



Maidstone Invicta Rowing Club

Club Byelaws

Date of the BYELAWS (last amended): xxxxx

1. NAME AND FORM

The Club shall be known as "Maidstone Invicta Rowing Club" or "MIRC", hereinafter known as "the Club" and is a Charitable Incorporated Organisation established by a Constitution dated: xxxxx ("Constitution").

The Trustees of the Club ("Trustees") shall establish a Club Management Committee in accordance with the provisions of Clause 18 of the Constitution for the purposes of delegation by the Trustees of certain of their powers and functions under the Constitution (the "Committee").

These Byelaws are subordinate to the Constitution.

2. OBJECTS

The objects of the Club are as set out in the Constitution:

"The objects of the CIO are to provide facilities for, and to promote and encourage, the sport of rowing, for the benefit of members of the community, on the River Medway at Maidstone."

Also:

The Club will promote sporting behaviour and friendship.

3. EQUAL OPPORTUNITIES

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member or volunteer 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, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance or safety.

4. CHILD PROTECTION PROCEDURES

The Club accepts the policy and procedures relating to Child Protection and the Protection of Adults at Risk as set out by British Rowing, and requires all members to accept them as a condition of membership.

5. MEMBERSHIP

The membership of the Club is open to anyone interested in the sport of rowing, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Limitation of membership according to available facilities and other resources is allowable on a non-discriminatory basis.

Applicants for membership will comply with the Constitution, ByeLaws, Rules and requirements of the Club and the sport of rowing.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep membership fees ("fees") at levels that will not pose a significant obstacle to people participating. The various types of membership and annual fees will be determined by the AGM. However, there are two main classes of membership into which all types of membership agreed by the AGM must fall, they are;

Full Membership (**Voting**); with rights to use all the Clubs premises and equipment without any further payment, subject only to authorisation by the coaches or Director of Rowing as set out in the Club Rules with regard to the use of equipment. Note Honorary Life Vice Presidents are Full Members; and,

Non-Voting Membership (**Non Voting**); with rights to attend the Club and use the premises but the use of any of the Club's equipment is subject to authorisation by coaches or Director of Rowing as set out in the Club's rules with regard to the use of equipment and a fee may be charged as deemed appropriate by the Management Committee.

Full members shall be aged 16 years or over at the date of the meeting to be eligible to vote at general meetings.

For all current classes of membership see appendix one.

6. Fees and Payments

The level of fees will be set at each AGM.

Membership of the club is on an annual basis. The fees for those who join part way through the year will be charged on a 'pro-rata' basis of the full year fee.

Fees will be due from 1st January each year. Those who have not paid their annual fees, either in full or under a monthly payment scheme, by the 28th February will have their membership rights, inclusive of all Voting rights, suspended until they have paid.

Members shall be entitled to pay their annual fee by a monthly payment scheme as may be agreed annually at the AGM. Failure to pay by the end of the month following the month in which the fees were due for payment will result in the suspension of membership rights, inclusive of all Voting rights, until they have paid.

If the annual fees, or appropriate proportion of fees due under the monthly payment scheme, remain unpaid after 1st July the membership will lapse and the person must reapply to join the Club.

7. Applications

Applicants for membership and members renewing their membership will abide by the Constitution, Byelaws and Rules of the Club, and of British Rowing.

If it is considered by the Management Committee that the granting or renewal of membership would be detrimental to the Aims 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 Management Committee, using the power delegated to it by the trustees under Clause 9.1 (b) of the Constitution, will be entitled to refuse or withdraw such membership. In doing so the Management Committee shall provide full reasons for their decision and grant a right of appeal.

Those applying for membership shall apply using the club's online membership portal, or failing that apply in writing on the appropriate form (which will be made available on application to the Membership Secretary). This form, whether online or physical, will provide details of the proposed member relevant to their membership. Once the application is initially authorised by a club officer payment should be made via electronic transfer for the appropriate membership fee for the type of membership applied for. If payment is made by cheque then this should be submitted to the Membership Secretary at the Club's address, or another address specified by the Membership Secretary. The application will be presented for final approval to the Management Committee, which shall make its decision within 2 months of receipt of the membership application.

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

All members must prove their competence and seek approval from the Director of Rowing or person approved by the Management Committee or rowing sub-committee before using any of the Club's equipment.

Prospective members may enjoy the facilities of the Club while awaiting the Management Committee's decision.

8. FINANCE

The Club's financial year will be from 1st November to 31st October (**the Financial Year**).

The Treasurer shall maintain the bank current accounts in the name of the Club with one or several United Kingdom based clearing banks.

