



MAIDENHEAD ROWING CLUB

Approved at AGM on 19th December 2021

1 TITLE

1.1 The Club shall be called the Maidenhead Rowing Club. The Club colours shall be Brunswick Green and White. The Club shall be affiliated to British Rowing and shall abide by its rules and codes of practice. Members should be conversant with the MRC Club Constitution and the section on the British Rowing website entitled “RowSafe”.

2 OBJECTS

2.1 The objects of the Club shall be the organisation, development and practical encouragement of rowing and the promotion of the social and general welfare of its members.

3 MEMBERSHIP

3.1 Membership of the Club shall be open to anyone interested in the sport of rowing on application in accordance with the Equal Opportunities Policy (paragraph 4). The Committee may at any time limit the number of members, or of members in any category, to ensure that the Club’s facilities are adequate.

3.2 All applicants and members renewing their membership shall agree to accept the Club Constitution, bye laws and to abide by the rules and regulations of the Club and the sport of rowing.

3.3 A person who has been expelled from or refused membership of British Rowing shall not be eligible for membership.

3.4 If the Committee shall consider that by reason of the conduct or character of an applicant for membership or for some other good reason it would be detrimental to the aims and objectives of the Club or likely to bring the club or the sport of rowing into disrepute for that person to become a member, the Committee shall have the right to refuse the application, in which case it shall provide reasons for its decision and allow the person the right of appeal. Such an appeal shall be resolved by the Secretary putting the appeal to a Hearings Panel consisting of three [3] individuals drawn from the membership of the Club.

3.5 No person whose application for membership has been refused or who has previously been expelled from membership of the Club shall be admitted to the Club’s premises as a guest or temporary member.

3.6 The Club shall maintain appropriate electronic records, using British Rowing's ClubHub or some other suitable system, of the names and such other personal data relating to members as the Committee shall consider desirable. The records shall be managed under the guidance of the Committee by the Senior and Junior Membership secretaries (or any other person designated by the Committee) in compliance with the Club's Privacy Statement and the requirements of current data protection law.

3.7 Only Full members, including Honorary and Life Members, shall be eligible to serve as Officers or on the Committee. The rights of members to vote at general meetings shall be as stated in the 'Rowing Membership' and 'Non-rowing Membership' sections below.

3.8 The Committee shall have power, acting in the best interests of the Club, in specific cases to elect Honorary and Life members, who will have the same rights as Full members.

3.9 The Committee shall also have power to make such regulations as to conditions applying to each category of membership as may from time to time be deemed expedient.

3.10 The categories of membership are divided into two [2] main groups, Rowing membership and Non-rowing membership, as follows:

3.11 ROWING MEMBERSHIP

3.11.1 **Adult Rowing membership:** full members, who are not less than eighteen [18] years of age, and have the right to vote at general meetings of the Club.

3.11.2 **Student and Under-25 Rowing membership:** members who (a) are in full-time tertiary education or (b) are below twenty-five [25] years of age on 1st September following the Club's year end (31st May), are full members and have the right to vote at general meetings of the Club.

3.11.3 **Junior Rowing membership:** members who are in full-time secondary education, are below eighteen years of age on 1st September following the Club's year end (31st May), are not full members and do not have the right to vote at general meetings of the Club; provided that a Junior Rowing member who is not less than sixteen [16] years of age at the date of any general meeting of the Club may vote at the meeting on any question not involving a change of the rules and not concerning the Constitution of the Club.

3.11.4 **Alumnus Rowing membership:** members who (a) are in full-time tertiary education away from Maidenhead and its local area have previously been for at least two [2] years either (i) a Junior Rowing member of the Club or (ii) a member of Claires Court School Boat Club, or (b) have previously been members of and are working for Claires Court School Boat Club during a period of no more than one [1] year since leaving the school, are not full members and do not have the right to vote at general meetings.

3.11.5 **Temporary Rowing membership:** individuals who, not having been a member of the Club in any category for at least two [2] years prior to applying, apply online for the right to the use of the club house, boats, and land training facilities for not more than two [2] weeks on a trial basis with a view to committing to another category of membership. Temporary Rowing members do not have the right to vote at general meetings of the Club. This category is only available at the discretion of the Captain.

