



# TWICKENHAM ROWING CLUB CONSTITUTION and RULES

## 1. TITLE AND CONSTITUTION

- 1.1. The Club shall be called the Twickenham Rowing Club and the colours shall be magenta and dark blue.
- 1.2. The object of the Club shall be to promote community participation in and to facilitate rowing under the Rules and Conditions of the Amateur Rowing Association and as such the Club shall observe the rules of the Amateur Rowing Association.
- 1.3. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
  - 1.3.1. A registered charitable organisation(s)
  - 1.3.2. Another Club which is a registered CASC
  - 1.3.3. The sport's national governing body for use by them for related community sports
- 1.4. The Income and Property of the Club shall be applied solely towards promoting the Club's objects set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

## 2. MEMBERSHIP OF THE CLUB

- 2.1. The Club shall consist of the following categories of membership:

Rowing Members, Life Members, Non-Rowing Members, Honorary Members and Temporary Members

- 2.2. All references in these Rules to men shall apply, mutatis mutandis, to women.

## 3. MEMBERSHIP CATEGORIES

### 3.1. Rowing Members

- 3.1.1. Full Rowing Members: Of and over the age of 18 and eligible to represent the Club at Regattas and Head Races.
- 3.1.2. Recreational Rowing Members: Of and over the age of 18 who do not wish to represent the Club at Open Regattas or Head Races.
- 3.1.3. Student Members: Full-time students or indentured apprentices of 18 years and over who, at the discretion of the Committee may have their rate of subscription reduced during such period as they remain full-time students or until such earlier date as the Committee may determine.
- 3.1.4. Junior Members: Under 18 years of age on the 1st January in the year in which the subscription is due. Eligible to represent the Club at Regattas and Head Races.
- 3.1.5. Surf Boat Members: Allowed the use of the surf boat only.

Note: Applicants of and over the age of 18, who are not full-time students, are normally expected to join as Full Rowing Members; at the discretion of the Committee, such applicants may join as Recreational Members.

### 3.2. Life Members

Available to Full Rowing Members who have completed five years membership in that category and paid the full subscription due in respect of those years.

### 3.3. Non-Rowing Members

Are not entitled to use Club boats or to represent the Club at any Regatta or Head Race, except in scratch races at the Club's regatta.

3.3.1. Full Non-Rowing Members: Entitled to use all the Club's land training facilities.

3.3.2. Social Non-Rowing Members: Not entitled to use any of the Club's land training facilities.

3.3.3. Country Members: A Non-Rowing Member whose normal place of residence is such as to preclude reasonable use of the Club's facilities may, at the discretion of the Committee, be placed on a Country Members' list.

### 3.4. Honorary Members

3.4.1. Those persons who, on the recommendation of the Committee, shall have been elected by an unanimous resolution of a General Meeting for any specified time for exceptional services to the Club.

3.4.2. Those persons so elected by the Committee for a period not exceeding 14 days.

### 3.5. Temporary Members

3.5.1. Persons wishing to try out the Club's facilities or those undergoing a course of instruction, granted on the authority of the Captain or his delegate, following the applicant's completion of a form of registration

3.5.2. Other persons on the authority of the Committee.

Temporary membership confers no rights and will not normally exceed two months. It is subject to cancellation by the Committee at any time without notice or explanation.

### 3.6. Family Membership: A group of related members, parent(s) and children

NOTE Those members domiciled in any country other than the United Kingdom for a period exceeding eleven months in the Club year are transferred to a suspended membership list during this time and no subscription shall become payable.

## 4. SUBSCRIPTIONS

4.1. The rates of annual subscription may on the recommendation of the Committee be changed within a margin of +/- 10%

4.2. The subscriptions of all members become due on 1st April each year.

4.3. Members reaching the age of 60 shall be entitled to pay a reduced subscription at not less than one-half of the normal rate as the Committee may decide.

4.4. At the discretion of the committee, members joining after June may pay a reduced subscription to cover the period until the following 31st March.

4.5. Any subscription due from temporary members will be at the discretion of the Committee.

4.6. Family groups consisting of at least one parent and one child under the age of 18 will be offered reduced rates of subscription as the Committee may decide.

4.7. As specified in Bye-law 32 Rowing members paying their subscription promptly shall receive a discount as the Committee may decide. As specified in Bye-law 34, the subscription of members paying late may be subject to a surcharge.

4.8. Students using equipment in the holidays between term times may pay a reduced subscription as the Committee may decide.

