

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 or Charity.

2. OBJECTS

The Charity's objects ("Objects") are defined in the Articles of Association (AoA), specifically restricted to the following:

2.1. the promotion of community participation in healthy recreation by the provision of facilities specifically for the sport of rowing and other related activities ("facilities" means land, buildings, equipment and organising sporting activities);

2.2. providing and assisting in providing facilities for sport and activities described in 2.1 above, recreation or other leisure time occupation of such persons who have need for such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life; and

2.3. advancing the education of children and young people through such means as the Directors think fit in accordance with the Charities Act 2011

3. CONSTITUTION

3.1 The constitution of the Club is defined in the Articles of Association, supported by these Rules.

3.2 The categories of Members are defined in Rule 8.

3.3 The Officers of the Club shall consist of the seven Directors, which include the President, Secretary and Treasurer, two ex-officers and two other Members.

3.4 The Directors, as defined in Rule 13, have a legal responsibility to ensure proper and effective management of the Club. The Management Committee as defined in Rule 14, shall be responsible for the operational management and administration of the Club including directing and controlling the financial resources. The Rowing Committee as defined in Rule 0, shall be accountable to the Management Committee and shall be responsible for all rowing activities, the boathouse, boats, and rowing and training equipment.

3.5 Eligibility to vote at a General Meeting is set out in Rule 8.4.1.

4. AFFILIATION

Subject to the requirements of relevant legislation in force from time to time, and the duties of the Directors as both Trustees and Directors, the Club will affiliate to British Rowing. The Club will further comply with and uphold the Byelaws, rules and regulations of British Rowing, as amended from time to time, including British Rowing Guidelines on the Safeguarding of Children and Vulnerable Adults; Water Safety; and Equal Opportunities.

5. 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 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6. CHILD PROTECTION PROCEDURES

The Club adopts the policy and procedures relating to British Rowing's Safeguarding and Protecting Children Policy and requires all Members to accept them as a condition of membership.

7. CLUB COLOURS & BADGE

The Club colours shall be light blue, dark blue and white and their application will be subject to the Rowing Byelaws. 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.

8. MEMBERSHIP

- 8.1. 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 categories of membership and subscription on a non-discriminatory and fair basis.
- 8.2. 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 Articles of Association, Rules and Byelaws of the Club and of the sport of rowing, including British Rowing's codes of ethics and behaviour and conduct. The membership form, together with any subscription and appropriate fee, must be passed to the Club Secretary.
- 8.3. The Club may only refuse an application for Membership if, acting reasonably and properly, they consider it to be in the best interests of the Club to refuse the application (Articles of Association 11.3).
- 8.4.1 The Club shall consist of Members in the following categories:

8.4.1 Full Rowing Members

A Full Rowing Member is a person who participates in the sport of 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. 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.

8.4.2 Off-Peak Rowing Members

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

8.4.3 Sculling Members

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

8.4.4 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 Byelaws. Junior Rowing Members shall be eligible to vote once they are at least 16 years old at General Meetings. Junior Rowing Members may rack private boats if spaces are available.

8.4.5 Vacation Students

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 Byelaws, but only during vacation periods. Vacation Student Members shall not be eligible to vote at a General Meeting.

8.4.6 Special Members

The Management Committee shall have the power to admit Special Members and shall, at the same time, decide the extent and duration of the facilities and privileges to be allowed to such Members, subject to the Byelaws and these rules. Such Members shall pay an agreed subscription at the discretion of the Management Committee and shall not be eligible to vote at a General Meeting. Participants on the Club Learn to Row and Taster courses and guests of Members who wish to row or use the gym (guests must complete a temporary membership form) shall become Special Members for the duration of their temporary membership.

8.4.7 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 are exempt from paying an annual subscription. Life Members shall pay racking fees unless otherwise agreed at the time of their appointment. Life Members shall have the same rights and privileges as a Full Rowing Members of the Club and shall be eligible to vote at General Meetings.

8.4.8 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 Rowing 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.

8.4.9 Supporter Members

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

8.4.10 Affiliated Clubs

Other organisations may from time to time be affiliated to the Club, as proposed by the Management Committee and confirmed by the Directors. At the same time, the extent of the facilities and privileges they will be entitled to will be decided, subject to any Byelaws and these Rules. Such organisations shall pay a fee agreed by the Management Committee and shall be entitled to one vote per organisation at a General Meeting.

