

Loughborough Boat Club Constitution & Rules

Approved at the AGM April 2024

1. **NAME**

The Club shall be known as Loughborough Boat Club hereinafter known as 'the Club'.

2. **OBJECTIVES & AFFILIATION**

The objective of the Club is to encourage and facilitate participation in the sport of rowing and to that end will be affiliated to British Rowing, the national regulatory body concerned with the development of the sport and the well being of participants engaged in healthy recreation.

3. **CLUB COLOURS**

That the authorised Colours of the Club be Dark Blue and Old Gold.

4. **MEMBERSHIP**

A. **The following are eligible for membership**

The Club is an Open Membership Club.

B. **Classes of Membership**

Full Rowing - full access to the club's facilities, boats and equipment. Able to vote at General Meetings and serve on the Management Committee.

Junior Rowing - under 18 years on date that subscription period starts. Full access to the club's facilities, boats and equipment under supervision. Juniors aged 16 and over will be able to vote at General Meetings and serve on the Management Committee.

Student Rowing - must be in full-time further or higher education. Full access to the club's facilities, boats and equipment. No voting rights apart from year-round students who are able to vote at General Meetings and serve on the Management Committee.

Coxing or Coaching - to be eligible a member must regularly cox and/or provide coaching to the Club. This membership will not include any rowing other than a maximum of three outings per year. Anyone wishing to row as well as cox or coach must become a rowing member. Use of the gym will only be available in a coaching capacity. Able to vote at General Meetings and to serve on the Management Committee.

Country – available to previous LBC Full or Junior members who now permanently reside more than 50 miles from the Clubhouse, includes rowing and use of gym facilities. Able to vote at General Meetings but not serve on the Management Committee.

International - available to members who reside permanently outside the UK. No voting rights.

Non-Rowing - access to the social facilities of the Club but no access to the gym, boats or other equipment. No voting rights apart from non-rowing members who have previously been rowing or coxing/coaching members for at least 10 years who will be able to vote at General Meetings and to serve on the Management Committee.

Gym User - full access to the gym and related equipment but no access to boats. No voting rights apart from gym user members who have previously been rowing or coxing/coaching members for at least 10 years who will be able to vote at General Meetings and to serve on Management Committee.

Parent Supporter - to be eligible a parent of a junior member will help out in some way with their child's or any other club activities. Access to the social facilities of the Club but no access to the gym, boats or other equipment. No voting rights.

Affiliate - will include members of any clubs that are affiliated to LBC. Access to the social facilities of the Club plus any facilities included in the agreement between LBC and the affiliated club. No voting rights.

Honorary Life Member - this shall only be granted in exceptional circumstances and must be conferred by a majority vote at a General Meeting. Able to vote at General Meetings and to serve on the Management Committee.

Vice Presidents - may be appointed at the discretion of the Committee in recognition of distinguished service or support for the Club.

Patron - is a person who subscribes to the Regatta fund and who is not a Member of the Club so has no voting rights.

All classes will also be members of Loughborough Boat Club Social Club.

C. **Election of Membership**

- a. Membership of the Club shall be open to anyone interested in the sport of rowing, on application, in accordance with the Equal Opportunities statement (Paragraph 5). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b. 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.
- c. Applicants for membership and members renewing their membership will be asked to declare any relevant health issues and to confirm they agree to abide by the Rules, Codes of Conduct and Regulations of the Club and the sport of rowing.
- d. No person shall use any club equipment until they have fully completed a membership application form or an application for temporary membership.
- e. All membership applications will be put before the Club committee and If it is considered 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 Club 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 members.

D. **Restriction**

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

5. **EQUAL OPPORTUNITIES**

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, gender reassignment, disability, race, ethnic origin, nationality, marriage or civil partnership, pregnancy, maternity or parental, religion or belief, social-economic status, sex, sexual orientation or political belief.

6. **CHILD PROTECTION AND VULNERABLE ADULT PROCEDURES**

- a. The Club accepts the policy and procedures relating to Child Protection and the Protection of Vulnerable Adults as set out by British Rowing, requires all members to accept them as a condition of membership and shall appoint a Welfare Officer to oversee them.
- b. All coaches and adults with regular influential contact with Junior Members must satisfy the checks required under the Disclosure and Barring Service (DBS) and undertake appropriate safeguarding training. The Welfare Officer will identify those where checking is required and oversee the process.
- c. The Club shall appoint a different person as Junior Coordinator to oversee the induction, coaching and competition entry of Junior Members and contact with parents/carers requiring information and permission for extra activities and competitions.

7. **CODES OF CONDUCT**

The Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others and members are expected to abide by the Club Code of Conduct and follow the Club Rules. All Members are required to ensure their actions or omissions do not compromise the safety of themselves or others. Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the applicable committee members and officers.

8. **SUBSCRIPTION**

- a. The rates of subscription shall be determined by the members in a General meeting and shall be due on start of membership and, thereafter, on or before 31 May in each year.
- b. Annual subscriptions are normally payable in full on joining or renewing but arrangements may be made for them to be paid by monthly standing order. However, this is not a monthly membership scheme and failure to maintain payments will lead to loss of membership privileges and could result in termination. Any member withdrawing shall be liable for his or her subscription for the current year.

9. **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, through the Club's Disciplinary and Grievance Procedure, be suspended or expelled. 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.

- c. A member shall be deemed to have resigned from the Club if they have not paid by 31 July the annual subscription which became due by 31 May. If a member has used club facilities during that period, they shall remain liable for the membership fee for that period.

10. **DISCIPLINARY AND GRIEVANCE PROCEDURES**

The Club has a Disciplinary and Grievance Procedure to ensure that such matters are resolved in a fair, effective and timely manner with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.

11. **DISQUALIFICATION FROM HOLDING OFFICE**

Only members entitled to vote (as set out in 3B above and 16 below) are eligible to hold positions on the Committee.

12. **COMMITTEE**

- a. The Management Committee (referred to as 'the Committee') shall conduct the affairs of the Club as a whole. The Committee will include the Chair, Captain, Secretary and Treasurer plus the President, and will have a maximum of nine Members in total. The officers of the club as listed above will be ex-officio Members of the Committee.
- b. The Committee will be elected by ballot at the Annual General Meeting of the Club. The term of office shall be for one year, and members shall be eligible for re-election.
- c. The Committee shall have the power to co-opt such additional committee members as may be deemed necessary up to the maximum of nine in total.
- d. Members of the Committee will be identified to lead on specific areas of organisation including but not limited to Coaching, Welfare & Safety, Rowing & Facilities Development, Membership, Estate & Equipment Management, Social Activities, Fundraising, Communication, Finance & Forward Planning.

13. **DUTIES OF COMMITTEE OFFICERS**

- a. **Chair:** The Chair 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. The Chair shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations. The Chair shall ex officio be a member of any other committee of the Club.
- b. **Captain:** The Captain will be responsible for training, coaching and representation of the Club in competitions.
- c. **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.
- 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. The Treasurer 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 approval of members of the Committee who have been designated for the purpose.

14. **MANAGEMENT COMMITTEE OPERATION**

- a. The Management Committee is responsible for the general conduct of the Club's business and activities.
- b. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- c. Special meetings of the Committee shall be called by the Secretary on instructions from the Chair, or not less than three committee members.
- d. A quorum shall consist of greater than 50% of members.
- e. In the case of a 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.

15. **GENERAL MEETINGS**

- a. An Annual General Meeting shall be held by the end of April of each year. The club year is 1 January to 31 December so there shall be laid before the meeting a statement of accounts made up to the preceding 31 December.
- 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 ten of the members of the Club entitled to vote.
- c. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the 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 not less than four 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, 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. Exceptionally, due to the nature of the matter being voted upon, the Chair may use discretion to require a secret ballot.
- f. At all General Meetings the President will preside or, in his/her absence, a Chair for the meeting will be elected by the voting members present.
- g. At all General Meetings not less than 10% of members of the Club entitled to vote 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 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.

16. **LIABILITY**

The Management 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 liability insurance is in place to cover all the activities of the club, its committee and members.

17. **VOTING**

Voting rights are as indicated in 3B Classes of Membership above. In summary the following categories of member are allowed to vote and to hold a committee position: Full Rowing Members; Junior Rowing Members over 16 years of age; Year-round Student Members, Coxing or Coaching Members; Country Members; Gym User or Non-rowing Members who have previously been rowing or coxing/coaching members for at least 10 years; and Honorary Life Members.

18. **ALTERATION OF CONSTITUTION AND BYE-LAWS**

- 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.
- c. The Committee shall have full power to make and alter Bye-Laws, Codes of Conduct and Policies for the organisation and management of the Club.

19. **VERIFICATION OF ACCOUNTS**

The accounting records of the Club, the income and expenditure accounts and balance sheet that are presented to the Annual General Meeting each year will be available for independent verification at the request of the membership, by an appropriately qualified individual.

20. **PROPERTY, FUNDS AND TRUSTEES**

- a. The property and funds of the club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed under this constitution.
- b. The club may provide sporting and social facilities, club sporting equipment, coaching, course and insurance cover as laid down by British Rowing.
- c. The club may sell and supply food, drink, and related sports clothing and equipment.
- d. The club may employ members (though not for competition) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
- e. Any monetary prize won by a member representing the Club shall be deemed to be the property of the club.
- f. All freehold land and buildings belonging to the Club shall be vested in Trustees and held in trust for the members of the Club in accordance with the constitution of the Club. The Trustees shall deal with such property as the committee directs. Trustees (a minimum of four) shall be elected from time to time by simple majority vote in a General Meeting. Their liability in law shall not extend further than the assets of the club from time to time invested in them.

21. **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.

22. **DISSOLUTION**

The Club shall not be dissolved except by a resolution of a Special General Meeting convened for the purpose. In such an event, notice will be given to all the relevant statutory authorities and to the Trustees for the Club's land and property. The Committee will seek to discharge the debts of the Club, including cost of dissolution, and to meet the obligations insofar as they are able, of

- a. any conditions relating to grants received from public funds.
- b. the wishes of any private donors made known at time of any bequest.
- c. After settling all liabilities, the Committee shall dispose of the net assets remaining to one or more of the following:
 - a) to another club with similar sports purposes which is a charity.
 - b) to another club with similar sports purposes which is a registered CASC.
 - c) to British Rowing for use by them for related community sports

23. **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 shall be final.

24. **SAFETY**

- a. The Officers and Committee have primary responsibility for safe practice within the Club and for observing guidance of rowing safety issued by British Rowing and through RowSafe.
- b. The Club shall appoint a Rowing Safety Adviser to advise the Committee on safety issues and promote the development of the safety culture within the Club. A Deputy Rowing Safety adviser will also be appointed.