

WISEMAN`S BRIDGE ROWING CLUB. Est 1993 (WBRC)

CLUB CONSTITUTION Rev 2019

NAME OF CLUB

1. The club will be known as Wiseman`s Bridge Rowing Club. Hereinafter referred to as WBRC or “The Club”

GOVERNANCE

2. The Club is affiliated to the Welsh Sea Rowing Association (WSRA), which is part of the Welsh Amateur Rowing Association (WARA). All member clubs of the WSRA share similar aims and objectives.
- 2.1. The Club is formed of members and is governed by a Committee.
- 2.2. Membership of The Club shall be open to any person (s), who are prepared to accept and support the aims and objectives of The Club, and is not restricted on the grounds of sex, age, race, political or religious persuasion. In accepting membership, a person agrees to abide by the constitution of The Club, Club Safety Rules, WSRA Safety Rules, The Club Code Of Conduct and the rulings of the Executive Committee (EC).
- 2.3. The Committee, shall be responsible for:
 - a; The management of the club and its affairs.
 - b; Making rules and regulations as it shall from time to time think fit.
 - c; Considering any application for membership and decide if such an application should be accepted. Any decisions will be in accordance with the non-discriminatory policy mentioned beforehand.
 - d; Ensuring that all documentation is maintained and available to members.
 - e; Ensuring that all the Property of The Club (ie. Boats, Oars, Trailers, Safety Equipment and other Miscellaneous items, listed in the Asset Register is properly maintained.
 - f; Making decisions on the purchase or sale of any items. In special circumstances, the EC shall consult with members at an Extraordinary General Meeting (EGM).
 - g; Ensuring that all paid up members are affiliated to the WSRA and therefore covered under the terms of the WSRA insurance scheme during practice sessions and competition events.
 - h; Ensuring that all fees paid to The Club to cover fully paid up members, are passed to the WSRA at the outset of the season and by date prescribed by the WSRA Secretary (who usually notifies the club via email).
 - i; Always acting in the best interests of all members. Liability shall not fall on the Executive Committee (EC), provided they act in accordance with the constitution, honestly and in good faith.
- 2.4. The Committee, shall comprise the following officers:
 - a; Chairperson (EC)
 - a.1; Vice Chairperson (EC)
 - b; Secretary (EC)
 - c; Treasurer (EC)
 - d; Bosun
 - e; Welfare -Child Protection Officer
 - f; Safety Officer (EC)
 - g; Grants Officer (EC)
 - h; Social & Fundraising
 - i; Club Captain
 - j; Coaching Team
 - k; Saundersfoot Sailing Club Liaison Representative
 - l; InSport Co ordinator
 - m; Junior Co ordinator
- 2.5. Each Officer shall:
 - a; Be a member of WBRC
 - b; Be elected annually at the Annual General Meeting (AGM)
 - c; Be in position from the 1st February after a hand over period from current officers after AGM (new 2017)

An Executive Committee shall be formed by the:

- a; Chairperson
- b; Secretary
- c; Treasurer
- d; Fundraising Grants Officer
- e; Safety Officer