- 3.11.6 **Guest Rowing membership:** any individual who, being a member of another rowing club, is a visitor to Maidenhead and has the permission of the Captain to use the club house, boats and land training facilities for not more than four [4] weeks. Guest Rowing members do not have the right to vote at general meetings of the Club.
- 3.11.7 Members in every category of rowing membership shall have the full use of the club house for social and other purposes, boats and land training facilities, including as coxswain or as coach, provided that Alumni Rowing members shall only have such rights during university or college vacations or holidays, unless by prior agreement of the Captain.
- 3.11.8 Any question of whether or when an individual is in or ceases full-time secondary or tertiary education or is being educated away from Maidenhead and its local area shall be determined by the Captain, who may apportion any Adult Rowing, Student and Under-25 Rowing, Junior Rowing or Alumnus Rowing membership subscription payable by the individual pro-rated in respect of part of a year as he considers appropriate.
- 3.11.9 Adult Rowing members of more than sixty-five [65] years of age who have completed twenty [20] or more years of membership of the Club shall become Honorary Rowing members. They and Vice-Presidents (paragraph 9) shall not be required to pay a membership subscription but shall retain the right to vote at general meetings of the Club.
- 3.12 NON-ROWING MEMBERSHIP
- 3.12.1 **Associate membership:** non-rowing members, who are not less than eighteen [18] years of age. The total number of Associate members shall not exceed 15% of the total membership.
- 3.12.2 **Land-based membership:** non-rowing members, who are not less than eighteen [18] years of age and have the use of the facilities and equipment of the Club for land training purposes only.
- 3.12.3 **Adult Squad Coxing and Coaching membership:** non-rowing members, who are not less than eighteen [18] years of age and are interested in taking part as a coxswain, coach or safety launch driver and have the right to vote at general meetings of the Club.
- 3.12.4 **Junior Squad Coxing and Coaching membership:** non-rowing members, who are not less than eighteen [18] years of age and are interested in assisting Junior Rowing members, subject to the prior approval of the Junior Squad Captain, as a coxswain, coach or safety launch driver.
- 3.12.5 **Day Associate membership:** non-rowing membership, the terms of which shall be regulated in accordance with such policies and procedures as may be approved and published by the Committee from time to time.
- 3.12.6 The qualification for all categories of non-rowing membership shall be good fellowship.
- 3.12.7 Non-rowing members shall (except for Adult Squad Coxing and Coaching members) have the full use of the club house for social purposes but shall not have the use of boats or (except for Adult Squad Coxing and Coaching members) the right to vote at general meetings of the Club or be eligible to serve as Officers or on the Committee.

3.13 DISCOUNTED MEMBERSHIP SUBSCRIPTIONS

- 3.13.1 **Adaptive discount:** Any Adult Rowing, Student and Under-25 Rowing, Junior Rowing or Alumnus Rowing member who in the opinion of the Adaptive Squad Captain meets the British Rowing criteria for Para-Rowers or Adaptive Rowers shall be entitled to a 50% reduction in the applicable rate of membership subscription, provided that no reduction shall be allowed against the fee for rack storage of a boat.
- 3.13.2 **Coaching discount:** Any member (not being an Adult Squad Coxing and Coaching member or Junior Squad Coxing and Coaching member) who has completed to the Captain's satisfaction not less than eight [8] hours' coaching of club crews on a voluntary basis in every month of a membership year shall be entitled to a rebate of 50% of any membership subscription (not including the fee for rack storage of a boat) paid in that year, allowable against the membership subscription for the following year.
- 3.13.3 **Family rebate:** Families of at least four persons all residents at the same address, of whom all are members of the Club and at least two are Junior rowing members, are eligible for a family rebate upon application to the Membership Secretary. The amount of the rebate shall be as proposed by the Membership Secretary and approved by the Commercial Officer and shall be adjusted pro-rata if the conditions for eligibility are met part way through the Junior Membership year.
- 3.13.4 A member shall not be entitled to more than one [1] reduction, discount or rebate in any one membership year. The Membership Secretary may provide guidance on which is the most beneficial given the member's circumstances.
- 3.13.5 The Committee shall have the power in exceptional circumstances to confer Honorary Associate membership upon any individual who in the Committee's opinion is for any reason deserving of recognition.
- 3.13.6 The Committee shall have the power to reduce in part or in full the subscription due from any member who through economic circumstances is unable to pay it, each such case to be considered on its merits.

