members entitled to vote to dissolve the Club, then the Management Committee shall call an Extraordinary General Meeting of the Club to confirm this resolution, which will be held less than one month afterwards. Upon passing the resolution again by not less than 80% of the membership entitled to vote, the Management Committee shall direct the Trustees to take immediate steps to discharge all debts and liabilities of the Club at that time. The Management Committee shall dispose of the net assets to one or more of the following: another club with similar sports purposes which is a registered charity; another club with similar sports purposes which is a registered Community Amateur Sports Club; British Rowing, for use by them for related community sports.

#### **27. GRIEVANCE PROCEDURE**

The club will operate the grievance procedure recommended by British Rowing.