

Paignton Amateur Rowing Club

Constitution

Fourth Edition

April 2024

South Quay, The Harbour, Paignton, Devon

Constitution

1. Name

The name of the club shall be Paignton Amateur Rowing Club (hereinafter referred to as 'the club').

The club premises are at South Quay, The Harbour, Paignton, TQ4 6DT

2. Club Aims and Objectives

The aim of the club is to promote, facilitate and develop the sport of amateur rowing, including skiff, coastal and Cornish pilot gig rowing, for the communities of Torbay and the surrounding area.

In furtherance of this aim, the club's objectives are:

- i) To encourage participation in the sport of rowing through a membership policy based on inclusion and accessibility for all, including juniors of ten years and older.
- ii) To encourage awareness of local heritage through the sympathetic use of Paignton Harbour and Torbay.
- iii) To facilitate the sport of rowing in a safe manner by the provision of appropriate equipment and approved levels of teaching and coaching.
- iv) To encourage an active, friendly social life within the club for the benefit of its members

3. Management Committee

- i) The Management Committee of the club shall consist of the officers and seven others and shall undertake the entire management of the club.
- ii) The officers of the club shall consist of President, Skiff Captain, Gig Captain, Secretary, Treasurer and four trustees. All officers except the trustees, shall be elected by rowing and social members of the club each year at the Annual General Meeting (AGM).
- iii) Other members of the management committee shall consist of the Chairperson, Vice Chairperson and five others. The Management Committee shall elect these.
- iv) If any member of the Management Committee resigns during the year, a replacement may be elected by the rowing and social members at an EGM.
- v) All members of the management committee must be aged 18 years and over and be fully paid-up members of the club (i.e., rowing, or social members). Anyone who is

also a member of another rowing club is not eligible to serve on the Management Committee.

- vi) If a management committee is not formed, then the Trustees will assume responsibility for the running of the club. If a management committee has still not been formed after an appropriate period, the Trustees, at their discretion, may disband the Club.
- vii) The Secretary shall attend all meetings and take minutes of the proceedings which shall be signed by the Chairperson at the next meeting. They shall deal with all correspondence affecting the club. The secretary shall keep an inventory of all the property of the Club. Another club member may be co-opted to take notes at meetings, this member will not be a member of the management committee and will not vote in committee meetings.
- viii) The membership secretary shall maintain a register of club members. They need not be a member of the management committee but must produce a report of the number of members for the monthly committee meetings. They are also responsible for ensuring Spond reflects current club members. .
- ix) The Treasurer shall keep an account of all monies received and payments made in the clubs' financial books. Monies received are to be paid to the bank and all payments made must be authorized by the Treasurer and Secretary, or treasurer and chairperson. The accountants shall prepare and present a balance sheet (made up to the previous year end 31 December) to the AGM. Such balance sheet having been previously presented to the management committee. The accountant is to be appointed annually after due consideration by the management committee prior to the AGM.

4. Trustees

- i) There shall be four Trustees who are elected as required by rowing and social members at n AGM. Nominations are to come from the Management Committee after due consideration of recommendations from existing Trustees.
- ii) The Trustees must be fully paid-up members of the Club.
- iii) In the event of the club disbanding, the trustees will become responsible for the clubs' assets and having met liabilities from these assets, will apply any remaining balance for the purposes of an appropriate sporting, charitable or community cause with the area of Torbay or South Devon.
- iv) In the event of a major split within the club which cannot be resolved by the Management Committee, the trustees will become responsible for the assets of the Club as above.
- v) The trustees shall have no personal liability for any debts of the club and shall be indemnified by the club against any liability, costs, expenses, or payments properly incurred or made by them in the performance of the functions of trustee of the club.

5. Management Committee Duties

The Management Committee is responsible for:

- i) The administration of the club
- ii) The management of the assets of the club, including the running and maintenance of any boats borrowed by the club.

- iii) Control of the funds of the club, ensuring that funds and assets are applied solely for the purposes of advancing the objectives of the club. No money or property of the club or any gain arising from the carrying on of a function of the Club, shall be paid in cash or kind to any member of the club except where members are conducting official club business and may be paid expenses to cover the costs of services rendered to the club. The decision to pay such expenses shall be decided by the Management Committee.
- iv) The implementation of the constitution and rules of the club and formulation of any byelaws as they shall from time to time think fit.
- v) Setting the amount of annual membership each year.
- vi) The officers of the club shall have the following responsibilities.
- vii) The skiff captain together with the coaches shall be responsible for the skiff and coastal boats, equipment, training, and skiff rowing matters.
- viii) The gig captain together with gig rowing coaches shall be responsible for the gig boats, equipment, training, and all gig rowing matters.
- ix)
- x) All decision made by the management committee will be recorded in the minutes. Electronic decisions can be made between meetings provided at least six members' vote. The decision must be communicated to all members and members must be given at least 48hrs to respond after a request for a decision has been made. Request for decisions may be made either via WhatsApp or email.

6. Meetings

- i) The AGM shall be held before the first week in April, at which time the management committee will present a report and financial accounts for the previous year and the officers and committee members for the ensuing year will be elected by rowing and social members.
- ii) General meetings may be called at any other time by any six club members giving written notice to the secretary, who must call an Emergency General Meeting within 14 days.
- iii) Ordinary meetings of the Management Committee shall be called by the Secretary monthly, or at the request of the Chairperson. Special meetings of the Management Committee shall be called by the secretary if requested by at least three members of the committee in writing.
- iv) A quorum for management committee is six or more (excluding Trustees) and decisions are passed by a simple majority.
- v) Failure to attend more than four management committee meetings during a year could lead to expulsion from the committee.