2.6. Operating Rules of the Committee:

- a; The Committee shall meet quarterly unless the need arises for ad-hoc meetings.
- b; The Committee shall be responsible for holding the Annual General Meeting (AGM)
- c; The Committee may call an Extraordinary General Meeting (EGM)
- d; The Committee may appoint Sub Committees to advise and report upon specific issues. Each Sub Committee shall report to a nominated officer.
- e; All meetings of the Committee shall be chaired by a Chairperson and administered by the Secretary as follows:
 - i: Notice of the meeting shall be given to all Committee members at least 10 working days in advance.
 - ii: An agenda shall be circulated to all Committee
 - iii: Meetings shall be recorded and the minutes shall be circulated to all Club members within 5 working days of the meeting.
 - iv: Voting shall be by a show of hands unless the Committee shall decide otherwise and each member of the committee shall have one vote.
 - v: The person in the Chair shall have the casting vote in addition to a vote he or she may have as a member of the Committee.
 - vi: Decisions of the Committee shall be published on the WBRC Forum for Members to see.
 - vii: A quorum of 5 Committee members is required to vote and pass resolutions.
- f; Changes to The Clubs constitution can only be made at the AGM, or an Extraordinary AGM (EAGM).
- g; In addition to the quarterly committee meetings an Executive Committee meeting shall be held monthly which shall:
 - i: Address operational, financial and membership issues arising in the preceding month and will approve expenditures to be made in the month following the meeting.
 - ii: Be attended by the Executive Committee Members plus one full Committee Member invited to attend.
 - iii: Have the key decisions recorded by the Secretary who shall report on all monthly Executive meetings at the quarterly, full committee meeting.
- h; The Committee may call other informal meetings at any time to discuss arrangements for maintenance work, races, events, fundraising and or charity work. Minutes of these meetings will not necessarily be recorded.

AIMS AND OBJECTIVES OF THE CLUB

- 3.0.** The main aim of The Club is to provide opportunities for people of all abilities, to promote and further the interests of sea rowing. The Club offers Members opportunities to experience and participate in Celtic Longboat Rowing. The Club provides members with opportunities to compete in all age/gender categories in the Welsh Coastal Leagues and a large number of local and national challenge races. The aims and objectives are consistent with the furthering of equal opportunities for all members.

RULES OF MEMBERSHIP

- 4.0.** There are five Membership categories: (All New 2017)
- a: i: Senior Men/Women with Full Membership fee including WSRA Insurance, SSC Membership & all rowing sessions in Celtic Longboats included, Indoor Erg sessions at session price - £35 initial joining Fee with outstanding amount in full or with monthly subscription of £6 per month
 - ii: Sliding Scale of Full Membership when joining part way through the season
 - b: Juniors (Under 18s) with Membership fee including WSRA Insurance, NO SSC membership and all rowing sessions in Celtic Longboats and Indoor Ergs - £30
 - c: Senior Men/Women Concessions with Membership fee covering WSRA Insurance, SSC Membership, Coxing, Student, Social @ the Discretion of Exec Committee £50
 - d: Juniors (Under 18s) Concessions with Membership fee If parent already full member, as part b - £10
 - e; InSport Membership Concession with Membership fee including WSRA Insurance, NO SSC membership and all rowing sessions in Celtic Longboats and Indoor Ergs - £20
- 4.1.** **Membership fees** are decided by Members, annually, at The Club AGM, based on recommendations from the Executive Committee. **The Committee may decide to add other charges at its discretion, but these must be presented at the AGM to be voted on by members.**
- 4.1(a).** **The Clubs Membership fees will also incorporate membership to Saundersfoot Sailing Club (SSC), and this annual subscription will be added to The Clubs (WBRC) annual membership renewal charges, as long as the Committee feels the SSC membership charges are of fair and reasonable cost to all WBRC club members (New 2017)**
- 4.2.** Annual Membership fees are due at Pre-season meeting Mid-February to be active by 1st March to ensure insurance is covered, which would be agreed with members at the AGM. (New 2017)
- 4.3.** New Members may join throughout the year by paying the appropriate subscription. (New 2017)
- 4.4.** Potential new WSRA Members are allowed Two Free Sessions before they have to pay a full Membership fee, which ensures that they are covered (by WSRA insurance) to participate in the sport, with The Club.
- 4.5.** Racing will incur additional fees to cover costs

FINANCES AND CONTROL OF EXPENDITURE

- 5.0.** The Finances of The Club are the responsibility of the Chairperson and Treasurer, who are answerable to the Committee and Members.
- 5.1.** All monies raised by, or on behalf of, the club are to be used to further the aims and objectives of The Club.
- 5.2.** The financial year runs from January to December.
- 5.3.** The Treasurer shall prepare, in collaboration with other members of the Committee, an "Expenditure Plan" which shall set out the income forecast and expenditure planned for the forthcoming financial year. The plan shall be approved by the Committee and presented to the AGM for adoption.