8.5 Adult Rowing Member means the following categories of Membership – Full Rowing, including those under 24, Off-Peak, Sculling and Life Members.

8.6 Any Member changing their personal details (including emergency contact, medical conditions or email) 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.

8.7 Any prospective Member, on completion of a temporary membership form, shall be entitled to an introductory period not exceeding one month before they have to make formal application for membership and pay the corresponding Club fee. During this time, they will be Special Members.

8.8 Any Member wishing to change their membership category must submit a new application as per Rule 8.2.

9. SUBSCRIPTIONS & FEES

9.1 Annual Subscriptions and Fees shall be proposed each year to maintain the Club's financial viability by the Management Committee and Directors 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 posted on the club notice board or website.

9.2 Annual Subscriptions and Fees, except the first of a new Member as provided by Rule 0, 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.

9.3 Membership fees are per annum from January to December. Please note membership is annual therefore refunds are not normally available and all 12 monthly payments are still expected if leaving before the end of the year.

9.3 If any Member shall fail to pay their Annual Subscription and or Fees by the 1st February then they will be unable to use Club equipment or facilities. If such person wishes to continue their membership of the Club later that year a full subscription and fee must be paid, along with a new application in accordance with Rule 8.2.

9.4 Racking Fees

Boat racking for private boats will be available to Adult Rowing Members and Junior Rowing members subject to availability (confirmed by prior permission from the Captain) and payment of the annual racking fee. The annual racking fee shall be proposed each year by the Management Committee and Directors for approval at a General Meeting.

10. CESSATION OF MEMBERSHIP

Any person who ceases to be a Member (see Articles of Association 13) 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.

11. GRIEVANCE and DISCIPLINARY PROCEDURE

11.1 The Club expects all Members to adhere to British Rowing's Regulations and Codes of Ethics & Behaviours and Conduct, as well as adhering to the Club's Rules, Codes of Conduct and Policies and not to act in any way prejudicial to the character or interests of the Club.

11.2 If any Member has a complaint or a grievance against the Club, or Member(s) of the Club, then a full statement of the complaint should be sent in writing to the [Club Secretary](#) and [Club President](#). If the complaint or grievance is a safeguarding issue or relates to a Junior, this must be sent directly to the [Club Welfare Officer](#) in addition to the Club President. If

the complaint relates to the Club Secretary or President, the complaint can be made to another Director.

- 11.3 The Club will adhere to British Rowing's Disciplinary & Grievance Regulations and Procedures, following the process detailed in this Rule 11 and the Club's Grievance and Disciplinary Procedure. Matters will be resolved in a fair, effective and timely manner. All information provided will be treated confidentially and only shared as required. The Club shall have the power to reprimand, suspend or expel any Member and will immediately report any suspected or actual criminal activity to the appropriate authorities
- 11.4 Any person expelled as a result of the invoking of the Grievance and Disciplinary Procedure, 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 10. Any person expelled may apply to re-join the Club after a period of not less than one year has elapsed, but the application will need to be agreed by both Management Committee and Directors.
- 11.5 Any disciplinary outcome, other than expulsion, shall be kept on record for a period of 2 years, after which all records of the complaint will be removed from Club records.

12. GUESTS

- 12.1 Members may from time to time entertain Guests, including partners, socially at the Club. The Member introducing the Guests must be responsible for their strict observance of the Club Rules and Byelaws and should not leave the Club premises before their Guests except with agreement of the Members present.
- 12.2 Members introducing Guests who wish to row or use the gym must obtain permission from the Captain or a Vice-Captain and the Guest must complete a temporary membership form and will become a temporary Special Member. The Member shall be responsible for any expenses, loss or damage caused by their Guest.
- 12.3 A Guest may be asked to leave the Club premises by an Officer of the Club, or Committee Member 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.
- 12.4 A Guest may be asked to join the Club if they exceed six visits per year. No person whose membership is suspended under Rule 11, or whose application for membership has at any time been rejected, shall be introduced as a Guest
- 12.5 Member's children (under 18 years) shall be entitled to use the social facilities of the clubhouse only. Children must be accompanied at all times by a Member, who is responsible for their behaviour.

