

SOUTHSEA ROWING CLUB: RULE BOOK

Club Details

1. The Club shall be called the “Southsea Rowing Club”.
2. The Club colours shall be Light Blue, White and Dark Blue.
3. The objectives of the Club shall be to encourage and provide facilities for rowing and to foster good sportsmanship. The Club shall be a non-profit making organisation and any surplus shall be used to maintain and improve the Club’s facilities. No profit or surplus will be distributed to members or third parties.

Election of Membership

4. Membership of the Club shall be open to all persons interested in the sport of rowing on application in accordance with the Equal Opportunities Policy (rule 12) except as a necessary consequence of the requirements of rowing as a particular sport. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute or for some other similar good cause. Appeal against such a decision may be made to the Club’s members and decided by a majority vote.

The classes of membership shall be as follows:

a. Full Members

Persons of the age of 18 years and upwards who shall be entitled to the full benefits and privileges afforded by the club.

Unemployed persons or Students undergoing full time education can become Full members of the Club at a reduced rate of 50% of the Full membership subscription at the discretion of the Officers of the Committee.

b. Non-Rowing Members

Persons of the age of 18 years and upwards who either do not normally reside within a radius of 30 miles of Portsmouth or who no longer wish to row or train at the Club but do wish to maintain an interest in Club affairs. These persons shall be entitled to the full benefits and privileges afforded by the Club except that they shall not be able to use the Club facilities for Rowing or Training, except with the Captain’s specific permission and then no more than 5 times in any year.

c. Associate Members

Persons of the age of 18 years and upwards who are considered by the Committee to be eligible to join. Associate Members shall not be entitled to use the Club boats or training facilities nor shall they have any power of voting at any meeting of the Club or be able to hold any office in the Club, save that they shall be eligible to serve on the Bar Sub-Committee and vote on matters relating to the running of the Bar.

d. Cadet Members

Young people under the age of 18 years who shall be entitled to the full benefits of the Club but shall not be entitled to take part in the business proceedings of the Club. Additionally those under 15 years will only be permitted when one of both parents are members and accept full responsibility for the activities of the cadet member

e. Temporary Members

The Committee shall have power to elect Temporary Members on such terms as they may determine for any period not exceeding 1 month, providing that there shall not be at any one time more than 50 temporary members. Every candidate for temporary membership shall be proposed by one member and seconded by another in writing addressed to the Hon. Secretary. The proposer and seconder shall furnish the Committee with such information regarding the candidate as the Committee may require. The Committee shall proceed to the election at their first meeting held after the expiration of 48 hours from the receipt by the Hon. Secretary of such proposals. Temporary Members shall not be called

upon to pay any entrance fee but shall pay such subscription being not less than a proportionate amount of the subscription payable by Ordinary Members as the Committee may determine. Temporary Members shall be entitled to all the benefit and privileges of Membership except that they shall not be eligible for election as Officers or Members of the Committee or to vote at meetings or to claim any share of the property of the Club on its dissolution.

- 5 A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership.
6. Application for Membership
 - a. All Candidates for Membership will observe the Rules, Bye-Laws and Regulations of the Club for the time being in force. The application form of Cadet Members must be countersigned by a Parent or person in loco parentis.
 - b. A Member's age on the 1st April shall determine their class of Membership and subscription payable for the ensuing year. Other applications for change of class of membership shall be submitted to the Committee in writing who shall have power to apportion the subscription for the remainder of the year if they grant such application.
7. The Members at a General Meeting shall be at liberty to elect any person as an honorary member, life member or patron who they consider it would be in the interests of the Club to have as a Member, and every such person shall be entitled to all the benefits of the Club, but shall not be required to pay any subscription nor shall he or she vote at any meeting of the Club.
8. Such entrance fees (if any) as the Committee may determine shall be payable by a candidate who has been accepted as a Member
- 9 Current agreed Subscription Rates, including VAT
 - Full Member £144.00
 - Non-Rowing Member £36.00
 - Associate Member £18.00
 - Cadet Member 75% of full subscription

Payments shall be made either in cash annually in advance or by monthly payment through standing order.

Membership subscription rates shall be subject to annual increases at least in line with the Retail Price Index, to be agreed by the Committee. Membership subscriptions are not refundable.

