

RULES OF NORWICH ROWING CLUB

Adopted at AGM 30 July 2019

1. The title of the Club shall be Norwich Rowing Club hereinafter known as 'the Club'.
2. The Objects of the Club shall be to promote participation of the whole community in the amateur sport of rowing in the City of Norwich and its environs.
3. 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.

Membership

4. 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 may be pursued on a nondiscriminatory basis.
5. All members shall make themselves conversant with these rules and any regulations, policy and guidance issued by the Committee or its officers which from time to time, be in force and displayed on the Club notice board or otherwise disseminated including by electronic means.
6. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Consideration will be given, by the Bursary Panel (constituted separately), to those who may be precluded, through cost, from membership.
7. Applicants for membership and members renewing their membership will be required to sign a form (which may be digital) agreeing to abide by the rules and regulations of the Club and the sport of rowing.
8. If it is considered by the Committee that the 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 the sport of rowing into disrepute or for some other similar good cause, the 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. A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership.
9. The membership of the Club shall be made up of the classes set out in Rule 10. Membership entitles the member to row and take part in other activities of the Club during reasonable hours. Each class of member carries the same rights and responsibilities unless otherwise excepted or specified in these rules. Except as otherwise provided in rule 10, membership of the club is from 1 September of each year or the date of first becoming a member if later until 31st August following payment and subscriptions are set accordingly. Notwithstanding rule 16, members who leave prior to 31st August are not entitled to a refund of subscriptions and remain liable for arrears.
10. The membership classes are:
 - a. Full membership
 - b. Family membership – comprising at least one or both parents and one or more children under 19 years of age on 1 September in the membership year.
 - c. Student Membership (whilst a full-time local student)

- d. Junior Membership – under 19 years of age on 1 September in the membership year in accordance with the British Rowing definition of 'junior'.
- e. Three months membership for Adult Learn2Row course participants
- f. Social Membership – which entitles the member to take part in all activities of the Club other than rowing/sculling and training
- g. Coxing, and non-rowing coaches - which entitles the member to take part in all activities of the Club other than rowing/sculling
- h. Honorary Life Membership – as Full Membership for the remainder of the member's life, to be awarded by a simple majority at the Annual General Meeting as proposed by the incumbent committee
- i. Temporary student membership (including racing) for a period of four months being two weeks at Christmas and Easter and three months summer membership to broadly match university vacations
- j. Monthly membership

11. Subscriptions which may vary for each class of membership but at the rate fixed by an Annual or Special Meeting shall be due on 1 September of each year except that the committee may by resolution to this effect allow the payment of such subscriptions by installments. Notwithstanding rule 16, members who leave the club remain liable for any installment payments from the date of leaving to 31st August following.

12. Members in classes (listed in Rule 10) a, c, d, f, g, or h are entitled to to vote at any General Meeting of the Club provided they have attained the age of eighteen years on the date of the General Meeting. Family members in class b are entitled to one vote for each family member aged 18 or over.

13. Racking of private boats is available only to members of the Club in categories a,b,c,d , g,h or i, and will not be payable through installments. Fees for racking shall be fixed by an annual or special general meeting, and will be based on the number of seats in the boat.

14. Any member who is one month in arrears with their subscriptions or racking fees may at the discretion of the Committee have their membership of the Club cancelled. Such members shall be informed by letter from the Secretary. Should any member have their membership so cancelled, they will be prohibited from using the facilities of the Club. If they wish to rejoin the Club they may make such payment to the Club funds as may be decided by the Committee.

15. Members are expected to be members of British Rowing. No individuals may represent the Club in any competition or event held under British Rowing rules unless they are both a currently subscribed member of the Club and a RACE member of British Rowing with the Club registered as a nominated club.

16. Any member may resign giving one month's clear notice in writing to the Secretary, however such member is still liable for full 12 month membership subscription unless permission granted by the committee.

17 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. Any member so suspended or expelled may appeal to an independent panel, the procedures of which shall adhere to current British Rowing Guidance on Grievance and Disciplinary Procedures.

18. No correspondence, negotiations or commitments of any matters affecting the Club shall be entered into by a member of the Club without the knowledge and prior consent of the Committee.

19.No member of the Club shall use the boats or equipment without the permission of the Committee or a person authorised by the committee.

20. The management of the Club shall be vested in a Committee. The Committee shall conduct the affairs of the Club as a whole. The Committee shall be constituted as follows:-

Chair, Vice Chair, Captain of Rowing, Membership Secretary, Secretary, Treasurer, Club Water Safety Advisor, Club Welfare Officer

21. Duties specific to these roles to be held by the Secretary and if and when required, to be changed by the Committee.

22.The Committee shall be elected by the full body of the members of the Club in a General Meeting assembled.

