

# Kingston Grammar School Veteran Boat Club

## Constitution

### 1. **NAME**

The Club shall be known as Kingston Grammar School Veteran Boat Club, hereinafter "KGS VBC" or "the Club".

### 2. **NATURE OF THE CLUB**

The essence of KGS VBC is its symbiotic relationship with Kingston Grammar School ("the School"). KGS VBC is not an open club and although it is separately affiliated to British Rowing, it is dependent on the School for its use of boat house facilities. The majority of its membership comprise parents of current or former pupils attending the School and prospective members will be expected to have close connections with the School as set out under Membership below.

### 3. **OBJECTIVES**

The main objectives of the Club are to:

- i) Promote an understanding of the sport of rowing and create a friendly environment where parents and others with close association to the School, including ex-pupils, can learn to row or continue to enjoy the sport of rowing;
- ii) Provide a combination of recreational rowing in scratch crews and the occasional formation of specific crews for competitive events;
- iii) Ensure that all the Club activities are undertaken in a risk aware environment.

### 4. **MEMBERSHIP AND SUBSCRIPTIONS**

Members of the Club are required to pay an annual subscription, the level of which will be dependent upon membership class.

It is the aim of the Club to maintain subscriptions at levels that will not pose a significant obstacle to people participating.

Subscriptions are payable on joining the Club and then annually on 1<sup>st</sup> April and are non-refundable. Members joining part way through a membership year will pay a pro-rated subscription.

Membership classes and fees will be reviewed annually and proposals for change will be presented for approval at the Club's Annual General Meeting. Details of current subscription rates can be found on the Club's website at [www.kgsvbc.org](http://www.kgsvbc.org)

#### **Classes of membership**

There are three classes of membership:

##### **i) Rowing:**

Rowing members will be required to pay the full annual subscription;

##### **ii) Social or occasional rowing**

Social or occasional rowing members, defined as those who either do not row or row fewer than 6 times each year, will pay subscriptions at a discounted rate

##### **iii) Coxswain:**

Members who join the club to act as coxswain in coxed boats will pay subscriptions at a discounted rate. Such members may also row on the same occasional basis as social members

Note: none of the membership classes are open to applicants under the age of 18.

At the discretion of the Club's Committee, non-members including those who are members of other clubs may be invited to row or compete in the Club's boats. Such rowers will be expected to comply with the British Rowing membership requirement as set out below under Application for Membership.

In addition to annual subscriptions, members participating in races are required to pay the relevant race fees immediately upon request.

### **Application for membership**

Application for membership should be made to the Club Secretary and will be subject to approval by the Club's Committee. Prospective members will be expected to have clear connection or affiliation with the School. Application forms can be obtained from the Club Secretary or can be downloaded from the Club website.

In the event that the Club reaches a level of membership that either fully utilises available Club equipment or exceeds the available capacity of School facilities, applicants for membership may be placed on a membership waiting list until a vacancy exists.

In order to preserve the Club's overall ethos of providing rowing facilities to active adult rowers, the Committee, in its absolute discretion, reserves the right to restrict the availability of Social/occasional memberships.

If it is considered by the Committee, in its absolute discretion, 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 applicant or member concerned. Any such appeal shall be to an independent Hearings Panel constituted and acting as set out in b) below.

A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership.

### **Club rules and British Rowing Membership**

All members must abide by the Rules of the Club and all relevant rules and guidance of British Rowing, in particular, those relating to water safety.

In order to safeguard the nature of the Club and its relationship with the School and to avoid any conflict of interest Members must not derive any direct or indirect financial or commercial benefit from activities involving the School and/or the Club unless the nature of the benefit and the activities have been fully disclosed to and approved by the Committee.

All Rowing members and any Social or occasional rowing members who wish to row must hold appropriate British Rowing Membership or its equivalent. Details of British Rowing membership can be found at: <http://www.britishrowing.org/membership/types>

### **Cessation of membership**

- a. Any member may resign giving one month's clear notice in writing to the Secretary.
- b. 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 Hearings Panel if such an appeal is approved by two members of the Committee.

An independent panel may be drawn from the membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm as appropriate or reject the sanctions imposed. Any hearings panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and British Rowing.

*[Note: See current guidelines on Grievance and Disciplinary Procedures in Rowing published in the British Rowing Almanack and downloadable from the website [www.britishrowing.org](http://www.britishrowing.org) ]*

- c. unless otherwise agreed by the Committee, a member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid their annual subscription within three months of the due date.

### **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 President. 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.

### **5. EQUAL OPPORTUNITIES POLICY**

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member 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.

### **6. CHILD PROTECTION PROCEDURES**

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.

### **7. COMMITTEE AND CLUB OFFICERS**

- a. A Committee shall conduct the affairs of the Club as a whole and shall consist of a President, Secretary, Treasurer, Men's Captain, Ladies' Captain, Social Secretary and such other Officers as the members of the Club may by decision at a General Meeting deem necessary. The Committee shall have the power to co-opt up to four further members but co-opted members shall have no right to vote at Committee meetings.
- b. Nominations for the position of President, Secretary, Treasurer and other Officers shall be put forward in the form of a motion for consideration at the Club's Annual General Meeting as set out in 11d below.
- d. The term of office for Club officers shall be one year. Officers shall be eligible for re-election although officers would not normally be expected to serve for more than three consecutive terms.