4 EQUAL OPPORTUNITIES POLICY

4.1 The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

5 PROTECTION OF CHILDREN AND OF ADULTS AT RISK

5.1 The Club adopts British Rowing's policies and procedures relating to safeguarding and creating a safe environment for children, young people and for adults at risk and requires all members to uphold them as a condition of membership.

5.2 A Club Welfare Officer shall be appointed by the Committee to support the Club in relation to safeguarding and welfare matters, as required by British Rowing.

6 CONDUCT OF MEMBERS

6.1 CESSATION OF MEMBERSHIP

- 6.1.1 Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to an independent Hearings Panel. All appeals must be initiated by way of Notice of Appeal sent to the Club Secretary within fourteen [14] days of the date of the relevant resolution. The Hearings Panel shall comprise three [3] individuals drawn from the membership of the Club or from other clubs in the region in either case as determined by the Committee. The Hearings Panel will hear and receive evidence, and then affirm or reject the sanctions imposed as appropriate.
- 6.1.2 The Hearings Panel will give a fair and independent hearing to the appellant within an appropriate timescale. Any hearing shall be conducted in full compliance with the applicable law and Club and British Rowing policies.
- 6.1.3 Any member may resign giving one month's clear notice in writing to the Secretary.
- 6.1.4 The Committee shall deal with any complaint or series of complaints that it considers vexatious in accordance with British Rowing's vexatious complaints policy.

6.2 GRIEVANCE AND DISCIPLINARY PROCEDURES

- 6.2.1 An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Committee. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.
- 6.2.2 All such situations will be dealt with in line with BR's Grievance and Disciplinary Procedures.

7 GUESTS

- 7.1 Any Full Member or Associate Member may introduce up to three [3] guests at any one time but shall not introduce the same guest more than eight [8] times in the calendar year. No person who lives in the locality of Maidenhead and has been a member within the previous two [2] years shall without the Captain prior permission be introduced as a guest. Guests and the member introducing them shall sign the Visitors' Book.
- 7.2 Any Full member or Associate member introducing a Guest shall be responsible for their expenses, or for any damage caused by him or her to the property of the Club and their conduct in every respect.
- 7.3 Guests shall have access to the club house in the company of the member introducing them for social purposes only. They shall not have access to land training areas nor have the use of boats. They shall not be admitted to general meetings of the Club except by the invitation of the Captain.

8 GENERAL MEETINGS

8.1 A General Meeting of the Club chaired by the President or nominated Vice-President shall be held not less than once in every calendar year and be convened by the Honorary Secretary who shall give members fourteen [14] clear days' written notice of the meeting together with time and place and a detailed agenda. The quorum for the meeting shall be twenty-one [21] members eligible to vote.

8.2 An Extraordinary Special General Meeting shall be convened by the Honorary Secretary on the written request of the President, any of the Officers, three members of the Committee or twelve Full members of the Club, stating the purpose for which the meeting has to be held, the proposed resolutions and any amendments thereto. The meeting shall be confined to that purpose. Seven [7] clear days' notice shall be given of the meeting.

8.3 All notices and communications shall be given to members by email sent to the email address supplied by each member on ClubHub which shall be deemed good and sufficient service upon the member.

9 ELECTION OF OFFICERS AND COMMITTEE

9.1 At the Annual General Meeting shall be elected a President, any additional Vice- Presidents and the Officers, who shall be the Captain, Chairman. Honorary Secretary, Honorary Treasurer, Honorary Premises Officer and Honorary Commercial Officer. The President, Officers and the Safety Adviser (appointed) shall form the Committee (five [5] to be a quorum).

9.2 Nomination for the President and Officers shall be made on a form given to members by email or posted on the Club notice board fourteen [14] days prior to the meeting. Each nomination shall be proposed and seconded by Full members. Nominees must also sign to signify acceptance of the nomination. If more than one [1] person is nominated for an office, then a secret ballot will be held for that appointment and election shall be determined by a simple majority.

9.3 Term of office. A President may serve for a maximum of five [5] years. The Captain and Officers may serve for a maximum of three [3] years but may subsequently be elected for different roles.