The Management Committee may authorise the Treasurer to invest the Club's funds in such secure investments as the Management Committee considers fit.

The transactions of the Club will be conducted through a bank account or accounts registered in the Club's name and any transactions over £1,500 will require the authorisation of any two members of the committee who have been designated for the purpose.

9. MEETINGS

The procedure and notice periods for General Meetings is as set out in the Constitution (Clause 11).

1. Annual General Meeting (AGM)

An AGM will be held each year between the end of the Financial Year and the end of the calendar year.

The purpose of the AGM is to:

- a) Consider reports from the outgoing officers and Management Committee on the preceding year's activities and to deal with those reports, as they consider fit.
- b) Receive the Trustees annual report

- c) Receive the Treasurer's financial statements and consider and deal with, as appropriate, the accounts of the Club for the preceding financial year.
- d) Elect Trustees, as set out in clause 13 of the Constitution, and other officers and representatives to the Management Committee to manage the Club's affairs for the ensuing year.
- e) Consider and deal with as appropriate the proposed financial plan for the following year in conjunction with clauses (f) and (g) below.
- f) Consider the Club's policy and programme for the following year.
- g) Set the level of membership fees for the ensuing calendar year.
- h) Appoint an Auditor, or suitably qualified person, who, at the conclusion of the next financial year, shall examine the accounting records of the Club and submit an Independent Examiners Report to the members on the income and expenditure accounts and balance sheet that are presented to the next AGM.
- i) Consider any Resolutions properly notified.

2. Extraordinary General Meeting (EGM)

The procedure and notice periods for EGMs is as set out in the Constitution (Clause 11).

10. Voting

Voting procedures at the AGM or an EGM are as set out in the Constitution (Clause 11).

The procedure for proposing Resolutions at general meetings is as set out in the Constitution (Clause 11).

All Resolutions must be proposed and seconded by members of the Club.

11. Officers

The AGM shall elect as a minimum the following principal officers to the Management Committee:

- Chair
- Honorary Treasurer
- Director of Rowing
- Honorary Secretary

Duties of principal officers of the Management Committee.

1. Chair: Subject to Clause 11.4 of the Constitution, the Chair will preside at all general meetings of the Club and at all meetings of the Committee, and shall be responsible for guiding the activities of the club in accordance with its general policy as expressed by the majority of its members. The Chair shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations.
2. Hon. Treasurer: The Treasurer will be responsible for the collection and disbursement of all monies belonging to the Club and will keep proper accounting records of all such transactions. They will present to the members at the AGM a balance sheet and income and expenditure account showing the Club's financial position and the results of its transactions for the year.
3. Director of Rowing: The Director of Rowing will be responsible for training, coaching and representation of the Club in competitions. The Director of Rowing will chair the Rowing Sub-Committee.

4. Hon. Secretary: The Hon. Secretary will be responsible for the organisation of meetings of the Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.

The Committee may also have the following officers

- Membership Secretary
- Boatmaster
- Premises Officer
- Entries Secretary
- Social Secretary
- Publicity Officer

The AGM may elect other officers to the Management Committee as proposed by the Management Committee and the AGM.

At least one member of the Management Committee shall be a Club Charity Trustee.

Should one of the officers resign from the Management Committee, all Club members should be informed and nominations for a replacement invited. Should there be more than one candidate; the Secretary shall call an EGM at which the Officer will be elected.

The AGM may also elect persons to the following honorary positions:

Honorary President (subject to annual re-election)

Honorary (Life) Vice-Presidents

12. Management Committee

All officers and other members of the Management Committee will act as the servants and custodians of the Club; the Constitution, facilities and property. Those responsibilities will be discharged through individual officers appointed by the Management Committee.

The Management Committee may at its discretion co-opt additional Voting members to fill casual vacancies or specific offices. Co-opted positions must not exceed 40% of the elected officers.

The Management Committee will be responsible for the acquisition, management and sale of the Club's property and equipment.

Management Committee may set up sub-committees to fulfil specific tasks or policies of the AGM or Management Committee (see Rowing Sub-Committee Clause 13). All actions of sub-committees will be subject to ratification by the Management Committee. These committees must comprise at least two people.

At least one member of each committee must be a charity trustee if it has been delegated decision making powers by the Trustees.

The principal officers named in Clause 11 shall be by virtue of their office be members of all the Club's committees.

The Management Committee should meet every two months during the calendar year and at such other times as it considers fit. Minutes of the meetings shall be taken and made available to members.

At it's first meeting after the AGM the Management Committee shall appoint a Club Rowing Safety Advisor (see clause 21), a Club Welfare Officer (see clause 20) and a Junior Co-ordinator.

