



CONSTITUTION

1. Name

The name of the organisation shall be Queensferry Rowing Club, hereinafter referred to as the 'Club'.

2. Objectives

The objects of the Club will be:

- a. to promote rowing in and around Queensferry
- b. to promote projects in the mutual interest of members and the wider community including the building and maintenance of rowing boats
- c. to take any practical steps to safeguard members' interests
- d. to further interest in the nautical heritage of Queensferry.

3. Membership

3.1 There shall be the following classes of membership:

- FULL MEMBER: Those wishing to take part in all club activities and who have full voting rights.
- ASSOCIATE MEMBER: Those wishing to support the objects of the club but not to take part in rowing and have full voting rights.
- FAMILY MEMBERSHIP: To include partners and children living in the same household who wish to take part in all club activities. Maximum of two individuals in each household have voting rights.
- JUNIOR MEMBER: Child or young person 12 – 18 years not included in a Family membership. Junior members aged 16 years and over shall have full voting rights.
- HONORARY MEMBER: Those whom the Committee appoint and who do not have voting rights.

3.2 Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, race, occupation, sex, sexual orientation or religious or political opinion. Admission to the club will be by application to the Secretary.

3.3 Membership fees for all categories of membership will be fixed and approved by the Committee and reviewed on an annual basis, for approval at the Annual General Meeting.

3.4 Annual membership fees will fall due on 1st April and must be paid by 30th May unless there is good reason for the delay acceptable to the Committee. Any member not paying by 30th May will, at the discretion of the Committee and on notification have their membership terminated.

3.5 Upon joining the club, members agree to abide by the constitution and the rules of the club.

3.6 Any member who in the opinion of the committee has persisted in the infraction

of this constitution and or club rules and or otherwise misconduct themselves, shall be liable for suspension or be otherwise dealt with by the committee as they in their sole discretion may deem fit.

4. Management

4.1 The club shall be managed by a committee made up of the following office bearers: Captain; Vice Captain; Secretary and Treasurer and no more than seven other committee members. These shall be elected annually at the club's Annual General Meeting by a simple majority.

4.2 All office bearers and committee members shall retire annually, but shall be eligible for re-election, with the exception of the offices of Captain and Vice-Captain, which may be held by a member for a maximum of two consecutive years, after which they cannot stand for re-election for a period of 2 years.

Election shall be by nomination at the Annual General meeting. Nominations must be notified to the Secretary at least two weeks before the AGM and should be posted on the Club web site.

4.3 The Committee may co-opt other members to sit on the committee for periods of time to support specific activities.

4.4 The Committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall be reported to the management committee by a representative elected by that sub-committee.

4.5 Meetings of the Committee will be held on a regular basis and at least eight times per year. At all meetings the Captain, who failing, the Vice-Captain, shall preside and in their absence the meeting shall elect a Chair. Minutes of meetings will be prepared by the Secretary for approval by the Committee at the subsequent meeting. A quorum for a Committee meeting will be five members, one of whom must be an office-bearer.

5. General Meetings

Annual General Meeting

5.1 The Annual General meeting of the Club will be held on any day during the month of October.

A notice and agenda calling the meeting must be made to all members not less than twenty-one days prior to the meeting date. Additional items for the agenda must be submitted in writing to the Secretary at least seven days before the meeting. This does not preclude matters being raised as "other competent business" before the end of the meeting. A quorum for a general meeting will be a quarter of the membership or twelve members, whichever is the smaller.

5.2 The Purpose of the Annual General Meeting will be to receive and approve the annual report and financial statement of the club and to elect office bearers and committee members.

5.3 All meetings of the club shall be convened by electronic means or by post.

5.4 Each member with voting rights shall be entitled to cast one vote, the Captain shall have, in cases of equality, a casting vote.

Votes may be cast in person or by a named proxy at an AGM/Special meeting. If a member wishes to cast their vote by proxy, they must complete a proxy request form (including digital format) and send it to the secretary a minimum of 7 days before the date of the meeting. A nominated proxy may be any current voting member of the Club.

5.5 Should circumstances prevent meetings being held in person, the committee has the authority to convene a virtual meeting by use of digital means. In the case of such a virtual meeting, votes may be cast electronically before, during or after the meeting, in such a way as to preserve the confidentiality of members' voting.

Special Meeting

5.6 At any time a Special Meeting of the Club may be called if requested by any four or more voting members. A quorum for a Special Meeting shall be the same as for a General Meeting.

5.7 Amendments to the constitution may be made only by a two thirds majority of voting members attending an Annual General Meeting, or a Special Meeting called for the purpose. All members must have not less than two weeks' notice of such amendments before the meeting dealing with them is held.

5.8 Should it be desirable to amend the constitution more urgently than provided for in clause 5.6, this can be done if two thirds of the voting members indicate their agreement. In such circumstances an amendment can take effect as soon as desirable.

5.9 The Club may be dissolved if the Committee consider it necessary, and at least two-thirds of voting members present at a General or Special General Meeting called in accordance with the above arrangements, agree.

5.10 If the Club is to be dissolved a Special General Meeting will be called to agree the arrangements necessary to ensure the payment of debts and liabilities and for the disposal or distribution of Club assets. All assets shall be transferred to some other organisation or organisations having objects similar to those of the club and in so far as effect cannot be given to such provision then to some charitable objects.

6. Finance

6.1 All monies received will be used for the benefit of the Club.

6.2 All monies will be lodged in a bank account in the name of the Club. The Captain, Secretary and Treasurer will be authorised signatories to sign cheques on behalf of the Club, of which two signatories will always be needed.

6.3. All sub-committees must seek approval of the management committee for any intended expenditure/use of club funds. Such approval will not be unreasonably withheld or delayed.

7. Rules

The Club may introduce Rules if and when required.

Signed (Captain)
Signed (Secretary)

Date
Date

Date adopted: 28 September 2011

Last updated: Rev 4 29 October 2020