13. DIRECTORS

- 13.1 The Club is a Company Limited by Guarantee and registered Charity. The Directors are the Directors of the Company Limited by Guarantee and registered Charity as defined in the Articles of Association. In Charity Law they may also be referred to as Charity Trustees.
- 13.2 The Board of Directors has a legal responsibility to ensure systems are in place for the proper and effective management of the Club. The Board of Directors will be responsible for policy-based governance via the Management Committee, who will manage the operation of the Club and the finances. The Board of Directors will have oversight of the Management Committee in

determining the overall strategic direction of the Club and have fiduciary duties to protect the Club's objectives as per Rule 2, the Club's assets and members' interests.

13.3. The Board of Directors shall be up to seven in number and at any time shall not be less than four and they will include:-

13.3.1 the President, Treasurer and Secretary, but no other Member of the Management Committee,

13.3.2 one Member from previous President, Treasurer, Secretary, or Captain who has held that positions for at least 2 years and who has not served in those positions in the year immediately preceding their appointment as Director, and

13.3.3 three Adult Rowing Members *each of whom must have been a Member of the Club for at least 3 years at the time of their appointment to the Board*, , excluding those eligible under Rule 13.3.2.

13.4 If there is a vacancy for a Director as defined in Rule 13.3.2 and no eligible Member is willing to stand for this vacancy, any Adult Rowing Member may stand.

13.5 The Directors are the Officers of the Club. They must always be Adult Rowing Members. Any Director ceasing to be an Adult Rowing Member of the Club shall retire from Office.

13.6 Directors are normally appointed by election at the Club's Annual General Meeting although under the Articles of Association the Board of Directors has the ability to appoint a Director to fill a casual vacancy in order to maintain the number of Directors at seven.

13.7 Directors appointed at an Annual General Meeting are appointed for a term expiring at the latest at the third subsequent Annual General Meeting and they must retire at the Annual General Meeting at which their appointment expires (subject to any permitted re-appoint at the Meeting). Any Director appointed by the Board holds office only until the next Annual General Meeting following their appointment and they must retire at that Annual General Meeting (subject to any permitted re-appointment by the Members at that Meeting). In case of any conflict the provisions of this paragraph override the provisions of Rules 13.8 and 13.9.

13.8 At least one of the President, Treasurer or Secretary must retire at each Annual General Meeting (even if none of them is automatically due to retire pursuant to Rule 13.7). Subject to any voluntary resignation the individual to retire will be the one who has been longest in office since their most recent appointment. If two or more of them were appointed on the same day, then the one to retire will (unless they otherwise agree among themselves) be determined by lot. No individual may be re-appointed as President, Treasurer or Secretary for a term that would result in their total continuous term in that post exceeding six years except that if an individual has held that post for a continuous period of six years or more and no other individual is both eligible and willing to stand for election to that post then the retiring President, Treasurer or Secretary may be re-appointed to that post for an additional term expiring at the next Annual General Meeting.

13.9 At least one of the Directors holding office pursuant to Rule 13.2.2. or Rule 13.2.3. (taken together) must retire at each Annual General Meeting (even if none of them is automatically due to retire pursuant to Rule 13.7). Subject to any voluntary resignation the individual to retire will be the one who has been longest in office as a Director since their most recent appointment. If two or more of them were appointed Directors on the same day, then the one to retire will (unless they otherwise agree among themselves) be determined by lot. No individual may be re-appointed for a term that would result in their total continuous term as a Director exceeding six years except that if an individual has been a Director for a continuous period of six years or more and insufficient other individuals are both eligible and willing to stand for election to fill all vacancies arising on the Board then the retiring individual may be re-appointed for an additional term expiring at the next Annual General Meeting.

13.10. The Directors shall meet once in every three months to conduct their duties on behalf of

the Club and four Directors shall form a quorum, which must include any two of the following: President, Secretary or Treasurer.

13.11. The Directors shall hold a meeting annually in October or November with both the Management and Rowing Committees to agree the Club plans for the following year.

13.12. To the extent legally permitted, a Director shall be indemnified against all risk and expense incurred by them in carrying out their duties as a Director 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.

13.13. The Directors are entitled to attend Management Committee meetings as an observer but shall not be entitled to vote at these meetings and will inform the chair of the meeting prior to attending.

