



DOVER ROWING CLUB

CONSTITUTION

2024

CONSTITUTION

of

DOVER ROWING CLUB

THIS DOCUMENT shall form the constitution of Dover Rowing Club.

1. NAME; AIMS AND OBJECTIVES

- 1.1 The Club shall be called Dover Rowing Club. (Hereinafter referred to as “the club”)
- 1.2 The aims and objectives of the club will be:
 - Promote participation in the sport of Rowing.
 - Offer coaching, recreational and competitive opportunities in rowing.
 - Promote the club within the local community and the sport of rowing.
 - To manage the Boat House and any other facilities that the club may rent or obtain for its use.
 - To ensure a duty of care to all members of the club.
 - To provide all its services in a way that is fair to everyone.
 - To ensure that all present and future members receive fair and equal treatment.
- 1.3 The Club premises shall be the buildings and forecourt known as Dover Rowing Club at Dover Sea Sports Centre, Esplanade, Dover. Kent CT17 9FS.

2. MEMBERSHIP

- 2.1 Membership shall consist of advisors and members of the club
- 2.2 The number of members of the Club shall be unlimited and shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 2.3 All classes of members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.
- 2.4 The following shall be the classes of membership:
 - Full Rowing Membership

A Full Rowing Member is a member who has been admitted to the club as described

in 2.5 below. A Full Rowing Member shall have the right to the use of all club equipment and facilities. A Rowing Member shall have the right to vote at Annual General Meetings, Extraordinary General Meetings and to stand for election to any club office.

- Junior Membership

A Junior Member is a member who has been admitted to the club as described in 2.5 below, but who is under the age of 18, or is pursuing a course of full-time education. Junior members shall have the same rights of membership as Full Rowing Members.

- Coxswain Membership

A coxswain member is a member who has been admitted to the club as described in 2.5 below, but who does not wish to make use of all the club equipment and facilities however is able to cox crews only. A coxswain member shall have no voting rights at meetings and no right to stand for election to any club office.

- Vice Presidents

A Vice President is a member who shall be elected as such at an Annual General Meeting of the Club. and thereafter must be re-elected on an annual basis. Vice Presidents shall have the same rights of membership as Full Members.

2.5 Candidates for election to membership shall make written application to the Secretary of the Club on the membership form provided. The candidate will then have a three-month probationary period at which point the power of election shall rest with the Committee, who may refuse to elect to membership only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal may be made to the members.

2.6 The Committee may, at its discretion, decline to accept renewal of membership from any person only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against removal or non-renewal may be made to the Hon. Secretary whereby an EGM will be called. The EGM will be fully quorate in order to deal fairly with the appeal.

2.7 Members of Visiting Clubs and Associations who are attending an event on that day shall be entitled as guests of the club, to use the facilities of the club.

3. MEMBERSHIP FEES

3.1 The Annual subscriptions to the Club for each class of membership shall be determined each year at the AGM. The Club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

3.2 The financial year shall be from the 1st September to the following 31st August

3.3 On payment of a subscription a member shall be provided with a copy of this constitution. No person shall be entitled to any privileges of the Club until the subscription due is paid.

3.4 At the discretion of the Treasurer, alternative payment schemes, for example monthly

standing orders shall be allowed.

3.5 At the discretion of the Committee, individuals may be permitted limited use of Club equipment on payment of a sum agreed by the Committee.

3.6 At the discretion of the Committee, individuals may be permitted a reduction in the membership fees related to particular circumstances.

4. THE COMMITTEE

4.1 The Members of Committee are:

- President
- Chairperson
- Captain
- Vice-Captain (There can be 2 Vice-Captains – in which case the Committee members will reduce by 1 person)
- Water Safety Advisor
- Welfare Advisor
- Hon. Secretary
- Hon. Treasurer
- Junior Captain
- Junior Coordinator
- Development Lead
- Committee Members x 2 (Unless there are 2 Vice Captains – in which case this will reduce to 1 Committee Member)

4.2 Shall consist of the elected Advisors of the Club and no more than 2 other members of the Club

4.3 Five members shall form a quorum. The names of those present at Committee meetings shall be recorded in the minutes of such meetings by the secretary. Any member failing to attend each of three successive meetings shall be liable to forfeit his/her seat unless a satisfactory explanation is given to the Committee.

4.4 The Committee shall normally meet on the last Thursday of every month.

4.5 The Committee shall have the power to co-opt any additional member to the committee, who shall not have the power to vote.

4.6 At the request in writing of not less than three members of the Committee, the Secretary shall call a Committee meeting with at least 48 hours' notice and no more than 14 days.