10. No new member shall be entitled to the privileges of membership until payment of their 1st year's subscription or completion of a standing order form.
11. a. Subsequent subscriptions shall be payable on the 1st April in each year. If payment is not made by 1st July the Committee shall have power to suspend them and to strike their name off the list of members subject to their right to reinstate them if satisfied as to the cause of the default and payment of arrears.

No Member may represent the Club in any competition unless current subscriptions have been paid.
- b. No member whose subscription for the preceding year is unpaid shall be entitled to vote or take part in any Club affairs.

Equal Opportunities Policy

- 12 The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

Child Protection Procedures

- 13 The Club accepts the policy and procedures relating to Child Protection and the Protection of Vulnerable Adults as set out by British Rowing, and requires all members to accept them as a condition of

membership.

Resignations and Expulsion

14. A Member may resign by giving notice to the Secretary in writing of their intention so to do. With any notice of intention to resign, the resigning member shall return their boathouse key, and any other equipment belonging to the Club and any monies owing to the Club.
15. Any member guilty of unbecoming behaviour or the use of improper language on the Club premises, or if, in the opinion of the Committee, any member has made themselves obnoxious to the Club or been guilty of conduct whether on or off the Club premises, calculated to bring discredit upon or to cause injury to the Club, or behaved in a manner subversive to its discipline, such member shall be given seven days clear notice to appear before the Committee and explain their conduct and, failing a satisfactory explanation, such Member may be expelled from the Club by the Committee. At any meeting at which a question of expulsion shall arise, not less than nine members must be present and vote, and a resolution must be passed by a two-thirds majority present. The Notice convening the meeting must state that a disciplinary question shall be part of the business. Any member resigning or being expelled from the Club shall forfeit all interest in the property of the Club.

Grievance and Disciplinary Procedures

16. An individual or member with a complaint about treatment by the club should set out their grievance in writing, in the first instance to the Club Captain or Welfare Officer. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing

Management

17. The Officers of the Club shall consist of a President, a Commodore, one or more Vice-Presidents, a Captain. Vice-Captain. Honorary Secretary Honorary Treasurer, Assistant Honorary Secretary and Assistant Honorary Treasurer, all of whom shall be ex-officio Members of the Committee of Management. All Officers shall be elected annually at the Annual General Meeting. Any vacancies occurring after the Annual General Meeting shall be filled at the discretion of the Committee.
18. The management of the Club shall be in the hands of the Committee which shall consist of the officers and eight members (hereinafter referred to as "the elected members") elected and voted upon at an Annual General Meeting, and shall with the officers hold office until their successors are duly elected. The Committee shall have power to add to its number for special purposes, by co-opting any number of members it shall think desirable. Any vacancies occurring after the Annual General Meeting shall be filled at the discretion of the Committee and shall hold office until the next AGM.

Real and Leasehold property of the Club shall be vested in Trustees elected by the Committee to be dealt with by them as the Committee shall from time to time direct by resolution (of which an entry in the minutes book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of Club property. The Trustees shall hold Office until death or resignation or until removed from office by a resolution of the Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any Trustee or Trustees from the office of Trustee. Where by reason of any such death, resignation or removal it shall appear necessary to the Committee that a new Trustee or Trustees shall be appointed or if the Committee shall deem it expedient to appoint an additional Trustee or additional Trustees the Committee shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nominations the Commodore is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and shall by deed duly appoint the person or persons so nominated by the Committee as the new Trustee or Trustees of the Club and the provisions of the Trustees Act 1925 shall apply to any such appointment. Any statement of fact in any Deed of Appointment shall in favour of a person dealing bona fide and for value with the Club or the Committee be conclusive evidence of the facts so stated.

19. The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole. The Committee should ensure that adequate and appropriate public or preferably civil liability insurance is in place to cover all the activities of the club, its committee and members.

20. The duties of the Committee shall be as follows:
 - a. To manage the affairs of the Club in accordance with the Rules.
 - b. Not to incur any debt for any one item during the financial year exceeding £1000 without the money being first specially voted by an Annual General Meeting or Special General Meeting, but this limitation shall not apply to debts incurred in the normal course of Club trading in respect of the Southsea Regatta account, Bar account, the Annual Ball and Annual Dinner accounts.
 - c. To hear appeals from the decision of any officer affecting any member of the Club.
 - d. To manage the running and operation of the Club, ensuring that the Club's facilities for Rowing and training are adequate, within the financial limitations of the Club.
21. Any matter not provided for in these rules, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final
22. The Officers and Committee have primary responsibility for safe practice within the Club and for adopting the minimum standards advised by British Rowing
23. Committee members are expected to serve for a minimum of 2 years on the Club Committee to provide continuity of policy, although this is not compulsory. Committee members who have served for only 1 year will have an automatic place reserved for them on the Committee for their second year that they may decline if they so choose.