14 **MANAGEMENT COMMITTEE**

14.1 The Management Committee shall be responsible for the operational management and financial administration of the Club and its affairs in accordance with the Club's Articles of Association and any direction, which may from time to time be given to the Committee by a resolution passed at a General Meeting or from the Board of Directors. They shall institute and/or approve Byelaws for various categories of membership. Members of the Management Committee must be Adult Rowing Members or (for non-Director positions and with the prior approval of the Management Committee) a Special Member over 18 years old. The Management Committee shall be elected at the Annual General Meeting of the Club, with the exception of the Captain, who shall be elected at the Rowing Annual General Meeting (Rule 0). They will hold office for up to three years and will be eligible for re-election at an Annual General Meeting.

14.2 The Management Committee shall consist of the:

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

14.3 Description of responsibilities of all Management Committee Members:

14.3.1 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 if present act as Chair at all Management Committee Meetings, Board of Directors and General Meetings. They will issue agendas and ensure that meetings are properly conducted, and a correct record of proceedings is maintained as well as reporting the activities of the Management Committee to the Board of Directors. 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 Management Committee and Board of Directors Meetings.

14.3.2 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 and the Board of Directors. The Treasurer shall cause audited accounts, in accordance with Rule 17, 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.

14.3.3 Secretary

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

14.3.4 Captain

The Captain shall be accountable to the Management Committee and be the official representative of the Rowing Committee in accordance with Rule 0

14.3.5 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.

14.3.6 Safety Adviser

The Safety Adviser shall be accountable to the Management Committee and be responsible for all matters regarding Safety. It will be their duty to understand the requirements of British Rowing Water Safety Code (RowSafe) and advise on their prominent display, their observation and their implementation always. They will be responsible for ensuring that all policies and Club activities will comply with the Water Safety Code contained in the rules of British Rowing and the Water Safety Guidance Notes as published by British Rowing.

14.3.7 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 Byelaws. 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.

- 14.4 The Management Committee shall meet 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.
- 14.5 The Management Committee, with approval of the Directors 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.

14.6 Any casual vacancy occurring throughout the year, among the positions, other than the President or Captain, shall be filled by the Management Committee, who shall appoint a person to fill the vacancy, except for the Treasurer or Secretary who are also Directors, where the Directors shall appoint a person to fill the office. The person so appointed shall retain office to the subsequent Annual General Meeting. In the case of the President or Captain a 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.

14.7 If the Management Committee, with approval of the Directors, wishes 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, or to borrow money on behalf of the Club, which requires the Directors to mortgage or charge the Club's property and assets or any part thereof or to issue Debentures or security for any debt, approval by special resolution will be required at a General Meeting.

14.8 The Management Committee, with approval of the Directors, shall have discretion to employ such persons as necessary to ensure the effective operation of the Club and define their working conditions and remuneration. Such persons will be accountable to the Management Committee.

14.9 Club Welfare Officer

The Management Committee shall appoint a Club Welfare Officer whose role is to support the club and everyone associated with it in relation to welfare and safeguarding, to create safe and inclusive environments and to respond to concerns and disclosures. The Club Welfare Officer will implement the Safer Recruitment procedures. Whilst the Club Welfare Officer is a safeguarding focal point, it is the responsibility of the Management Committee, all Club members and visitors to uphold British Rowing's safeguarding policies and procedures to safeguard children and adults at risk. The Club Welfare Officer shall report regularly to the Management Committee.

15 ROWING COMMITTEE

15.1 The Rowing Committee shall be accountable to the Management Committee and shall be responsible for all rowing activities, coaches, the boathouse, boats, and rowing and training equipment. They shall submit to the Management Committee for approval such Byelaws 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 an equipment purchase and refurbishment plan to the Management Committee for approval each October, or when requested by the Management Committee.

15.2 The Rowing Committee will consist of the:

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

15.3 The Captain, Junior Vice-Captain and Equipment Officer shall be elected by those Members of the Club entitled to vote at the Rowing Annual General Meeting to be held during September each year, from those persons who are Adult Rowing Members, or, with the prior approval of the Management Committee, a Special Member over 18 years old. The nominees for Vice Captain for the Junior squad must be approved by the Management Committee before election.