4.9. No Member whose subscription or other liabilities are in arrears shall be entitled to use any Club boat, to represent the Club at any Regatta or participate in any General Meeting of the Club.

## **5. ELECTION TO MEMBERSHIP**

- 5.1. All Members, other than Honorary Members under Rule 3.5.1 shall be elected by the Committee by a simple majority vote.
- 5.2. Applicants for membership and members renewing their membership will be asked to sign a form agreeing to abide by the rules and regulations of the club and the sport of rowing. The Committee may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote. Membership of the Club shall be open to anyone interested in the sport of rowing on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 5.3. No application for membership shall be considered complete unless accompanied by a remittance to cover the candidate's initial subscription.
- 5.4. The Form of Proposal for Junior Membership shall be counter-signed by the candidate's parent or guardian.
- 5.5. Every Member upon election to the Club shall be bound by the Rules & Bye-laws, a copy of which is on display in the Clubhouse. On request to the Secretary, a copy of the Rules & Bye-laws shall be sent to a member.

## **6. CESSATION OR SUSPENSION OF MEMBERSHIP**

- 6.1. Any Member wishing to resign his membership shall give notice in writing to the Secretary who shall submit such notice to the Committee for their consideration.
- 6.2. The Committee may expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members in a General meeting. It shall be lawful for the General Meeting so convened to resolve by a majority of votes in the ratio of at least two to one to expel such member from the Club. Any member so expelled shall not be eligible for re-election and shall forfeit all right to, or claim upon, the Club, its property or funds.
- 6.3. In the event of a member's subscription being overdue, the Committee shall have at its discretion the power to either:
  - 6.3.1. Suspend such member from the use of the Club boathouse or premises, or from any of the facilities of the Club until the said subscription has been paid.
- OR
- 6.3.2. If it is known that the member no longer uses the Club facilities, to remove the member from the membership list.
- 6.4. The Committee shall have power at the Annual General Meeting to publish the name of any member whose subscription and/or other liabilities for the preceding year ended 31st March shall be in arrears, whereupon he shall cease to be a member of the Club.

## **7. OFFICERS AND COMMITTEE**

- 7.1. The Officers of the Club shall consist of the President, Vice-President or Vice-Presidents, Captain, Treasurer or Treasurers, Secretary or Secretaries, House Steward or Stewards and Safety Advisor. Casual vacancies among the Officers, other than the President, Vice-Presidents or the Captain, shall be filled by the Committee.
- 7.2. In recognition of service to the Club, a member of long standing may be elected a Vice-President. Election will be by a simple majority at a General Meeting solely following nomination by the Committee. The appointment will be for life (subject to continuing membership), and normally not more than 18 Vice-Presidents shall hold office simultaneously. However the number may be increased temporarily to accommodate a President retiring to this appointment.
- 7.3. The Committee shall consist of the Officers of the Club, other than the Vice-Presidents unless they shall have elected to attend such Meetings, together with nine elected Members of whom at least two shall be active Rowing Members.

- 7.4. Excepting Vice-Presidents who are elected to other Committee posts, only six of the attending Vice-Presidents may vote in Committee, the names of whom are to be selected by annual ballot of the President and all Vice-presidents
- 7.5. The Committee shall have the power to co-opt not more than two additional members for any specific purpose but such persons shall not be entitled to vote at any meeting.
- 7.6. No Junior Member or any Honorary Member other than an Honorary Life Member may take part in the management of the Club.
- 7.7. The Committee shall each year elect from among themselves a Chairman to preside over their Meetings.

## **8. MANAGEMENT AND MEETINGS**

### **8.1. COMMITTEE**

- 8.1.1. The Secretary shall call Committee meetings as often as required. Any two members of the Committee shall have the power to instruct the Secretary in writing to call a Committee meeting, and the Secretary shall act upon such instructions. Five Members shall form a Quorum.
- 8.1.2. The Committee shall have the power to make regulations and bye-laws having the force of rules, and to alter and suspend any bye-laws.
- 8.1.3. The Secretary shall make and preserve correct minutes of all proceedings both at General and Committee meetings in books to be provided for the purpose which shall be duly certified and produced at every meeting.
- 8.1.4. The Club's banking accounts shall be operated on the signature of the holder of office of Honorary Treasurer alone up to a sum not exceeding an amount that shall be determined by the Committee in respect of any one transaction.