All applications for Committee membership will be voted upon at the Annual General Meeting.

Casual vacancies shall be filled in accordance with Rule 18 and a member so elected shall have the same seniority as the member whose place they take.

24. Any officer or elected member who shall be absent from three consecutive Committee meetings may be called upon by the Committee to resign his or her office and shall thereupon resign. The vacancy so occurring shall be filled in accordance with Rule 18.
25. Any officer or elected member may be removed by the Vote of a General Meeting or Special General Meeting upon due notice being given that such motion shall be brought forward.
26. The Committee may appoint Sub Committees from amongst their number for such purposes as they shall think fit with power to co-opt to such Sub Committees Members of the Club other than Committee Members providing that on any such Sub Committee there shall be a majority of Committee Members. All Sub Committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
27. Meetings of the Committee may be convened by any officer or any two elected members. The Quorum at Committee meetings shall be five members. At all Committee meetings the Senior Officer present shall preside. If votes be equal the vote of the Senior Officer voting shall count as two votes.
28. The Annual General Meeting shall be held in the month of October in every year and twenty one days notice of such meeting shall be given to every Club member and posted on the Club Notice Board.

The business of such Meeting shall be as follows:

- a. Election of Officers, Committee and Hon. Auditors.
- b. Presentation by the Captain of his or her report
- c. Any other business sanctioned by the Committee or requested by any 10 members of which 14 days notice shall have been given to the Hon. Secretary who shall forthwith circulate the same to all members.

The Financial Annual General Meeting shall be held in the month of March in every year and twenty one

days notice of such meeting shall be given to every Club member and posted on the Club Notice Board.

The business of such Meeting shall be as follows:

- a. Passing of the Club Accounts.
 - b. Any other business sanctioned by the Committee or requested by any 10 members of which 14 days notice shall have been given to the Hon. Secretary who shall forthwith circulate the same to all members.
29. The Committee may at any time and shall within one month after delivery of a requisition by any 10 Full and/or Non Rowing Members stating the business for which required, convene a Special General Meeting for any specific purpose. At least 14 days notice of a Special General Meeting shall be given to every member and posted on the Club Notice Board and every notice shall state the business to be transacted; and none but such business shall be discussed or dealt with at that meeting.
 30. For the election of officers, elected members and auditors every candidate shall be proposed and seconded by two members entitled to vote and the nomination paper delivered to the Secretary at least 14 days before the time of holding the meeting or adjourned meeting (as the case may be) at which the election is to take place. A list of candidates displayed on the Club Notice Board, signed by the Proposer and Seconder and countersigned by the candidate shall be sufficient notice of such nomination.
 31. Two auditors (not being members of the Committee) shall be appointed annually at the Annual General Meeting for the ensuing year, and such auditors shall audit the accounts of the Club prior to their submission at the next Financial Annual General Meeting. Retiring auditors shall be eligible for re-election.
 32. At all General Meetings the Senior Officer present shall preside and every question (unless otherwise expressly provided by these Rules) shall be decided by a majority of votes. Every member entitled to vote shall have one vote and in the event of equality of votes the Chairman shall have a casting vote. The quorum at all General Meetings shall be 10 members entitled to vote.
 33. The Bankers of the Club shall be Barclays Bank Ltd., PO Box 6. Southsea, or such other Bank or Building Society as shall be approved by the Committee from time to time.

All monies received for and on behalf of the Club shall be paid into the Club's account within one Month from its receipt. The Committee may invest surplus Club monies as they deem fit.
 34. The Treasurer shall collect the subscriptions and all monies payable to the Club. Proper books of account shall be kept by the Treasurer to be audited at least once every year by the Auditors. It shall also be the Treasurers duty to make all necessary payments connected with the Club. The Treasurer shall not incur any liability exceeding £100 nor make any payment exceeding £100 except with the consent of the Committee, other than normally reoccurring outgoings and trading accounts incurred by the Club.