9.4 Once elected, Vice-Presidents shall retain that title for so long as they remain Full members unless they no longer wish to do so. Nominations of additional Vice-Presidents shall be made by the President and the outgoing Committee, based on the criteria of long and valuable service to the Club in any significant capacity. Unless at least two [2] Full members shall request a secret ballot to be determined by a simple majority, all such nominations will be put to an open vote and election will be confirmed by a simple majority. Election shall be by a simple majority.

10 DUTIES OF THE OFFICERS

10.1 The Captain shall be responsible for arrangements for rowing and training activities and for making recommendations for purchases and repair of boats and training equipment and management of the boathouse. These activities will be carried out through the Rowing Committee, which will consist of the squad captains. The Rowing Committee will be chaired by the Captain.

10.2 At the Annual General Meeting he or she shall present a report of the Rowing activities during the year.

10.3 The Chairman shall be responsible for ensuring Committee actions are monitored and delivered, that decisions are implemented, that meetings are effective. He or she will ensure the Committee maintains a strategic focus.

10.4 At the Annual General Meeting he or she may present a written report of the Club activities during the year.

10.5 The Honorary Secretary shall keep written minutes of all General and Committee meetings. He or she shall deal with all Club correspondence. He or she shall ensure that appropriate insurance policies are in place.

10.6 The Honorary Treasurer shall be responsible for preparing and obtaining approval for an Annual Budget, to include provision for maintaining at all times a reserve of Club funds at such level as is fixed from time to time by the Committee, maintaining appropriate bank accounts. At the Annual General Meeting he or she shall present an Income and Expenditure account and Balance Sheet together with pro-forma consolidated Income and Expenditure Account and Balance Sheet of the Club and Maidenhead Rowing Club Limited.

10.7 The Honorary Premises Officer shall be responsible for overseeing the Club's premises, including the maintenance of the fabric of the building, the supply of electricity, gas and water utilities, the heating, lighting and security of the premises and the car park and boating raft areas.

10.8 The Honorary Commercial Officer shall be responsible for coordinating fundraising activities, such as sponsorship and hall hire, operating the bar and licensing, ordering stock and carrying out a stock-take four [4] times a year. He or she shall also be responsible for ensuring compliance with the Club's liquor and entertainment licences. The Commercial Officer shall be supported by a team to assist with these duties.

10.9 Each officer shall coordinate a team that shall assist the delivery of their duties.

11 DUTIES OF THE COMMITTEE

11.1 The Committee shall have the power to co-opt additional members. Specific duties may be allocated to Committee members, including responsibility for membership records, social activities, Clubhouse maintenance, press relations and other duties which may be deemed necessary.

11.2 The Officers and Committee have primary responsibility for safe practice within the Club and for observing guidance on water safety issued by British Rowing and through Row Safe. The Committee shall appoint a Safety Adviser whose duty it will be to understand the requirements of British Rowing's Code of Practice for Water Safety and advise on their prominent display, their operation and their implementation at all times. He or she will be a Committee member. Local Safety considerations shall be included in the Club Bye Laws and shall become part of the Safety Code.

11.3 To facilitate the operation of the Committee, sub-committees may be established to consider specific topics. An Officer or Committee member shall be Chairman of each sub-committee who will report as required to the Club Committee.

11.4 Photographs of the Officers and Committee members shall be conspicuously exhibited in the Clubhouse.

11.5 Committee meetings shall be held at least once every six [6] weeks.

11.6 The Committee shall have power to make such Bye-Laws as it may deem expedient and such Bye-Laws shall bind subsequent Committees until altered by resolution of a subsequent Committee.

11.7 The Committee shall have power on a short-term basis to close or let Club premises for such purposes, at such rent and for such times as may be deemed expedient and in the best interests of the Club and its members.

11.8 All members of the Club, Committee Officers of Maidenhead Rowing Club Limited and those members of the Club carrying out official Club business as authorised by the Club Committee from time to time, are hereby indemnified by the Club in respect of any losses they suffer while carrying out authorised Club business.

12 MAIDENHEAD REGATTAS

12.1 The Club Committee shall appoint a Regatta Chairman and Honorary Secretary for each Regatta. They will be responsible for forming a sub-committee to organise and stage the events. The Captain shall be ex-officio a member of each such regatta committee.

13 SUBSCRIPTIONS AND RACK FEES

13.1 Each member shall pay on becoming a member or upon renewing membership such annual subscription as the club has determined. The renewal date for Senior membership shall be 1st of June and for Junior membership shall be 1st September. Furthermore, rack fees shall be payable by members who keep boats at the Club. A person becoming a member during the year shall pay a time pro-rated initial annual subscription and rack fees.

13.2 The Committee may adjust the rates of annual subscription and rack fees each year by not more than the most recently available increase in the annual Consumer Price Index published by the Office of National Statistics. Any further increase shall be proposed by the Committee to a General Meeting of the Club.

13.3 All membership subscriptions, rack fees and British Rowing affiliation subscriptions shall include current rates of Value-Added Tax as and when applicable.

13.4 If a member be temporarily resident out of the district the Committee shall have the power to waive the subscription or portion thereof for the current year.

13.5 If a subscription or rack fee remains unpaid by 30th June for Senior members and 30th September for Junior members that person shall automatically cease to be a member and will be required to remove his or her boat(s) kept at the Club within seven days.

14 MAIDENHEAD ROWING CLUB LIMITED

14.1 Every Full member of Maidenhead Rowing Club shall be a member of Maidenhead Rowing Club Limited, a company limited by Guarantee, and there shall be no other members. The maximum liability of every member of the company shall be one pound [£1], payable to the company if the company should be wound up while he or she is a member or within one [1] year after ceasing to be a member.

14.2 The company shall be managed in accordance with its Memorandum and Articles of Association, which may be amended by its members in accordance with those instruments.

14.3 The company shall own the Clubhouse and its contents, including boats and bar stock and shall collect and account for all income from the bar and functions and events held on the premises.

14.4 The members of the Company shall appoint the Directors and Officers of the Company in accordance with the Articles of Association of the Company.

14.5 If a General Meeting of Maidenhead Rowing Club Limited needs to be held, it shall normally take place following the General Meeting of Maidenhead Rowing Club.

15 SALES OF INTOXICATING LIQUOR

15.1 The permitted hours for the sale of intoxicating liquor shall not exceed such hours as accord with such licences or consents as are granted by the relevant licensing authority from time to time. Applications for such licences or consents shall be first approved by the Club Committee. Those Committees may jointly agree to further restrict or reduce those permitted hours as appropriate.

15.2 Sales of intoxicating liquor may be made to:

- those who have been members for at least two days or whose application for membership was made at least two [2] days before their admission to the privileges of membership.
- bona fide Guests of members.
- members and officials of other Clubs visiting the Club for competition.
- those attending social or other functions organised or authorised by the Club provided always that the number of such functions shall not exceed twelve [12] in any one [1] year, but no function shall be permitted to which admission may be obtained by payment at the door whether for ticket or otherwise.

15.3 Sales of intoxicating liquor may not be made to:

- persons under the age of eighteen [18] years.
- any person for consumption off the premises except to a member in person.

16 APPLICATION OF INCOME AND PROPERTY

16.1 The Income and Property of the Club and the Company shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly, to the Members of the Club other than where the Member is providing bona fide services to the Club on an arm's length basis, which would otherwise have to be paid for by the Club. The contractual and payment arrangements for such services must be approved by the Club Committee and the Member concerned must not participate in the Committee's deliberations or in any Committee vote on the matter.

17 DISSOLUTION OF THE CLUB

17.1 The Club and the Company shall not be dissolved save by a resolution passed by a 75% majority of Full members present and voting at an Extraordinary General meeting of the Club, to be called by the Committee of which twenty-one [21] days' notice shall be sent to every member, and at which not less than one quarter of all Full members shall vote.

17.2 In the event of the dissolution of the Club and the Company, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting charitable bodies:

- A registered charitable organisation(s).
- Another Club which is a registered Community Amateur Sports Club.
- The British Rowing for use by them for related community sports.

18 POWER OF DECISION

18.1 Any matter not provided for in this Constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

19 CHANGES TO THE CONSTITUTION

19.1 Alterations to the Constitution shall only be made at a General Meeting or Extraordinary General Meeting. Details of the proposed changes shall accompany notice of the meeting.