Withdrawals, or transfers having the effect of withdrawals, of sums over this amount must be countersigned by any one of the following: the holder of the office of Captain; the holder of the office of Honorary Secretary; one other nominated officer of the Club. Such signatories shall be appointed by annual resolution of the Committee.

### **8.2. GENERAL MEETINGS**

- 8.2.1. An Annual General Meeting of the Club shall be held in July or August every year on a date to be fixed by the Committee. Such meeting shall consider the accounts for the past financial year ended 31st March, elect officers for the ensuing year and shall be competent to deal with other matters brought before it. Fourteen clear days' notice of such meeting shall be given. Ten members shall form a quorum.
- 8.2.2. No one shall be proposed to fill any office in the Club or that of ordinary member of Committee unless his name shall have been received by the Secretary at least seven days before the day of election. Such nominations to be posted forthwith on the Club Notice Board together with the names of the proposers and seconders. Should fewer than nine nominations be made for ordinary members of the Committee then additional nominations for the vacancies then remaining may be submitted at the Annual General Meeting. The Officers and Committee elected at this meeting shall hold office from the 1st September following the Annual General Meeting until 31st August in the next year.
- 8.2.3. The Secretary shall, on the instruction of the Committee at any time or at the request in writing of not less than ten members of the Club, convene an Extraordinary General Meeting, of which seven clear days' notice shall be given, specifying the resolutions intended to be moved; the business of the meeting shall be confined to such resolutions.

## **9. TRUSTEES**

- 9.1. The General Meeting of the Club shall appoint Trustees from time to time. The trustees shall be three in number, and each shall be appointed for a period terminable by resignation or death of that Trustee or by ordinary resolution of a subsequent General Meeting.

- 9.2. The Trustees shall be appointed to hold for the Club any freeholds which are properly the property of the members collectively; and any investment, mortgage or other instrument made for and on behalf of the Club shall be in the names of one or more Trustee, and the Trustees only are empowered to hold such investments, mortgages or instruments in individual names, except for any such instrument allowed in the name of Twickenham Rowing Club.
- 9.3. The Trustees shall at all times act upon resolutions of the Committee and the Committee alone shall have power to direct the Trustees to act in any manner consistent with the powers conferred by this Rule.

## **10. ROWING**

- 10.1. The Captain shall have entire control over the composition and management of any crew that rows in a Club boat, over all Club races and, subject to any resolution of the Committee, over all matters affecting the rowing of the Club. In the absence of the Captain any member of the Committee authorised by the Captain may act in his place, except with regard to the composition of crews for Regattas or Club races.
- 10.2. All entries at Regattas shall be made and the entrance fees forwarded by the Secretary on the authority of the Captain only, but no entry shall be made in the Club's name for Henley Royal Regatta, Women's Henley, the National Rowing Championships, the Wingfield Sculls or any International race except by the authority of the Committee.

## **11. ALTERATION OF THE RULES**

- 11.1 Any alteration to these rules must be sanctioned by a three-fourths majority of such members entitled to vote as are present at a General Meeting of the Club or one which has been convened in the manner required of an Extraordinary General Meeting under Rule 21, and by a simple majority of a further meeting to be held not sooner than fourteen days and not later than one month from the date of the first meeting.

## **12. INTERPRETATION**

- 12.1. A notice shall be deemed to be served on the day following that on which it is posted to a member's registered address and the term "clear days" shall not include the day of service or the day of meeting.

## **13. LICENSED HOURS**

- 13.1. The hours for sale and consumption of intoxicating liquor on the premises shall be as follows, unless an authorised extension has been permitted:

Christmas Day	12:00	-	18:30
Good Friday	12:00	-	22:30
Sunday	12.00	-	22.30
Other Days	11:00	-	23:00

Provided that the said hours may be varied by resolution of the Committee acting in accordance with and within the limits allowed by The Licensing Act 2003 or any Statute amending or replacing the said Act.

## **14. Equal Opportunities Policy**

- 14.1. The Club will ensure 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.

## **15. Child Protection Procedures**

- 15.1. The Club accepts the policy and procedures relating to Child Protection, as set out by the ARA, and requires all members to accept them as a condition of membership.

## **16. Safety**

- 16.1. The club activities will comply with the Water Safety Code contained in the rules of the ARA and the Water Safety Code Guidance Notes as published by the Amateur Rowing Association.
- 16.2. The Safety Adviser's duties are to understand the requirements of the ARA Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times.