15.4 The Vice-Captains of the Men's, Women's, Men's Masters, Women's Masters, Development

and Recreational squads shall be elected by the members of their respective squads from those persons who are Adult Rowing Members, or, with the prior approval of the Management Committee, a Special Member over 18 years old, prior to the Rowing Annual General Meeting and their election shall be submitted for ratification by all Members of the Club entitled to vote at the subsequent Rowing Annual General Meeting.

15.5 The Rowing Committee members shall hold their positions for one year from September to August and be eligible for re-election (or ratification as appropriate) at subsequent Rowing Annual General Meetings. The procedure for the election of Members to the Rowing Committee shall be in accordance with this Rule. 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, a General Meeting must be held without delay for the purpose of electing a Captain until the next Rowing Annual General Meeting.

15.6 Description of responsibilities of all Rowing Committee Members:

15.6.1 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 equipment purchase and refurbishment plan (within the allocated budget)

15.6.2 Vice-Captains

The Vice-Captains will be accountable to the Captain and shall be responsible for the organisation of their allocated squads including training, events, and crew selection in consultation with the Captain. Where the allocated squad has a dedicated coach then racing crew selection must be approached collaboratively. The Captain should be consulted in the event of a dispute.

15.6.3 Junior Vice-Captain

Candidates for this role must agree to comply with British Rowing requirements for Junior Coaching.

15.6.4 Equipment Officer

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

15.7 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.

15.8 The Rowing Committee may define other positions (in addition to those specified in Rule 15.2) and may appoint other Club Members fill to them. Such Members may attend Rowing Committee meetings but will not be entitled to vote.

15.9 Coaches shall be accountable to the Captain and shall be responsible for the coaching of squads and crews as directed and in line with the prevailing coaching policy. Coaches will not be elected and will not be required to attend Rowing Committee meetings. Some coaches may be paid for their time from the coaching budget if (and at a rate agreed by the Rowing

15.10 The Rowing Committee may recommend to the Management Committee any person for Special Membership in accordance with Rule 8.4.6

16 GENERAL MEETINGS (including Annual General Meeting and Rowing Annual General Meeting)

- 16.1 All General Meetings shall be chaired by the President or in their absence a Director. All Members of the Club are entitled to attend any General Meeting, but only those Members who qualify under Rule 8 shall be allowed to vote and propose or second any resolution. A quorum at any General Meeting shall be not less than twelve voting Members, or one-tenth of the voting Membership at the time, whichever is the greater, present in person or by proxy.
- 16.2 Notices for all General Meetings must be posted on the Club notice board and sent to all Members 21 clear days before the scheduled meeting. The notice must specify the date, time and place of the meeting and the business to be transacted. 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.
- 16.3 A General Meeting can be called for specific purposes by the Management Committee, the Directors, 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. No other business may be transacted at the meeting except with the permission of the Chair.
- 16.4 Members entitled to vote but unable to attend a General Meeting will be allowed to submit a postal or proxy vote on the form provided for that purpose and these votes, including those received electronically will be included with the votes cast at the meeting.
- 16.5 All resolutions (other than Special Resolutions) shall be decided by a simple majority of votes cast by a show of hands unless a poll is demanded by the Chair, or by at least two Members. All votes for a contested Office / position will be by poll.

16.6 Special Resolutions

At a General Meeting a special resolution shall be decided by a majority of not less than 75% of votes cast. Examples of special resolutions would include a significant capital spend such as over 50% of reserves or over £50,000, a change to these Rules, sell, lease, mortgage or pledge any of the Club's property, or to dissolve the Club. If a special resolution is passed at a General Meeting to change Rules 1, 2 or 3 or to dissolve the Club then a General Meeting will be called to confirm this special resolution by a majority of not less than 75% of all voting Members.

16.7 Members' Resolutions

Any Adult Rowing Member moving a resolution at any General Meeting shall give notice in writing to the Secretary, clearly stating the business of the resolution, not less than four weeks before the General Meeting. To facilitate adding resolutions to the agenda Members will be notified of the date of Annual General Meetings not less than five weeks before the Annual General Meeting

16.8 Nominations

At least 21 days prior to the day appointed for the Annual General Meeting, a notice shall be posted on the Club Notice Board and/or sent to all Members electronically inviting the nominations for Candidates for the positions on the Management Committee and Directors or Rowing Committee up for election and shall remain so posted for two weeks. The names of all candidates for positions, together with their proposers and seconders (Adult Rowing Members only) and a brief explanation of what they will bring to the position shall be entered on the nomination sheet or by informing the Club Secretary who shall update the nomination form.