All cheques drawn shall be signed by any two of the Captain. Hon. Treasurer, Assistant Hon. Treasurer and Hon. Secretary. Written receipts are required for all purchases, to be passed to the Treasurer.
 35. The Secretary or in their absence the Assistant Secretary, shall keep proper minutes of the proceedings of all meetings both of the Committee and of the Club, and shall with the Assistant Secretary conduct the general correspondence of the Club.
 36. The Committee shall have power to make, amend and repeal such Bye-laws as they shall think fit for regulating the affairs of the Club, but so that such Bye-laws shall not infringe on or be inconsistent with the Rules.
 37. A copy of the Rules and Bye-laws for the time being in force shall be displayed on the Club Notice Board and every member shall be deemed to have notice thereof and any member who wilfully and persistently commits a breach of fails to observe the Rules and Bye-laws shall be liable to expulsion under Rule 15.
 38. The Club shall be open between the hours of 7:30 a.m and 11:30 p.m and such other times as authorised by the Committee.
 39. Members shall be entitled to introduce Visitors subject to the following conditions, and to any further

conditions that may be imposed by the Bye-laws:-

- a. The Visitor's name and address and the name of the member shall be entered in the Visitor's Book to be kept for the purpose.
 - b. The member must remain in the company of the Visitor during the visit.
 - c. Members shall be responsible for all expenses incurred on behalf of or damage caused by their guests.
40. All damage to property of the Club caused (wholly or partly) by the wilful act or negligence of a member or members, shall be made good by or at the expense of the member or members causing or responsible for the damage. If any question or dispute shall arise as to the liability of a member under this rule it shall be referred to the Committee or such person or persons (being members of the Club) as shall be nominated by the Committee for the purpose, whose decision shall be final. The Committee or other person or persons as aforesaid shall have full power if they hold more than one person to be responsible for the damage, to apportion the responsibility and liability in such manner as they shall think fit. For the purpose of this Rule, a Visitor shall be deemed to be member, but subject to paragraph (c) of Rule 39.
41. All notices required to be given to members shall be deemed to be good and sufficient if delivered or sent by prepaid letter addressed to the member at their last address in the books of the Club.
42. No alteration or addition to these Rules shall be made except by a resolution carried by a majority of at least 2/3rds of the members present and entitled to vote at an Annual General Meeting or a Special General Meeting the notice of which shall have contained particulars of the proposed alteration or addition. The Secretary shall as soon as possible and in any case within 28 days of the making of such alteration or addition to these Rules give written notice of such alteration or addition to the Police and to the Clerk of the Magistrates Court in compliance with the licensing Acts.
43. If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money the Committee shall thereupon be empowered to borrow for the purposes of the Club such amount of Money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be decided by the Committee or as shall be specified in such resolution and thereupon the Trustees shall at the direction of the Committee make all such dispositions of the Club Property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest.

All members of the Club whether voting on such resolution or not and all persons becoming members of the Club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.

School and University Rowing

44. The Committee may authorise Educational Establishments to use some or all of the facilities of the Club subject to such restrictions and payment of a block subscription as they think fit but any such block members wishing to race for the Club or hold Office or vote at any meeting of the Club must apply for membership of the Club in the usual way.

The Captains of such establishments are required to represent the interests of their establishments by attending all Committee meetings.

45. Cadet Members must not be at the club unless supervised by a suitably qualified member of staff, who is responsible for their actions and safety.

Some exceptions may be made if a serious rowing crew is formed, at the discretion of the Club Captain.

46. Portsmouth University Rowing Club shall be governed by a separate agreement, a copy of which is held by the secretary. In any conflict between that agreement and these rules, these rules shall take priority

All Portsmouth University Members Rowing under this scheme shall not be entitled to take part in the business proceedings of the Club nor have any power of voting at any meeting of the Club or be able to hold any office in the Club.

Social and Bar

47. Opening of the Club bar to comply with local Licensing laws.
48. The Club Bar Manager is required to report on bar matters to the regular Club Committee meeting.
49. The Club Bar Manager is required to ensure that all Club Rules pertaining to Members and their guests are strictly adhered to when using the Club Bar.

50. Dissolution

The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and approved by not less than three quarters of those present and voting.

In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to 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 as agreed by the meeting which formally terminates the club as follows:

- a. Another Club which is a registered CASC.
- b. A registered charitable organisation.
- c. The sports national governing body for use by them for related community sports.