7. Membership

- i) The club is committed to ensuring the sport of rowing works in the interest and is relevant to the needs of all sections of the community. The club aims to meet the varied individual needs and expectations of members that use the club and its other facilities. Everyone has equal access to club services regardless of their race, heritage, culture, class, gender, religion or non-religious belief, nationality, creed, colour, age, disability, or sexual orientation. The club recognizes that it exists in a

richly diverse community and understands the strategic importance of achieving a diverse membership which reflects the wider community.

- ii) The club aims to be responsive, sensitive, fair, and equitable in its provision of sport by other sports services by our partners and the wider community. We aim to ensure that any person that may be occasionally employed by the club and volunteers who deliver our services on our behalf will also share our vision and values.
- iii) The management committee and membership of the club fully accepts its obligations under the Equality Act 2010.
- iv) There shall be the following categories of membership.
 - **Rowing member**
An individual of 18 years or more. Entitled to be an officer and serve as a committee member of the club and have one vote at the AGM.
 - **Social member**
A non-rowing individual of 18 years or more. Entitled to be an officer and serve as a committee member of the club and have one vote at the AGM.
 - **Junior rowing member**
A rowing individual of at least 10 years but below 18 years. Not entitled to be an officer, serve as a committee member of the club, or vote at the AGM.
 - **Life member**
Given to any individual at the discretion of the management committee.

8. Constitution, rules, and byelaws

- i) No alterations shall be made to the constitution or rules except at an AGM or EGM. The particulars of the proposed alterations must be given in writing at the previous management committee meeting and inserted in the announcement calling the AGM.

Rules

1. Membership
 - i) Members shall pay annual subscriptions at the rates determined by the Management Committee.
 - ii) 1 April* each year and only paid-up members shall pay subscriptions are eligible to vote at meetings and to row the clubs' boats. Those admitted to membership after 1 October will pay half the relevant subscription.
(*Membership may also be paid in three equal installments payable on 1 April, 1 May, and 1 June.)The Management Committee may put in place alternative payment arrangements for members experiencing financial difficulties, Members with pre-arranged installments or alternative payment arrangements will not be deemed to be in arrears unless they fail to make payments in line with the agreements reached, Any members who's subscription is one month in arrears shall be deemed to have resigned from the club.
 - iii) Membership is non-discriminatory and is open to all persons interested in supporting the objectives of the club.

Elections of membership

- i) Membership of the club shall be open to anyone interested in the sport of rowing in accordance with the Equal Opportunities Policy to which the club is fully committed. However, membership may be limited according to availability of facilities, but on a non-discriminatory basis,
- ii) New members and members renewing their memberships, will abide by the Rules and Regulations of the club and the sport of rowing. The different classes of membership and subscriptions are on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- iii) If it is considered by the club management committees that granting or renewal of membership would be detrimental to the aims and objectives of the club, by virtue of conduct or character likely to bring the club or sport of rowing into disrepute or for some other similar good cause, the club management committee shall be entitled to refuse or withdraw such membership. In doing so, the committee shall provide full reasons for their decision and grant a right of appeal to the member.

Cessation of membership

- i) Any member violating any of the rules or regulations of the club or being adjudged guilty of unsatisfactory conduct may, by resolution of the committee, be suspended or expelled.
- ii) Any member suspended or expelled may appeal to an independent hearing panel. If such an appeal is approved by four of the officers of the club. The panel may be drawn from the membership of the club. The panel will hear and receive evidence, reach a conclusion, affirm, or reject the sanction imposed as appropriate. A fair and independent hearing must be given within an appropriate timescale and must not contravene the Human Rights Act 1998 or any other policies of the club or British Rowing.

Grievance and Disciplinary Procedures

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

2. Child Protection Procedures

The club accept 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. The club will appoint a Child Welfare Officer and all coaches and volunteers working with junior members will have DBS checks.

3. Water safety

The club will follow the guidelines for Water Safety as set out in the British Rowing 'Row Safe' document and the CPGA Water Safety document.

4. Rowing

- i) Only fully paid-up members of the club or members of other rowing clubs by invitation, may use the clubs' boats and then only with permission of the Skiff Captain Gig Captain or another Committee Member.
- ii) All rowing equipment must be returned to its proper place after use.
- iii) The coxswain or stroke of each crew is to oversee the boat, and they are to see that the boat is in a reasonable state of cleanliness on completion of its usage. . All crews are responsible for the general cleanliness and tidiness of the boathouse and changing rooms.
- iv) Any damage done to boats or other equipment is to be reported to the gig captain or skiff captain as appropriate, failing that to a committee member. If proved to be done willfully the member or members responsible will be charged for repairing or replacing the same.
- v) The skiff captain and gig captain or coaches shall have unquestioned power at any time to alter the position of any crew member or to require them to move to any boat whenever they deem it advisable in the interest of the club. Should any member desire to complain on account of the position being assigned to them or in respect of the behavior of any member, such complaint shall be made privately to any member of the committee whose duty it will be to see if the matter is fully investigated and dealt with or referred to the management committee for settlement if necessary.
- vi) Crews are not to change their positions or use any other boat but that allocated to them without the consent of the captains or other management committee members.
- vii) Any person taking part in WEARA or CPGA events representing the club must be a fully paid up rowing or junior rowing member. Any person taking part in any non WEARA or CPGA events should have a minimum of full social membership and their training should only proceed with full consultation and agreement of the management committee.
- viii) Shouting or bad language on the water or in the boathouse should never be practiced or tolerated by members.