### **8. DUTIES OF COMMITTEE OFFICERS**

- a. **President:** The President will preside at all General meetings of the Club and at all meetings of the Committee, and shall be responsible for guiding the activities of the Club in accordance with its general policy as expressed by the majority of its members. Where relevant, the President shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations.
- b. **Secretary:** The Secretary will be responsible for the organisation of meetings of the Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. The Secretary will also have specific responsibility for the following matters:
  - i) The policies of insurance covering the Club's activities and assets;
  - ii) Maintenance of membership records;
  - iii) The Club's affiliation with British Rowing;
  - iv) The maintenance of Environment Agency licences or any similar requirements that are or become applicable to use of unpowered craft on the Thames.
- c. **Captains:** The Men's and Ladies' Captains will be responsible for training, coaching and representation of the Club in events. As denoted by their titles, the Men's Captain will have primary responsibility for men's rowing and the Ladies' Captain will have primary responsibility for ladies rowing.
- d. **Treasurer:** The Treasurer will be responsible for the collection and disbursement of all monies belonging to the Club and will keep proper accounting records of all such transactions. He or she will present to the members at the AGM a balance sheet and income and expenditure account showing the Club's financial position and the results of its transactions for the year. The transactions of the Club will be conducted through a bank account and will require the signatures of at least two members of the Committee who have been designated for the purpose.

The Treasurer has no mandate to overdraw any bank account of the club other than under the authority of the membership granted at General Meeting.

- e. **Social Secretary:** the Social Secretary will be responsible for the arrangement of non-rowing social events including the Club's Annual Dinner and logistical elements of the AGM.

#### 9. **CLUB COMMITTEE**

- a. The Committee is responsible for the general conduct of the Club's business and activities and, in particular, for liaison with the School's Head of Rowing on such matters as the optimum number of members and use of the School's facilities.
- b. The Committee shall meet at least four times each year, or more frequently as required by the business to be transacted. Minutes of ordinary Committee meetings will be taken by the Secretary and will be available to all members;
- c. Special meetings of the Committee shall be called by the Secretary on instructions from the President, or not less than three committee members.
- d. A quorum shall consist of not less than four members.
- e. 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.
- f. The Committee and individual committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

#### 10. **HONORARY ROLES**

In recognition of outstanding contribution to the Club, Life Presidents may be appointed. Nominations for these honorary roles may be made to the Secretary and will be considered by the Committee. Where approved, the appointment will be advised to members at the next AGM.

Currently serving officers of the Club are not eligible to become a Life President and Life Presidents are not eligible to become officers.

#### 11. **GENERAL MEETINGS**

- a. An Annual General Meeting shall be held in October each year. There shall be laid before the meeting a statement of accounts made up to the 30th day of the month of September immediately preceding.
- b. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than 50% of the members of the Club.
- c. Not less than 21 days clear notice shall be given, specifying to all members the time and business of any General Meeting.
- d. Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 14 days preceding the AGM, and be signed by three members entitled to vote.
- e. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands. Where more than one nomination has been received for the same position on the Committee, voting will be by secret ballot conducted at the General Meeting.
- f. At all General Meetings the President will preside or, in his/her absence, the Secretary will chair the meeting

- g. At all General Meetings not less than 50% of members of the Club shall constitute a quorum.
- h. **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 and entitled to vote shall be a quorum.
- i. **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, provided always that a minimum of 50% of the membership shall have received such notice.

12. **LIABILITY**

The Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office in the normal course of the Club's activities, 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.

13. **VOTING**

All members who have paid the required subscription for their membership class are entitled to vote at all meetings.

14. **ALTERATION OF CONSTITUTION**

- a. This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.
- b. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

15. **AUDITOR**

Every Annual General Meeting shall appoint an Auditor who shall at the conclusion of the next financial year examine the accounting records of the Club, and report to the members on the income and expenditure accounts and balance sheet that are presented to the next AGM.

16. **DISTRIBUTION OF PROFITS**

In no circumstances can any profit be distributed to members, but any profits earned shall be used in furthering the objects of the Club.

17. **OWNERSHIP OF CLUB ASSETS AND TERMINATION**

The Club's assets are deemed to be owned by the members for the time being. Resigning members, regardless of the reason for resignation, shall have no right to distribution of assets.

The Club shall not terminate except by a resolution of a Extraordinary General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities agreed by the meeting which formally terminates the Club, provided always that the School Boat Club is given first refusal of the said assets.

18. **POWER OF DECISION**

Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision by majority vote shall be final.

19. **SAFETY**

The Officers and Committee have primary responsibility for safe practice within the Club and for observing guidance of water safety issued by British Rowing and through RowSafe.

In pursuance of these responsibilities, the Committee will appoint a number of Water Safety Officers (WSOs) from amongst the Club's membership deemed in the Committee's absolute

discretion to be sufficient. WSOs will have specific responsibilities as set out in the Club's Water Safety Procedures. These will include the completion of the Water Safety Log and risk assessment before each outing.

In addition, one of the WSOs will be appointed as Water Safety Liaison Officer (WSLO) with specific responsibility for incident reporting to British Rowing (BR) in accordance with BR requirements.

20. **DECLARATION**

Each member upon joining shall sign the following declaration:

Name: \_\_\_\_\_

*Upon acceptance into membership of the KGS VBC I understand that rowing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.\**

*I also confirm that I am able to swim a minimum of 50 metres.*

Signed: \_\_\_\_\_

*\*Should a medical condition exist, this will not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.*