



## FISHGUARD & GOODWICK JEMIMA ROWING CLUB CONSTITUTION

### 1. Name

The Club shall be called Fishguard & Goodwick Jemima Rowing club (hereinafter called the Club).

### 2. Affiliation

The Club shall be affiliated to the Welsh Sea Rowing Association and the Welsh Amateur Rowing Association.

### 3. Aims and objectives

- 3.1 The objectives of the Club shall be to further the interests coastal rowing and long boat racing.
- 3.2 The aims and objectives of the Club should be consistent with the furthering of equal opportunities for all groups in that sport.
- 3.3 The Club will at all times encourage good sportsmanship and address behaviour detrimental to any individuals or groups.

### 4. Membership

- 4.1 The Club shall consist of the members, Chairman, Treasurer and other officials deemed necessary by the WSRA and the Club.
- 4.2 Membership of the Club shall be open and inclusive to those who wish to row regardless of age (subject to WSRA guidelines), abilities, race, gender, sexual orientation, colour, and religious beliefs.
- 4.3 In accepting membership, a person agrees to abide by the constitution of the Club and the rulings of the Chairman and the committee.
- 4.4 Members under the age of 18 shall be considered as junior members.

### 5. Membership fees

- 5.1 Membership fees shall be stipulated by a general meeting.
- 5.2 Annual membership fees fall due on the 31<sup>st</sup> December each year and are payable to the Treasurer.

### 6. Officers

- 6.1 The officers of the Club shall be Chairman, Treasurer, Secretary, Membership Secretary, Safety, Lead Coach, Child Protection and Race Captain. Roles may be combined when appropriate or necessary.

- 6.2 These offices shall hold office for a calendar year, being elected annually at the Club Annual General Meeting. All officers shall retire annually but shall be eligible for re-appointment.

#### Executive Committee

- 7.1 The Committee is responsible for the management of the Club's business and activities.
- 7.2 The Executive Committee shall comprise of the Chairman, Treasurer, Secretary, Membership Secretary, Safety, Training and race entry, Safeguarding and Welfare and Grants. Some of these roles will evolve as necessary.
- 7.3 Meetings of the Executive Committee shall be convened by the Secretary, and the Committee shall meet a minimum of three times a year.
- 7.4 Special meetings of the Committee shall be called by the secretary on instructions from the Chairman or Committee members.
- 7.5 The quorum necessary for the transaction of business at Executive Committee shall be not less than three members.
- 7.6 In the event of an equality of votes, the chair of the meeting shall have a casting vote.
- 7.7 The interpretation of the Club constitution shall be vested in the Executive Committee, who shall decide all questions relating the Club, save those specified in, or involving an amendment to the constitution.
- 7.8 The Executive Committee may employ professional officers at its discretion.
- 7.9 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.
- 7.10 The Committee and individual Committee members should act according to high ethical standards and ensure that conflicts of interest are dealt with properly.

#### 8. Finance.

- 8.1 All monies raised by, or on behalf of, the club shall be applied to further objects of the Club and for no other purpose.
- 8.2 The Club Treasurer is responsible for the finances of the Club.
- 8.3 The financial year of the Club ends on the 31st December.
- 8.4 Proper accounts shall be kept of all sums of money received and paid out by the Club.
- 8.5 An audited statement of accounts, up to and including this date, shall be presented at the Annual General Meeting of the Club.
- 8.6 The funds of the club shall be lodged at a bank in an account of the Club, and all cheques etc drawn on these accounts shall be signed by the Treasurer.

#### 9. Annual General Meetings and other meetings

- 9.1 The Annual General Meeting (AGM) of the club shall be held in every year during the month of December, when the annual report of the Executive Committee and the audited statement of accounts up to the end of the financial year shall be presented.
  - 9.2 Not less than 14 days' notice of the date of the AGM shall be given to all members by the Secretary.
  - 9.3 The AGM shall elect such officers of the Club as necessary.
  - 9.4 All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
  - 9.5 The quorum for general meetings shall be six members present and eligible to vote.
  - 9.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than three members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members.
10. Voting Procedures.
- 10.1 Each member shall be entitled to 1 vote.
  - 10.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a constitutional amendment, which shall require a two-thirds majority.
  - 10.3 The Chairman shall have a casting vote in addition to a deliberate vote.
11. Property and staff.
- 11.1 Responsibility for all boats and equipment owned or leased by the Club, and for the employment of paid staff and volunteers rests with the Executive Committee.
12. Discipline and Appeals.
- 12.1 The Executive Committee shall have the power to take appropriate disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the club. (See Code of Conduct)
  - 12.2 There shall be the right to appeal to the Executive Committee, or an appeal Committee set up by it to act on its behalf, against any decision made by an officer of the Club.
  - 12.3 The appeal should normally be considered within 14 days of it being received by the Secretary.
13. Dissolution Procedures.
- 13.1 In case of the Club ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of the dissolution shall become the property of the WSRA. No member shall obtain any asset from the Club.
  - 13.2 The Club may be wound up on a resolution of the members, passed by a two-thirds majority at a special meeting convened for that purpose upon the request of eight of the members of the Club. At least 14 days' notice of the meeting shall have been sent to all members of the Club.

- 13.3 In the event of the passing of the resolution to wind up the Club, the members of the Club shall appoint a representative committee which shall be empowered to distribute the assets, including cash and investments in hand, to clubs having similar objects as their own.
14. Review of the constitution.
  - 14.1 This constitution shall be reviewed on a five-yearly basis.
  - 14.2 Amendments to the constitution shall only be agreed at AGM's.
  - 14.3 Additions to and alterations of the constitution shall be submitted to the Secretary not less 28 days before the date of the AGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of the meeting.
  - 14.4 Any alteration to the constitution shall require a two-thirds majority of members present and voting.
  - 14.5 In the event of any question arising which is not provided in the constitution, such question or matter shall be dealt with by the Executive Committee, whose decision shall be final.