Any position not filled on the nomination sheet may be filled by nominations at the relevant Annual General Meeting.

16.9 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.

16.10 The business to be conducted at the Annual General Meeting shall 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 Directors and 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 Directors.
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 16.
6. To elect the Management Committee positions which are eligible for election, in accordance with Rules 14 and 16.
7. To elect the Directors which are eligible for election, in accordance with Rules 13 and 16.
8. Any Other Business.

16.11 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 Annual General Meeting as approved at the Club AGM will be available for information.

16.12. 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 0. 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 receive a brief update report from the President on behalf of the Directors and Management Committee.
5. To decide any resolution which may be duly submitted as per Rule 16
6. Any other business.

17. THE ACCOUNTS

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

17.2 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 with the approval of the Directors prior to the end of the Financial Year. The Directors and Management Committee shall ratify the accounts prior to submission for membership approval at the next Annual General Meeting.

18. RULES

18.1 The Management Committee shall be the main Authority for the interpretation of these Rules and of the Byelaws and Regulations made thereunder, if a Member wants to appeal a decision they may do so within one month, to a Committee of the Directors. The decision of the Management Committee or Directors if appealed on any question of interpretation or on any matter affecting the Club and not provided by these Rules or the Byelaws and Regulation made thereunder, shall be final and binding.

18.2 These Rules, may be added to, repealed or amended by special 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 or changed which seeks to change the character of the Club.

18.3 If at any time the Club shall in a General Meeting pass a special 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 all voting Members entitled to vote.

18.4 Interpretation of these Rules must be consistent with the statutory requirements for Charities and the Articles of Association.

18.5 A copy of these Rules shall be always kept at the Club or available online and every Member shall be supplied with a copy.

18.6 Unless otherwise implied by the context, all references to gender include all genders.

19. BYELAWS

The Management Committee will be responsible for Byelaws for Rowing, Gymnasium and Club House. They shall be available online circulated to all Members of the Club for ratification at a General Meeting. Byelaws 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, the Articles of Association and these Rules.

20. DISMISSAL OF AN OFFICER OR COMMITTEE MEMBER

20.1 Dismissal of a Director

A Director shall cease to hold office if they cease to be a Member, resign, attend less than two Directors' meetings in a year, or if requested to resign by all the other Directors acting together, as defined in clause 49 of the Articles of Association.

20.2 Dismissal of a Management Committee Member

If a Management Committee Member, for any reason, is deemed by a majority of the Management Committee to be unfit to hold that position, following full investigation with representation the member will be removed from that position if agreed by a majority of the Directors.

20.3 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, following full investigation with representation the member will be removed from that position if agreed by a majority of the Management Committee.

21. ILLEGALITIES

No unlawful activity shall be allowed on the Club premises by 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). Such activity could result in disciplinary procedure in accordance with Rule 11.

22. DISCLAIMER

Neither the Club nor any Officer thereof shall be liable to any Member, Guest or Visitor for any loss or damage to any personal property occurring from whatever cause in or about the Club premises (including but not limited to the Clubhouse, boathouses, yard, carpark and on the river), 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.

23. CLUB HOUSE

Operation of the Club House will be in accordance with the Club House Byelaws. 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 Licence held by or on behalf of the Club.

24. GYMNASIUM

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

25. DISSOLUTION

If at any time the Club shall in a General Meeting pass a special resolution with the consent of not less than 75% of votes cast from Members entitled to vote to dissolve the Club, then the Management Committee shall call a 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 75% of all voting Members, the Management Committee shall direct the Directors to take immediate steps to discharge all debts and liabilities of the Club at that time. The Directors 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, in line with Articles of Association clause 70 (Dissolution).

Broxbourne Rowing Club Grievance and Disciplinary Procedure

The Club will adhere to [British Rowing's Disciplinary & Grievance Regulations and Procedures](#), Club Rule 11 the procedure below, to ensure matters are resolved in a fair, effective and timely manner, all information provided will be treated confidentially and only shared as required.

