

# St Ives Rowing Club

## Constitution

1. The club shall be called St. Ives Rowing Club, the colours shall be RED and BLACK, the address and phone number shall be:

25 The Broadway,  
St. Ives,  
Huntingdon,  
Cambridgeshire,  
PE27 5BX  
(01480) 492384

2. The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of rowing (including sculling) in St Ives.

3. The Club shall consist of the following classes of members:

- (a) President
- (b) Honorary Life Members
- (c) Senior Rowing Members
- (d) Junior Rowing Members
- (e) Associate Members
- (f) Student Members
- (g) Cox Only Members
- (g) Social Members

4. The President shall be appointed annually by election at the Annual General Meeting and is traditionally the Mayor of St. Ives.

5. Membership of the Club shall be open to anyone interested in the sport of rowing 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.

- (a) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- (b) Applications for membership, and the renewal of any membership, shall be made to the Club Committee and the applicant will be asked to sign a form agreeing to abide by the Constitution and Policies governing the Club and the sport of rowing.
- (c) If it is considered by the Club committee 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 Club 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 members.

6. Honorary Life Members may be appointed at an Annual General Meeting from persons, who need not be Members, nominated by the Committee in recognition of exceptional support or service to the Club and/or rowing.

7. Senior Rowing Members may be elected from any person over the age of 18 years on 1<sup>st</sup> May of year of election. Unemployed persons wishing to become senior rowing members are entitled to pay the equivalent of student membership fees on a pro-rata basis. Any discount or reduction in membership fees for any reason must be approved by the Committee including membership renewal.

8. Junior Rowing members may be elected from any person over the age of 12 years and under the age of 18 years on 1<sup>st</sup> May of year of election.

9. Associate Members may be elected from rowing persons who have represented the Club at sometime but have retired from fully active rowing and may be elected from Social Members who have shown exceptional interest in the Club.

10. Cox only Members may be elected from any person over the age of 12 years on 1<sup>st</sup> May of year of election.

11. Social Membership shall be open to parents, wife/husband, sons/daughters of other Members and such persons interested in rowing over the age of 18 years at the time of election as approved by the Committee.

12. All Members shall have a voice in the management of the club funds thereof as provided by this constitution and all social privileges of Membership of the Club, but each will be subject to the limitations hereinafter contained as to the particular class or classes of Membership specified;

(a) Social Members shall not be entitled to use the Club boats and rowing facilities or be eligible for election to the Committee. They shall be entitled to vote at any General Meeting, but as a group Social membership must not exceed 25% of the overall club membership.

(b) Associate Members shall not be eligible to row in open Regatta events except by prior payment of the full rowing member's subscription. Associate Members will only be longstanding senior members who use rowing equipment and club facilities on a limited basis. At the direction of the Committee they may be required to upgrade to Senior Rowing Membership if it is judged that their use of equipment and facilities is not on a limited basis.

(c) Cox-only Members shall not be entitled to use the Club boats, rowing equipment and gym equipment. Cox-only membership is at the discretion of the Committee and may be withdrawn if a cox-only member uses any equipment. Cox-only membership may be upgraded to Senior or Junior rowing membership on payment of any difference in subscription fees.

13. All surpluses of income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

14. In the event of the dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity, or the sport's governing body British Rowing for use by them in related community sports.

15. The General Management of the Club shall be entrusted to the Committee, which shall be elected at an Annual General Meeting to be held as soon as possible after the 30th September of each year and within 31 days of this date. This Committee will hold office until the next Annual General Meeting. The officers of the club and not more than six Members shall constitute the Committee all of whom shall be Senior, Junior or Associate Members.

16. All nominations must be proposed and seconded. Those whom the President or Chairman of the Annual General Meeting declares to be elected will take office forthwith in the place of their predecessors. In the event of a tie, the President or Chairman of the Annual General Meeting may postpone the election for the officer in question to a later General Meeting or use his casting vote.