- 5.4.** Expenditure shall be governed by the Expenditure Plan and reported on in the annual accounts within one month of the end of each financial year; changes to the Expenditure Plan shall be approved by the Committee.
- 5.5.** The funds of The Club shall be deposited at a bank or building society as decided by the Committee and in an account in the name of The Club.
- 5.6.** All cheques drawn on an account in the name of The Club shall be signed by any two of the following:
Chairperson, Secretary or Treasurer.
- 5.7.** In the event of The Club raising funds for a charity (or charities) through a specific event, a separate financial statement will be prepared by the Committee for the Members.
- 5.8.** The Committee shall have the powers to reimburse the reasonable expenses of Officers and Members incurred in carrying out the business of The Club, provided such payments are declared in the annual accounts presented to the AGM.

ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

- 6.0.** The AGM will be held within the last three months of each calendar year, after the end of the league season.
- 6.1.** The Club Officers will make their reports including:
i: A statement of accounts for the year *(It would be convenient to make the accounting year a calendar year from January to December)*.
ii: The Expenditure Plan for the forthcoming year.
- 6.2.** Members only, are eligible to vote at the AGM, and all have equal voting rights
- 6.3.** Any motion under discussion required a majority vote from the members to be successfully carried, except when the motion is a constitutional amendment, which requires a two thirds majority to be passed and adopted.
- 6.4.** *An Extraordinary General Meeting (EGM) may be called as the result of:*
i: A simple majority vote in a planned Committee meeting; or
ii; By consensus of a simple majority of Committee members determined through communications outside of a planned meeting; or
iii; A written motion signed by 3 or more members, must be sent to the Secretary. The Committee will then decide a date for this to occur and notify all members in advance.
iv; The AGM and any EGM will have an agenda and minutes, and will be recorded by the Secretary for distribution to all members.

DISCIPLINE AND APPEALS

- 7.0.** **Disputes, disciplinary actions and appeals** will be dealt with first by the Executive Committee and if not resolved satisfactorily then by the Full Committee.
- 7.1.** Any offending member has the right to be heard by the Committee, and can bring a friend if necessary for support to the meeting. The Committee can decide on appropriate sanctions, but there must be a majority vote for these to be applied. If the offending member wishes to appeal against a decision by the Committee, then he/she must put this in writing to the Secretary within 14 days.

7.2. The Committee can appoint an Appeals Committee (AC), from other members, to hear this appeal; this committee will then make recommendations to the membership, who will be allowed a vote to resolve the matter. In the event of a majority vote against the offender, the appeal will be quashed and the sanctions stand.

7.3. The Committee whose decision shall be final shall determine any dispute arising out of or not covered by this constitution or the rules of The Club.

DISSOLUTION PROCEDURES

8.0. The Club can only be wound up after passing of a resolution, submitted and signed by a minimum of 20 members, by two thirds majority, at an EGM convened for this specific purpose.

8.1. In the event of the club folding, none of The Club`s assets can become the private property of any of the members.

8.2. In the event of the passing of a resolution to liquidate The Club, the Committee shall be empowered to decide how the assets of The Club shall, in consultation with the WSRA League Executive Committee, shall be distributed / sold / leased until required in future; ensuring that these can be put to good use by other people/clubs in the local community who espouse the same aims, objectives and values. (New 2017)

8.3. All debts would need to be discharged using the funds in The Club`s bank account, prior to the redistribution of other assets. In the event of any dispute the Executive Committee, would seek advice from the League Executive as an independent adviser.

This Constitution was voted on and agreed by a majority of members at the AGM 12th October 2018

Signed by WBRC Executive Committee Members (3 minimum):

Chairperson:

Date:

Treasurer:

Date:

Secretary:

Date: