

Kingston Grammar School Veterans Boat Club

Constitution

1 NAME

The Club shall be known as Kingston Grammar School Veterans Boat Club, hereinafter “KGSVBC” 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.

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 school alumni, 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
- iv. Operate in harmony with, and provide support to, both the school and the Sherriff Club.

4 MEMBERSHIP AND SUBSCRIPTIONS

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

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 April and are non-refundable. Members joining part way through a membership year will pay a pro-rated subscription.

Membership categories and fees will be reviewed annually and proposals for change will be presented for approval at the Club’s Annual General Meeting.

4.1 Membership Categories

There are three categories of membership:

- i. **Rowing**
Rowing members will be required to pay the full annual subscription.
- ii. **Student**
Student membership is intended for alumni who are studying and wish to row occasionally. Subscriptions will be set at a discounted rate.
Student members do not have voting rights at Club meetings.
- iii. **Country**
Country Membership is intended for those who do not live within easy daily travel of the club but want to maintain an active membership - this is offered at a discounted rate.

None of the membership categories 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.

Visitors are allowed to row with the club on an occasional basis at the discretion and prior agreement of the committee. Visitors must hold the appropriate British Rowing membership if steering or coxing a boat.

Any visitor wishing to row with the Club must be at least 18 years of age.

4.2 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 Student and Country Memberships 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 below.

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

4.3 Club rules and British Rowing Membership

All members must abide by the Club Principles of Membership and all relevant rules and guidance of British Rowing, in particular, those relating to water safety. The Principles of Membership can be found on the club website.

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 members including students rowing members who wish to row must hold appropriate British Rowing Membership or its equivalent. Details of British Rowing membership can be found on the British Rowing website.

4.4 Cessation of membership

- i. Any member may resign giving one month's clear notice in writing to the Secretary.
- ii. 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.
- iii. 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: The British Rowing Grievance and Disciplinary Procedures will act as a reference.
- iv. 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.

4.5 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 SAFETY

The Club aspires to ensure that all risks are appropriately managed and compliant with the requirements of British Rowing. The Club will appoint a Club Rowing Safety Advisor (CRSA) who will take a lead on Safety matters, with specific responsibility for incident reporting to British Rowing (BR) in accordance within BR requirements.

It must be emphasised that members are required to take responsibility for their own safety both on and off the water.

All members must follow the safety procedures of both Club and of British Rowing.

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.

6 WELFARE

KGSVBC is committed to maintaining the highest standards of safety, respect, and support for all members both on and off the water. The club upholds the principles of safeguarding and welfare as outlined by British Rowing, and fosters an environment in which all individuals are treated with dignity and fairness.

Concerns or queries regarding member welfare should be directed to the Club Welfare Officer. Contact details can be found on the club website.

7 EQUAL OPPORTUNITIES

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, gender reassignment or political belief.

8 COMMITTEE AND CLUB OFFICERS

- i. A Committee shall conduct the affairs of the Club as a whole and shall consist of a President, Secretary, Treasurer, Men's Captain, Women's Captain, Club Rowing Safety Advisor (CRSA), Club Welfare Officer, Social Secretary and Maintenance & Equipment Officer. The Committee shall have the power to co-opt up to two further members. Co-opted members shall have no right to vote at Committee meetings.
- ii. Nominations for the position of all Officers shall be put forward in the form of a motion for consideration at the Club's Annual General Meeting as set out in iii) below. In the event of lack of candidates for any position, other post holders on the Committee may hold more than one role. (No individual shall have more than one vote).
- iii. The term of office for Club officers shall be one year. Officers shall be eligible for re-election, at a General Meeting.

9 CLUB COMMITTEE

- i. The Committee is responsible for the general conduct of the Club's business and activities and, in particular, for liaison with the School's Director of Rowing on such matters as the optimum number of members and use of the School's facilities.
- ii. 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.
- iii. Special meetings of the Committee shall be called by the Secretary on instructions from the President, or not less than three committee members.
- iv. A quorum shall consist of not less than four members.
- v. 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.
- vi. The Committee and individual committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

10 DUTIES OF COMMITTEE OFFICERS

- i. **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. The President is the primary representative of the club in terms of the relationship with the school and will act as the principal point of contact with the School's Director of Rowing. 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.
- ii. **Secretary:** The Secretary will be responsible for the organisation and minuting of meetings of the Committee and of the Club. The secretary is responsible for correspondence relating to the general business of the Club, specifically but not limited to insurance, membership and British Rowing affiliation.
- iii. **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 meeting a statement of accounts, to be made up to a date no more than three months prior to the date of the AGM.
- iv. The Treasurer has no mandate to overdraw any bank account of the club other than under the authority of the membership granted at a General Meeting.
- v. **Club Rowing Safety Advisor:** The CRSA will foster and promote a positive safety culture in the club, providing advice and guidance to members on a regular basis. Ensure the reporting of Accidents, Incidents and Near Misses and the sharing of Lessons Learned with the membership
 - Propose from the membership candidates to fulfil the role of Water Safety Officer for approval by the committee
 - Maintain other such records to ensure compliance with BR requirements.

- vi. **Club Welfare Officer:** The Club Welfare Officer will support the committee and all members both on and off the water. The CWO will update the Committee regarding best practice in terms of policy and procedure and the communication thereof to all members, including coaches, visitors and any others who have contact with the club.
- vii. **Men's and Women's Captains:** The Men's and Women's 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 Women's Captain will have primary responsibility for Women's rowing.
- viii. **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.
- ix. **Maintenance & Equipment Officer:** The Maintenance & Equipment Officer will oversee the condition of the fleet. This will include providing updates to the Committee, making recommendations for appropriate expenditure concerning repairs, spare parts and replacement equipment, together with liaison with the Treasurer for their purchase. The Maintenance & Equipment Officer will own the Repair Log and organise periodic maintenance sessions.

11 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.

12 GENERAL MEETINGS

- i. An Annual General Meeting shall be held in November each year. There shall be laid before the meeting a statement of accounts, to be made up to a date no more than three months prior to the date of the AGM.
- ii. 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 33% of the members of the Club.
- iii. Not less than 21 days clear notice shall be given, specifying to all members the time and business of any General Meeting.
- iv. 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.
- v. 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.

- vi. At all General Meetings the President will preside or, in his/her absence, the Secretary will chair the meeting.
- vii. At all General Meetings not less than 33% of members of the Club shall constitute a quorum.
- viii. **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.
- ix. **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.

13 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.

14 VOTING

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

15 ALTERATION OF CONSTITUTION

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

16 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.

17 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.

18 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 an 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.

19 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.