4.7 The duties of the Committee shall be to comply with the objectives of the club. The Committee shall be specifically responsible for:

- The maintenance, and improvement of the facilities of the Club.
- The financial planning of the club.
- The usage of the club funds, which shall not be used for purposes unconnected with

the club or its activities.

- 4.8 The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 4.9 The Committee will have the powers to appoint sub committees as necessary and appoint advisors to the committee as necessary to fulfill its business.
- 4.10 The committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations, codes of conduct and/or constitution. The Committee shall decide a sub-committee panel that is best placed in dealing with such matters to ensure that those who form the sub-committee are best placed to deal with the matter(s) fairly. They shall ensure that there is no conflict of interest to achieve a fair and equitable decision.

The Committee will be responsible for taking any action of suspension or discipline following such hearings.

- 4.11 Advisors will be elected annually at the Annual General Meeting.
- 4.12 All club advisors will retire each year but will be eligible for re-election.
- 4.13 All Advisors/Committee members shall meet expectations in the role that they are in. If the Committee feel that any Advisor or Committee member is not meeting goals/expectations then a vote of no confidence can be made in writing to the Hon. Secretary, by no less than 4 members of the Committee. The concerns shall also be shared with the Chairperson and an EGM shall be triggered at this point to discuss any issue if concern and action(s) that shall be taken, thereafter.
- 4.14 CARA Executive meetings will be a standing item on the Agenda of Monthly Committee Meetings.

5. MANAGEMENT, SAFETY AND DISCIPLINE

- 5.1 Child Protection Procedures - The Club accepts the policy and procedures relating to Child and Vulnerable Adults Protection, as set out by British Rowing, and requires all members to accept them as a condition of membership
- 5.2 Codes of conduct and policies - The Club has a number of codes of conduct and policies. These can be adopted and amended by the Committee and a list of the codes of conduct shall be maintained by the Hon Secretary.
- 5.3 Water Safety - The Committee shall appoint a member to act as Safety Adviser whose duty it will be to understand the requirements of the British Rowing Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times.
- 5.4 Equal opportunities policy - The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant.
- 5.5 Codes of conduct - Any club member can request a copy of the current codes of conduct

and policies which shall be provided to that club member within 14 days of the Hon Secretary receiving such a request in writing.

- 5.6 Damage to club property - Any damage to the club's property shall be reported as soon as possible to a member of the Committee and it shall be referred to at the next meeting.
- 5.7 Where the damage is deemed by the Committee to be willful, the offender may be held personally responsible and liable.
- 5.8 Disorderly conduct on the part of members tending to impair the reputation of the Club, and any breach of club rules, regulations, codes of conduct and/or constitution shall be reported to the secretary and shall be brought to the notice of the Committee at its next meeting.

We always endeavour to sort out any problems that may have arisen, in-house. We urge all members to contact the Hon. Secretary or Welfare Advisor(s) should they need to, before seeking the intervention of another Rowing body. Safeguarding concerns should always be reported to British rowing, and the Club will always refer on any concern as part of our duties with regards to Safeguarding. Members may choose to contact British Rowing directly with any such concern, as is their right. We would ask that this is then shared with us if at all possible.

- 5.9 Where proven, the Committee shall have the power to suspend or dismiss him/her from the Club. In such case no subscription is refundable.
- 5.10 The outcome of the disciplinary meeting should be notified in writing by the Hon Secretary to the person who lodged the complaint and the member against whom the complaint was made. Notification should be given to both parties within 14 days unless the complaint has been escalated to CARA or British Rowing, in which case, we would wait for the outcome of their hearings and/or potential disciplinary hearings.
- 5.11 There will be a right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Hon Secretary receiving the appeal.
- 5.12 Gambling and the sale of alcohol is not authorised by the Committee and is prohibited in or on any part of the Club premises.
- 5.13 Any member may introduce as their guest any person. The member shall be responsible for the conduct of their guest and at no time shall leave the premises whilst the guest is thereon.

6. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- 6.1 An Annual General Meeting of the Club shall be held at a date specified by the committee and shall be in October annually. The business to be transacted at the AGM shall be notified to all members at least 21 days before the date of the meeting and this business shall include the following matters:-
 - a) The report of the Captain for the past year.
 - b) The report of the Junior Coordinator
 - c) The report of the Development Officer

- d) The report of the Hon. Secretary for the past year
 - e) The report of the Treasurer for the past year.
 - f) The adoption of the accounts for the previous financial year.
 - g) The fixing of the subscription rates .
 - h) The election of the Advisors/Committee Members of the Club
 - i) The election of Vice-Presidents
 - j) Any other business
- 6.2 Any fully paid-up voting member wishing to raise a matter under “Any Other Business” shall give written notice to the secretary of such a proposal at least 7 days in advance of the AGM.
- 6.3 Any Full Rowing Membership or Junior Membership is entitled to one vote on any particular issue, but need to have paid for at least 3 months continuous membership fees beforehand.
- 6.4 Extraordinary General Meetings may be called upon due written notice being received by the Chairman or Hon.Secretary from no less than 5 members or at the discretion of the committee. Such requisition shall specify the business to be transacted at the meeting. All members shall receive 14 days notice of the aforesaid meeting and such meeting shall discuss only the business specified on the Agenda.
- 6.5 The Chairman of the Committee shall preside at all such meetings. In his/her absence a Chairman shall be appointed Pro Tem.
- 6.6 All notices of meeting shall be sent out by the Hon. Secretary of the Club or such persons as the Committee authorise.

7. FINANCES

- 7.1 All club monies shall be banked in an account or accounts held in the name of the club.
- 7.2 The Bank or Organisation at which the account or accounts are held can only be amended at an AGM or EGM.
- 7.3 The financial year of the club will end on 31st August.
- 7.4 A statement of annual account will be presented by the treasurer at the Annual General Meeting.
- 7.5 Any cheque drawn against club funds must hold two signatures from appointed club members
- 7.6 All surplus income or profits are to be re-invested in the club. No surpluses or assets will be distributed to members or other third parties.

8. SOCIAL MEDIA MANAGEMENT & OWNERSHIP

- 8.1 All social media accounts created and maintained on behalf of Dover Rowing Club (the "Club") are the exclusive property of the Club. These accounts include but are not

limited to profiles, pages, and groups across all social media platforms.

- 8.2 a) The Committee shall appoint designated administrators ("Admins") responsible for managing the Club's social media accounts.
- b) Admins must be members in good standing with the Club.
- c) The Committee may appoint, replace, or remove Admins as necessary.
- d) Admins are responsible for ensuring that all content posted on the Club's social media accounts aligns with the Club's values, policies, and mission.
- e) All posts must be appropriate, respectful, and consistent with the Club's standards, and should not include any material that is discriminatory, offensive, or harmful to the reputation of the Club.
- f) Admins must not use Club social media accounts for personal purposes or non-club-related activities.
- 8.3 Relinquishment of Ownership and Admin Rights
- a) In the event an Admin is no longer a member of the Club, resigns from their position, is suspended, or otherwise ceases to hold office within the Club, they must immediately relinquish all access and administrative rights to the Club's social media accounts.
- b) Admins must not use Club social media accounts for personal purposes or non-club-related activities.
- c) The Executive Committee will oversee the removal of such individuals as Admins and appoint a replacement where necessary.
- d) Failure to comply with the relinquishment of rights may result in disciplinary action, including but not limited to legal recourse, if necessary.
- 8.4 Transfer of Ownership - Ownership of the Club's social media accounts remains with the Club, under the control of the Executive Committee. No individual member, including Admins, may claim ownership of these accounts or transfer them without the explicit approval of the Executive Committee.
- 8.5 Account Access Management:
- a) The Committee shall ensure that access credentials (passwords, security settings, etc.) for all social media accounts are held securely and regularly updated to maintain account security.
- b) Upon any change in Admins, the outgoing Admin must immediately provide updated account credentials to the Club's designated representative.
- 8.6 Dispute Resolution - Any disputes regarding the management, ownership, or content of the Club's social media accounts shall be resolved by the Committee, whose decision shall be final and binding.

This clause ensures that the Club retains full ownership and control of its social media accounts and establishes a clear process for managing and transferring administrative

rights.

9. CONSTITUTION

9.1 Any amendment to this constitution shall be made either at an AGM or EGM called for that purpose. Such amendment shall be carried by a majority of two thirds of those present and voting.

10. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain may be donated only to the Coast Amateur Rowing Association (CARA) for the benefit of Coastal Rowing, another registered Community Amateur Sports Club or a registered charity.

11. DECLARATION

Dover Rowing Club hereby adopts and accepts this constitution as a current operating guide regulating the action of members

Signed: _____

Date: _____

Name _____

Position President

Signed: _____

Date: _____

Name _____

Position Chairperson

Signed: _____

Date: _____

Name _____

Position Captain

Signed: _____

Date: _____

Name _____

Position Hon. Secretary