The Management Committee should maintain a 5 year Development Plan for the Club.

13. Rowing Sub-Committee

There shall be a Rowing Sub-Committee to oversee matters relating to rowing, competitions and training, including boats, blades and other equipment. The Director of Rowing, or a representative, shall chair the meetings and the committee should comprise representatives of all the rowing squads, the Boatmaster and Entries Secretary. The Rowing Sub-Committee should aim to meet every two months during the calendar year and at such other times as it considers fit. Minutes of the meetings shall be taken and made available to members.

14. Declarations of Interest

Any member who may have a conflict of interest with the Club's Aims, Constitution or general competitiveness must declare such a conflict to the Club and Management Committee immediately it becomes apparent. Such a member may not vote at any meeting or Committee on items where such a conflict may occur.

15. Liability

The Committee shall manage the day-to-day affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee or any constituent member, but shall be the responsibility of the Club as a whole. The Trustees and Committee should ensure that adequate and appropriate insurances are in place to cover all the activities of the Club, its Trustees, Committee and members.

16. Rules

All members as a condition of membership agree to abide by the Club's Constitution, Byelaws and Rules.

Rules governing the operation of the Club, the action of members and Officers and the use of equipment will be laid down by the Management Committee.

The Rules will be readily available to Club members and members may propose changes to the Management Committee. Any amendments made to rules throughout the year by the Management Committee will take immediate effect but must be ratified by the AGM following the amendment.

17. Discipline

The Management Committee may discipline or expel any member whose behaviour is considered unacceptable and/or who infringes the Club's Constitution, Byelaws or Rules. Anyone so expelled will not be allowed on the Club's premises or to take part in the Club's activities from the date that notice is given to him of the expulsion. The process for the disciplining of a member should follow the club disciplinary policy as set out in the Club Rules.

If a member wishes to raise a grievance then this must be in writing to the Club Chair setting out full details. The procedure for dealing with a grievance should follow the club grievance code as laid down in the Club Rules.

18. Equipment

Direction as to the use of the equipment shall be regulated by the Officers and those appointed to carry out that task from time to time.

19. Affiliation

The Club shall be affiliated to British Rowing and compete under its rules. The Club may affiliate to any other organisation considered appropriate by the Trustees and Management Committee.

20. Club colours

The Club colours are lilac, black and white.

21. Welfare

The Club accepts the Child Protection Procedures, as set out by British Rowing, and requires all members to accept them as a condition of membership.

In accordance with the Child Protection Procedures the Management Committee shall appoint a Club Welfare Officer, who shall also oversee the welfare of adult members where appropriate.

The Club Welfare Officer shall be a Voting member aged 18 or over and independent from all junior members.

It is the duty of the Club Welfare Officer to understand the requirements of the Child Protection Procedures and to act on them where necessary.

22. Safety

The duties of the Club Rowing Safety Advisor shall be to understand and advise the Club on the requirements of British Rowing's Row Safe programme.

The Club Rowing Safety Advisor will carry out an annual safety audit of all the Club's safety rules and procedures.

23. Alteration of Byelaws

These Byelaws shall not be altered, rescinded or amended except by a general meeting of the Club.

A Resolution to give effect to a change must be passed by a minimum of 75% of the members voting at the General Meeting.

24. Power of Decision

Any matter not provided for in the Constitution or these Byelaws, or any question over the interpretation of it shall be dealt with by the Trustees and the Committee acting jointly, whose decision shall be final.

Definitions and Interpretation

Words denoting the masculine gender shall include the feminine and neuter genders, and words denoting the neuter gender shall include the masculine and feminine genders.

The singular shall include the plural and vice versa.

Rowing shall include sculling.

The headings in these Byelaws are inserted for convenience of reference only and shall have no legal effect, nor shall they affect in any way the construction of any clause contained in these Byelaws. Interpretation of these Byelaws must be consistent with the statutory requirements for CIOs (Charitable Incorporated Organisations).

Appendix One

Current classes of membership:

Full Membership

Honorary Vice-President

Adult

Adult Concession (anyone of state pension age or whom the committee has approved for a reduced rate)

Adult coxswain

Student (any adult in full time education)

Junior

Junior coxswain

Coach (anyone not using club equipment volunteering as an unpaid coach)

Non-voting Membership

Honorary President (annually elected by the AGM)

Adult Non-active

Vacation Student (any adult in full time education attending the club only in vacations for specified periods)

An adult is deemed to be anyone over 18 years of age as at 1st September of the previous year. A Junior is deemed to be anyone under the age of 18 as at 31st August of the previous year.