1. If any member has a complaint or a grievance against the Club, or member(s) of the Club, then a full statement of the complaint should be sent in writing to the [Club Secretary](#) and [Club President](#). If the complaint or grievance is a safeguarding issue or relates to a Junior, this must be sent directly to the [Club Welfare Officer](#) and the Club President. If the complaint relates to the Club Secretary or President, the complaint can be made to another Director.
2. On receipt of the complaint an independent Club member will be appointed to act as a mediator between the parties.
3. If the mediator is unable to bring about a satisfactory settlement, the Secretary and President (or the other Director selected in step 1, if either are involved in the matter) will appoint an independent Investigatory Panel (Panel) of three members of the Management Committee or Directors (if the complaint is about a Director or Captain) who have no direct or indirect interest or involvement in the matter. If the Secretary and President consider the Management Committee and Directors are too close to those involved they may appoint a Club member to the Panel. One member of the Panel will investigate the complaint (the Investigating Officer) and another member will act as Chair.
4. The parties shall be given the opportunity to object (on reasonable grounds) to any of the members of the Panel within seven days of their appointment.
5. The Investigating Officer will notify any individual (and any other person as necessary) who is the subject of the Grievance (a 'Respondent') and provide them with a copy of the Grievance.
6. The Respondent will be asked to provide a statement and any relevant evidence and documents in response to the Grievance, which must be provided to the Investigating Officer within seven (7) days of the Respondent being provided with a copy of the Grievance. This may be extended at the discretion of the Investigating Officer for such period of time as the Investigating Officer (in consultation where appropriate with the Chair of the Panel) considers reasonable.

7. The Investigating Officer may carry out such further investigation into the Grievance as the Investigating Officer considers appropriate, which may include interviewing the Complainant and Respondent or other persons directly involved, and requesting and reviewing documents.
8. Unless the Panel determines a hearing is unsuitable, the chair of the Panel shall arrange the date of the hearing and notify the parties of the arrangements at least fourteen (14) days in advance of the date set. The notified date shall not be changed unless one or more of the parties has a compelling reason for not being able to attend on the notified day or time. If a Junior is a party they shall only attend a hearing if they wish to do so and it is agreed by both their parent/guardian and the chair of the Panel. They shall normally be accompanied by a parent/guardian/ suitable adult.
9. The evidence collected by the Investigating Officer will be reviewed by the Panel and each party will have a reasonable opportunity to give and call evidence, including written, address the Panel and present their case. The chair of the Panel shall have the discretion to limit the number of witnesses that are called.
10. The Panel shall have the power to reprimand, suspend or expel any member whose conduct, or that of their Guests, has been found to be prejudicial to the character or interests of the Club, in conflict with the Club Rules or British Rowing's Regulations or the Codes of Ethics & Behaviours or Conduct. The Panel shall come to a decision as soon as reasonably practicable after the hearing and if possible announce its findings and decisions orally to the parties. The chair of the Panel shall notify the parties and, if the Club was not a party to the dispute, the Club in writing of the findings and decisions within five days of the hearing.
11. The Complainant and/or Respondent(s) may appeal the Panel's decision within three weeks by writing to the Secretary (or another Director if the Secretary is involved in the complaint) stating the reason for appeal. The appeal will be referred to a second independent Panel (Appeal Panel) made up of up to three Directors (not involved in the Investigatory Panel or the grievance) to review the evidence, make further enquiries and, if necessary hold a further meeting with either or both parties if required. If the complaint is about a Director or the Captain, in the event of an appeal, the Appeal Panel will include an external independent (i.e. a non-member of the Club) individual to act as Chair. The Chair of the Appeal Panel shall promptly notify the parties and, if the Club was not a party to the dispute, the Club in writing of the findings and decisions.
12. A second appeal may be made to the Regional Rowing Council, if the British Rowing Terms of Reference were not observed, otherwise the decision by the Appeal Panel will be final.
13. If multiple complaints or a counter-complaint are received, each complaint will be considered on its own merits, though maybe considered together. The Club will follow British Rowing procedures to declare and deal with a complaint, which is deemed vexatious.
(<https://www.britishrowing.org/wp-content/uploads/2020/11/Vexatious-Complaints-Model-Policy-for-Clubs-and-Events.pdf>)

In exceptional circumstances the Club may accept an anonymous complaint, which should be

addressed to the Secretary and President. In this instance the Secretary or President will consider the appropriate procedural steps in line with British Rowing and this procedure so far as is possible