17. The following officers shall be elected annually at an Annual General Meeting and where noted be subject to a DBS check: -

- Chairman – *(DBS Checked)*
- Captain – *(DBS Checked)*
- Vice Captains, no more than three – *(DBS Checked)*
- Honorary Secretary – *(DBS Checked)*
- Honorary Treasurer – *(DBS Checked)*
- Membership Secretary – *(DBS Checked)*
- Rowing Safety Advisor – *(DBS Checked)*
- Club Welfare Officer – *(DBS Checked)*
- Bar manager

18. Three weeks' notice of the Annual General Meeting shall be given and will be given in such a manner as the Committee shall decide, but must include a notice board in the Clubhouse giving the date, time, place and purpose of the meeting.

19. At a General Meeting the Chair shall be taken by the President, or in his absence, by the Chairman, or in his absence, an elected Chairman, and shall have the privilege of exercising a second or casting vote.

- (a) Each paid up member, regardless of the class of membership, in attendance at a general meeting is entitled to one vote.

20. Fees and subscription rates for all Members other than President and Life Honorary Members shall be as decided at the last Annual General Meeting and posted on the notice board as an Appendix (B) to these rules.

21. The President and Honorary Life Members are free of fee and subscription.

22. Membership subscriptions will be set at the Annual General Meeting and will take effect on 1<sup>st</sup> May at the beginning of the new membership year when subscriptions are due. On 1<sup>st</sup> June following, the names of any Members whose subscriptions are up to date shall be posted on the Notice board at the Clubhouse and those persons who have not paid by the 1<sup>st</sup> June shall, at the discretion of the Committee, cease to be entitled to the privileges of the Club and shall not be entitled to vote at a Committee meeting or a General Meeting.

23. An Auditor shall be elected at an Annual General Meeting to audit the accounts of the ensuing season.
24. The Honorary Treasurer shall present audited accounts made up to the 31<sup>st</sup> August to the Annual General Meeting.
25. The Honorary Secretary in receipt of a written request signed by six Members and stating their business or by direction of the Committee shall have the power to convene a Special General Meeting at any time throughout the year. Three weeks' notice shall be given in the same form as in Rule 18.
26. The Membership Secretary shall keep a register of the names and addresses of all Members.
27. At Committee meetings the Chair shall be taken by the Chairman who shall be entitled to a second or casting vote.
28. The Committee shall meet as required but not less frequently than quarterly and decisions shall be by a simple majority vote.
29. Extraordinary Committee meetings shall be called at the written request of four Members.
30. At all Committee meetings, six Members shall be sufficient to form a quorum.
31. Notice for each Committee meeting shall be posted on the Notice board a minimum of two weeks before the date of the meeting.
32. The Committee shall have the power to co-opt any person or persons in advisory capacity and or invite to any of their meetings such expert opinion as they decide necessary.
33. The Committee may, from time to time, appoint other sub-committees as they shall deem necessary. Such sub-committees shall report their proceedings to the Committee and shall follow up directives of the Committee. At least one Member of such sub-committees shall be a Member of the Committee. Social Members may be appointed to serve on sub-committees.
34. Keys to the Clubhouse shall only be held by Senior Rowing Members.
35. The Club may be open from 5:30 a.m. to midnight each day and such other times as decided by the Committee. The last Member leaving the Club shall be responsible for ensuring the Club is secure and locked.

### **36. CONDUCT OF MEMBERS**

- (a) No betting shall be allowed in the Club. No lottery shall be promoted by any Member or Officer on behalf of, or in any way connected with the Club or with any entertainment or event held by or in connection with the Club, without the previous written authority of the Committee.
- (b) Gaming shall be permitted in the Club so as not to contravene any of the provisions of any statute at the time being in force.
- (c) The Committee may suspend the Membership of any Member whose conduct whether on the Club premises or elsewhere, is or has been in the opinion of the Committee contrary to the interests of the Club or injurious to its reputation.
- (d) Immediately upon the suspension of the Membership of any Member the Committee shall:
  - (1) Cause a General Meeting of the club to be summoned for a day not later than the twenty-first day following the suspension.
  - (2) Give written notice to the suspended Member and inform him that if he so desires he may be present at the said Meeting.
  - (3) At any such Meeting, the allegations against the suspended Member shall be related to the meeting by a Member of the Committee and the suspended Member shall be heard in answer. The decision of the Club at the said Meeting or any adjourned Meeting whether to re-instate the suspended Member or to terminate his Membership shall be taken by vote and shall be final and conclusive.

### **37. VISITORS & GUESTS**

- (a) Members may introduce and entertain guests at the Club and there shall be kept at the Club premises a Visitors' Book which both the Member and guest shall sign. The Member introducing a guest shall be responsible for their guest(s) strictly observing these rules and any Club Byelaws and shall not leave the Club premises before his guest.
- (b) No person, whose Membership of the Club has been terminated, or is for the time being suspended or whose application for Membership has at any time been rejected, shall be introduced as a guest.

### **38. REGULATED ACTIVITY**

The Sale of Alcohol and Regulated Activity at the club is governed by Huntingdonshire District council and the full detail of any licence can be found on their website and is included as an Appendix (A) of this constitution.

- (a) The Committee shall appoint a sub-committee of at least three Members to manage the Club bar. All members of this sub-committee shall be over 18 years of age and at least one shall be the Bar Manager and the sub-committee will be known as the Bar Committee.
- (b) The Bar Committee may co-opt assistants for staffing the Bar but all assistants shall be subject to the approval of the Committee and over 18 years of age.
- (c) The Bar Committee shall keep separate accounts and shall open a separate bank account for the recording of all receipts and payments. These accounts shall be subject to audit by the Auditor appointed under Rule 22.
- (d) The Bar Committee shall make transfers, as directed by the Committee, of surplus funds to the Club main account.
- (e) Bar prices shall be set by the Bar Manager subject to approval by the Committee.
- (e) The Bar Committee shall be responsible for the purchase and sale of all goods and liquor over the Club Bar.
- (f) Keys to the Bar shall only be held by Members of the Bar Committee and the Captain

### **39. SPECIAL FUNCTIONS**

If Alcohol is to be served the Club may, on not more than 15 occasions in any one calendar year, hold special functions at the Club premises under the provision of a Temporary Event Notice (TEN). The purposes of such events shall be for raising funds for the benefit of the Club and shall be organised by, or on behalf of, the Club.

Members of the public may, by invitation, be admitted to the Club for these occasions, provided that such persons do not become significant in proportion to the total Membership present. On such occasions, all persons admitted may be granted the same facilities of the Club as those granted to Members and such occasions.

40. The interpretation of the foregoing rules, also of any Byelaws, shall rest solely with the Committee.
41. The Committee shall have the power to make, alter or repeal such Bye-laws as it may consider necessary for the good management and order of the Club, provided that no such Bye-laws shall conflict with the constitution in any way. A copy of all such Byelaws shall be posted up in the Club and this shall be deemed sufficient notice of such action. Such Byelaws shall remain in force until reviewed at a Committee Meeting or a General Meeting.
42. 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 to performance.
43. The Club accepts the policy and procedures relating to Safe Guarding, as set out by British Rowing, and requires all members to accept them as a condition of membership.
44. Members who own boats may be granted racking space at the discretion of the Committee. All boats in active use are required to have adequate waterways licenses and insurance. Owners of private boats stored at the club shall provide proof of insurance when renewing their membership and paying their racking fee. Members granted racking spaces shall reimburse the cost of their waterways license(s) to the club. Upon sale or removal of a private boat from the club the Committee will decide upon the re-allocation of the space including any sale to SIRC members. Members will not sub-let or loan boat racks. All decisions concerning boat racking will be taken by the committee.
45. No alterations shall be made to any of the foregoing Rules except by a two-thirds majority at a General Meeting of which twenty-one days' notice shall be given in the same form as in Rule 18; and such notice to state the alterations proposed. If a member is unable to attend, he/she will be entitled to vote in writing. No amendment to the alterations proposed can be considered unless notice of such amendment has been given to the Secretary and posted in the Clubhouse at least ten days before the date of the Meeting.

**APPENDIX A – Licenced activity**

<b>Reference</b>	05/02320/LAPRC
<b>Type</b>	New
<b>Category</b>	App/Club Premises Cert on Conversion
<b>Status</b>	Current Licence
<b>Applicant</b>	Mr T Thomas
<b>Trading Name</b>	St Ives Rowing Club
<b>Address</b>	St Ives Rowing Club 25 The Broadway St Ives Cambridgeshire PE27 5BX
<b>Issue Date</b>	Fri 26 Jan 2007
<b>Expiry Date</b>	Thu 26 Jul 2018

Activity	Location	Indoors/Outdoors	Alcohol Consumed	Capacity	Time Period	From	To
(M) Supply of Alcohol on Premises					Week Days (including Saturdays)	11:00 AM	11:00 PM
(M) Supply of Alcohol on Premises					Sundays	12:00 PM	10:30 PM
(M) Supply of Alcohol off Premises					Week Days (including Saturdays)	11:00 AM	11:00 PM
(M) Supply of Alcohol off Premises					Sundays	12:00 PM	10:30 PM
No description		Indoors	Both				

Condition	
Children	Access to the premises by children is not restricted except in accordance with the Licensing Act 2003.
Mandatory Off Sales	<p>Where the certificate authorises the supply of alcohol for consumption off the premises, the following conditions will apply -</p> <p>(a) The supply of alcohol must be made at a time when the premises are open for the purposes of supplying alcohol in accordance with the club premises certificate.</p> <p>(b) Any alcohol supplied for consumption off the premises must be in a sealed container</p> <p>(c) Any supply of alcohol for consumption off the premises must be made to a member of the club in person</p>



Permitted Hours	<p>Alcohol shall not be sold or supplied except during permitted hours. Permitted hours means -</p> <p>(a) On weekdays, other than Christmas Day, Good Fridays or New Year's Eve, 11:00 to 23:00;</p> <p>(b) On Sundays, other than Christmas Day or New Year's Eve, 12:00 to 22:30;</p> <p>(c) On Good Fridays 12:00 to 22:30;</p> <p>(d) On New Year's Eve, except on a Sunday, 11:00 to 23:00</p> <p>(e) On New Year's Eve, on a Sunday, 12:00 to 22:30</p> <p>(f) On New Year's Eve, from the end of permitted hours to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December);</p> <p>(g) On Christmas Day, as provided by the rules of the club and notified in writing by the Chairman or Secretary of the club to the Head of Administration for the District Council in which the premises are, the said hours shall -</p> <p>(i) not exceed six and a half hours;</p> <p>(ii) not begin earlier than noon;</p> <p>(iii) not end later than 22:30;</p> <p>(iv) provide a break of at least 2 hours, including 15:00 to 17:00;</p> <p>(v) not extend for more than three and a half hours after 17:00.</p>
Operating Schedule	<p>This certificate is subject to conditions that reproduce the effect of conditions attached to the following certificate which applied in respect of the premises at the time of conversion -</p> <p>Club Registration Certificate</p> <p>This certificate is also subject to conditions which reproduce the effect of any restriction which had effect on the use of the premises for licensable activities at the time of conversion -</p> <p>(a) Children and Young Persons Act 1933;</p> <p>(b) Licensing Act 1964; and</p> <p>(c) Sporting Events (Control of Alcohol, etc) Act 1985.</p> <p>For the avoidance of doubt, the table attached as Appendix 1 should be regarded as the embedded restrictions under the Licensing Act 1964.</p> <p>The time of conversion in respect of the premises is the date when the certificate was granted by the licensing authority under the Licensing Act 2003.</p>

# Membership 2018/19

There are currently six levels of membership available at the club;

- Senior           £240
- Junior           £120
- Student         £120
- Associate       £100
- Social           £10
- Coxing only     £10