

# **WARWICK BOAT CLUB**

## **ROWING SECTION CONSTITUTION**

### **NAME AND PURPOSE OF THE CLUB**

1) The rowing section is part of the Warwick Boat Club ('the Club') and operates as the Warwick Boat Club in all external affairs. For the purpose of identification within the Warwick Boat Club the section is called the Warwick Boat Club Rowing Section ('the Section').

2) The purpose of the Section is to further the sport of rowing within the Club.

The Section aims to cater for all levels of ability and to provide adequate resources to all members.

The Section aims to encourage members who row competitively as well as those who row as a pastime.

3) The Section is subject to its Constitution contained herein and its own Rules insofar as they do not conflict with Memorandum and Articles of Association of the Club.

4) The Section is responsible for the day-to-day management of its own finances, subject to the overall control of the Club.

### **CLUB INSIGNIA AND COLOURS**

5) The Section's crest is the Bear and Ragged Staff of the Club with crossed blades underneath. The Section's rowing colours are a pair of blue hoops on a white background.

### **MEMBERSHIP**

6) All members of the Section must be fully paid up members of the Club. There are three types of members within the Section.

Cox:	Non rowing members of the Section
Rower:	Rowing member of the Section over the age of 18
Junior:	Rowing member under the age of 18

Country, Student and any other types of members are as defined by the Club

7) Members of the Section are expected to subscribe to British Rowing and abide by its rules and regulations including Row Safe, policies and procedures relating to Child Protection and the Protection of Vulnerable Adults, Equal Opportunities and any others that may be issued in the future.

### **ORGANISATION OF THE SECTION**

8) The Section is run by its own committee (the Committee), which is responsible for safeguarding the interests of the Section and its members.

9) The Committee consists of between five and ten members of the Section. The actual number being at the discretion of the Section.

10) The Committee consists of the Officers of the Section and ordinary Committee members. Ordinary Committee members hold temporary or no portfolio but have the same rights and voting power as the Officers of the Section. All Committee members must seek election at the Annual General Meeting of the Section.

11) The Committee will hold a minimum of four meetings per year.

12) Quorum for Committee decisions is 4 and at least 1 Officer of the Section must be present.

## **OFFICERS OF THE SECTION**

13) The Officers of the Section must have defined responsibilities within the constitution.

14) The five Officers of the Section are:

### **14.1) Captain of Boats**

The Captain of Boats acts as the Chairman of the Section. The Captain of Boats has overall responsibility for the Section and is the Section's nominal representative within the Club and outside. The Captain of Boats is also responsible for chairing all meetings of the Section and holds the casting vote.

### **14.2) Honorary Secretary**

The Honorary Secretary is responsible for arranging and taking the minutes for all meetings of the Section and for ensuring that General Meetings have the necessary quorum to make decisions. The Honorary Secretary is also responsible for maintaining the Section membership lists and British Rowing affiliation matters. The Honorary Secretary is the nominal acting chairman when the Captain of Boats is absent.

### **14.3) Honorary Treasurer**

The Honorary Treasurer is responsible for all matters pertaining to the financing of the Section. The Honorary Treasurer must keep the accounts of the Section and is responsible to the Club Treasurer as well as the Section.

### **14.4) Men's and Women's Rowing Captains**

The Men's and Women's Rowing Captains are responsible for the overseeing of coaching, training and equipment and the representation of the Club at competition. The Men's and Women's Rowing Captains are also responsible for the upkeep and maintenance of all the equipment and boats used for racing and training purposes.

## **GENERAL MEETINGS**

15) The Section is obliged to hold an Annual General Meeting (AGM) every autumn.

16) All members of the Committee are elected annually at AGM of the Section. The Officers of the Committee can only be elected at General Meetings, other members of the Committee may be co-opted onto the Committee during the year but they are not eligible to vote unless they are elected by the membership of the Section at a General Meeting of the Section.

17) The only exception to item 16 is the position of Captain of Boats. The Captain of Boats shall be nominated by a vote of the Section's membership at a General Meeting of the Section, normally the AGM. The selection of the Captain of Boats shall be ratified at the Club AGM. In the event that the Club AGM rejects the Section's candidate, an EGM shall be held by the Section to make an alternative selection. The selection of an alternative candidate shall be subject to the same process.

18) An Extraordinary General Meeting (EGM) can be convened by the Committee or by any member of the Section if they present a petition signed by a minimum of 10% of the current membership of the Section.

19) Clear notification must be given to all members, of the date and issues for debate at least a fortnight before the AGM or EGM.

20) The quorum at any General Meeting is 20 or one third of the total members of the Section, whichever is the smaller.

21) All fully paid up members of the Section have the right to only one vote on each motion or election at any General Meeting. The Captain of Boats has a casting vote in the event of a tie.

22) In addition to the reports of the four Section Officers, matters for discussion at an AGM shall be lodged with the Honorary Secretary at least 30 days in advance of the AGM and be signed by 6 members entitled to vote. An EGM can be called on a specific subject without the 30 day rule if necessary. In both cases all reasonable efforts should be made to ensure that membership are aware of the items for debate.

## **CONSTITUTION AND RULES**

22) All members of the Section must abide by the Memorandum, Articles of Association and Rules of the Club and the Constitution and Rules of both the Section and the Club.

23) The Constitution and Rules of the Section must be available at all times to its members and all efforts should be made to display them prominently.

24) The Rules of the Section are decided by a majority vote of the Section's Committee. Where it is necessary to take action promptly, the appropriate Officer of the Committee concerned may modify or create Rules, which must be ratified by the next Committee meeting if they are to remain in force. Such action may only be taken in exceptional circumstances and should not become routine.

25) The Constitution of the Section can only be changed at a General Meeting, defined above, by a minimum of 75% of those attending the Meeting voting for the change. Such a vote must be in accordance with the procedures contained in the current Constitution of the Section.

26) In the event that the Constitution does not address an issue or its interpretation is unclear the Section committee have the right to rule on an alteration or change until the following AGM, where it must be ratified in accordance with item 25.