



CONSTITUTION for: Firth of Clyde Coastal Rowing Club

1. Name

The name of the organisation shall be Firth of Clyde Coastal Rowing Club, hereinafter referred to as the 'Club'.

2. Objectives

The Club is established to pursue the following objectives:

- a) Participation in the sport of Coastal Rowing, hereinafter referred to as the 'sport'.
- b) The organisation, management and development of Coastal Rowing for all members of the Club
- c) Membership of appropriate leagues for the purpose of establishing regular competition for the Club's representative teams.
- d) The provision of rowing facilities for its members.
- e) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- f) Upholding the rules of the sport.
- g) Providing equal opportunities for participation by all sections of the community where practicable.
- h) The promotion of the sport.
- i) Organising, promoting and running of rowing events.

3. Affiliation

The Club shall be affiliated to the Scottish Coastal Rowing Association.

4. Membership

All members are subject to the Constitution of the Club and the regulations of the National Governing body.

- a) Membership of the Club is open to all individuals provided they comply with this Constitution.
- b) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d) Each fully paid-up member shall be entitled to attend General and Annual General Meetings but can only vote at Annual General Meetings.
- e) Fully paid-up members may be elected and serve on the Committee.
- f) All members will receive a copy of the relevant Code of Conduct and a copy of the Constitution.

5. Suspension, Refusal or Termination of Membership

- a) The Committee shall be entitled to:
 - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in Rule 2 of this constitution.
 - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full Committee before a final decision is made.
- b) The member may apply for reinstatement at the next general meeting.
- c) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Committee and at general meetings and shall be suspended from taking part in any event under the control of the Club until such fees are paid.
- d) Any member under suspension shall be barred from taking part in any regatta or event under the control of the Club.
- e) The Committee shall inform the member in writing of any decision to terminate their membership.

6. General Meetings

a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the Committee, at approximately twelve-monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM, the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.
- ii) Presentation of the Club's financial accounts for the year.
- iii) Presentation of Club's projected financial situation for the forthcoming year, and the setting of all fees.
- iv) Presentation of Chairperson's report.
- v) Election of officers to the Committee.

Any other business brought before the meeting which has been submitted in writing to the Secretary not less than seven days prior to the AGM, and any other business deemed relevant by the Chairperson.

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be one third of the membership of the Club.

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i) One third of the membership.
- ii) The Chairperson
- iii) A two thirds majority of the Committee.

Notice for an EGM shall be of a minimum of fourteen days' notice and stating the business to be discussed.

7. Rules for General Meetings

- a) A minimum of twenty-one days' notice in writing or by e mail shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b) The Chairperson, or in his/her absence a Committee member selected by the Committee, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each Committee member shall have one vote which may be cast by proxy.

- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- f) The quorum shall be one quarter of those eligible to vote, or 6 such members, whichever is the smaller.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.
- h) A private meeting may be held in the event of a disciplinary or confidential matter.

8. Election of Officers to The Committee

- a) The members of the Committee shall be drawn from the membership, as defined in clause 4 of this constitution.
- b) Candidates shall be elected by paper ballot at the AGM and shall be members of the Committee from the conclusion of that AGM until the conclusion of the following AGM.
- d) All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the Secretary not less than fourteen days before the AGM.
- e) Uncontested posts may be filled by nomination(s) and election at the AGM.

9. Members of The Committee

- a) The Committee shall consist of the office bearers, ex officials and any members of the Club who may be elected thereto.
- b) All the above shall be entitled to one vote each at General Meetings, except the Chairperson.
- c) The Committee may co-opt any member to any unfilled post or onto the Committee until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the Committee at that time.
- d) The Committee may appoint any sub-committees it may deem necessary to deal with the matters of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the committee by a representative elected by that subcommittee.

10. Rules for The Committee

- a) The Chairperson shall chair the meeting, or in his/her absence one of either the Secretary or the Treasurer or a nominee from the Committee in the event of all those mentioned being absent.
- b) Fourteen days' notice of any meeting of the Committee shall be given by the Secretary, except when:
 - i) The date of the meeting had been agreed at the previous meeting, in which case seven days' notice shall be given.
 - ii) In an emergency the Chairperson may call a meeting at four days' notice.
- c) The quorum shall be three of the Committee as listed at Rule 8 shall be members entitled to vote.
- d) All members of the Committee as listed at Rule 8. shall be entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- f) Meetings shall be open to all members of the Club however only members of the Committee shall be entitled to vote.

11. Finance

- a) The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in Rule 2, of this constitution.
- b) The Club shall have the power to raise money by means of yearly membership fees, regatta fees and as otherwise determined by the Committee at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of the Club.
- d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the Club, of which two signatories shall be needed.
- e) The financial year of the Club shall run from 1st November to 31st October.
- f) Club expenditure: The Chairperson, Secretary and Treasurer are empowered for expenditure connected with running of Club of up to £100 and where Committee agree then up to £1000. Expenditure beyond £1000 should normally be with knowledge and agreement of Club members by majority.

12. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

13. The Dissolution of The Club

- a) Any resolution to dissolve the Club may be passed at any General Meeting provided that:
 - i) the terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward, and that.
 - ii) at least twenty-eight days of the proposed resolution shall be given in writing by the Secretary to all members, and that,
 - iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- b) Upon dissolution of the Club, after all Club liabilities have been cleared, all remaining financial and material assets shall be given or transferred to a local Club, or to the Scottish Coastal Rowing Association, as determined by the meeting, to be employed for the development of the sport.

14. Child Protection

It is the policy of the Club to safeguard children and young people taking part in rowing from physical, sexual or emotional harm by the following means:

- a) The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Club activities do so in a safe environment.
- b) The Club recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.
- c) The Club will appoint a safeguarding/child protection officer and a child protection policy shall be available.

15. GDPR

The Club recognises it has a legal duty to follow the General Data Protection law which came into effect on 25 May 2018 in relation to the gathering, storing, sharing or processing of members' data. The Club recognises that it collects and holds individual's data both electronically and physically and will adopt a process to safeguard data which complies with GDPR. The Club Secretary will be responsible for ensuring the GDPR rules are adhered to.