23. The Committee shall have the power to co-opt and five of its members shall form a quorum. The Committee may, at their discretion, elect a president annually. The Committee shall meet regularly through the year. In the case of casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next AGM.

24 The Committee and individual Committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

25. In addition to the General Management of the affairs and property of the Club, the Committee shall have the power to appoint sub-Committees and consult with other members as appropriate. Details of such Sub Committees, their constitution, and the purpose for which they are formed shall be posted on the Club Notice Board, or disseminated by electronic means.

26.An emergency Committee consisting of the Chairman, Secretary and one other Committee member may be called at any time to deal with any matter of special urgency. Any business conducted by the emergency shall be included in the Agenda of the next meeting of the Committee.

27. Welfare

The Club accepts and adopts the British Rowing policy and procedures known as “Safeguarding and Protecting Children Policy” and policy and procedures applicable to Adults at Risk, and requires all members to accept them as a condition of membership.

28. Safety

The Committee have primary responsibility for the promotion and monitoring of safe practice within the Club and for observing guidance of the Rowsafe water safety policy and procedures issued by British Rowing and as documented in the Club Safety Plan and in the Whitlingham Boathouses Foundation safety plan.

Members' obligations

29. All members shall use ordinary discretion in the use of the Club's premises, and observe all the regulations governing their use.

30. Members shall adopt safe practice and observe guidance of water safety issued by British Rowing and through RowSafe and as documented in the Club Safety Plan.

31. Any damage done to equipment or property belonging to the Club shall be reported forthwith within 48 hours.. The Committee who shall have power to order the member or members concerned to pay for the amount of non-accidental damage.

32 Any member, crew, or team desiring to enter any regatta, race or Tournament shall inform the Captain (or member with authority delegated by the captain) prior to the date of closing of entries. Any crew, team or member entering any event to which the Club has paid an entrance fee shall be held responsible for that fee.

33 Crews comprising in part members of the Club and in part persons from other clubs ('composite crews') may only enter a regatta or race with the permission of the Committee, who will also determine availability and priority use of Club equipment.

34 Persons representing the Club at Regatta shall pay their share of the cost of transporting necessary equipment to and from such events.

35 The Club colours shall be green and yellow and shall be worn by members on all appropriate occasions conforming to British Rowing rules.

36 The Club does not accept any liability whatsoever for any personal injury caused to a member or for any loss or damage to his property while using the Club's property, premises or grounds.

Procedural

37 The Annual General Meeting shall be held no later than 1st August (the date to be fixed by the Committee) for the purpose of reporting the years proceedings, presenting the annual financial statement up to the 31st August, fixing the amount of membership subscription and the election of Committee by secret ballot where more than one nomination is received. Nominations for Committee must be proposed and seconded, the proposer having first ascertained whether his nomination is willing to stand. No other business shall be considered unless a written resolution, proposed and seconded is given not less than 7 days beforehand to the secretary who shall post it on the notice board and distribute by appropriate electronic means. The Secretary to give twenty-one days notice in writing to members stating the time and place of the meeting and twenty members shall form a quorum.

38 An Extraordinary General Meeting (EGM) shall be called by a resolution of the Committee or on a requisition to the Secretary or in the absence to the Chairman, signed by at least 10 members stating precisely the purpose for which the meeting is to be called and the resolution(s) to be proposed. The Secretary to give at least fourteen days notice in writing of the time and place of such a General Meeting to each member and such notice shall specify the purpose for which the meeting is called. Twenty

members shall form a quorum and no votes by proxy will be valid at a General Meeting.

39 At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.

40 At all General Meetings the Chairman will preside or, in his/her absence, a Chairman for the meeting will be elected by the voting members present.

41 Absences of Quorum: If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.

42 Accidental Omission: Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

Property and Funds

43 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.

44. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010.

45. The Club may also in connection with the sports purposes of the Club

- a. sell and supply food, drink and related sports clothing and equipment;
- b. employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- c. pay for reasonable hospitality for visiting teams and guests;
- d. indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

46. The Club is a Non-profit Making entity – All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

47. An honorary auditor shall be elected annually to inspect the accounts of the Club.

Liability

48 The 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

49. In the event of insolvency of the Club the debts shall be shared equally by the voting members.

Winding Up the Club

50. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting.

51. The Committee will then be responsible for the orderly winding up of the Club's affairs.

52. In the event of the dissolution of the Club any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's governing body, British Rowing Ltd for use by them for community related sports.

53. Amendment of these Rules

No rule of the Club shall be altered or new rule passed except at an Annual or a Extraordinary General Meeting called for the purpose. A two-thirds majority of those present and voting shall be necessary to change these rules.

54. Correspondence and grievances

All enquiries shall be addressed to the Secretary at the club address or by e-mail.

55. An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the welfare officer, however if inappropriate, to the Club Chairman. 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.