



Loch Lomond Rowing Club
CONSTITUTION

NAME AND COLOURS

1. The Club shall be called “Loch Lomond Rowing Club” and shall be affiliated to Scottish Rowing. The Name of the Club shall not be used for any purpose without the prior approval of the Committee.
2. The Club colours shall be “white top with red chest band”.

OBJECTS

3. The objects of the Club shall be the promotion of rowing, sculling and indoor rowing and the encouragement of a friendly spirit among members.

MEMBERSHIP

4. All members must be amateurs within the meaning of the rules laid down by Scottish Rowing.
5. Applications for membership must be made on the Club forms provided and be accompanied by the relevant subscription. The application form for the membership shall contain a declaration to be signed by the intended member stating that they have read, understood and agree to comply with the club’s rules and policies. Membership of the Club is open to all persons, subject to their compliance with the terms of conduct and discipline detailed below. Prospective members who have previously held membership of any club affiliated to any of the UK national governing bodies for rowing shall declare this on their application.
6. The Club, its President and Managing Committee are fully committed to the principles of equality of opportunity and are responsible for ensuring that no member or person applying for membership, receives less favourable treatment on the grounds of:
 - age,
 - gender (including gender reassignment),
 - disability,
 - race (including ethnic or national origin, colour, nationality, or being a Traveller),
 - marital or civil partnership status,
 - having or not having dependants,
 - pregnancy,
 - religious belief,
 - social status,
 - sexual orientation,

- political opinion.

The Club is opposed to all forms of unlawful and unfair discrimination. The Club will ensure that everyone who wishes to has an equal opportunity to participate in the sport of rowing at all levels and in all roles, whether as a beginner, participant, elite performer, or as a coach, manager, employee, administrator or official. They will be treated equally and will not be discriminated against on any of the above grounds.

7. Ordinary Members

- An Ordinary Member of the Club is one whose main interest in the Club is, or has been for rowing purposes.
- An Ordinary Member has full rowing and voting rights at General Meetings of the Club, except that persons under the age of 16 are excluded from voting on the election of Office Bearers and Committee. Office Bearers must be over 18 years of age.

8. Honorary Members

- Any person who has rendered the Club outstanding service shall, at the discretion of a General Meeting, be eligible for election to Honorary membership by a simple majority of the meeting. All people so elected will be deemed Vice-Commodores of the Club.
- Any persons elected to Honorary membership shall enjoy the same voting and Club rights as they previously enjoyed.

SUBSCRIPTIONS AND LICENCES

9. Subscriptions shall become due on the 1st April and must be paid at that time. If the subscription has not been paid by three months after the due date, membership will be deemed to have lapsed. Members may also opt to pay their subscription by monthly Direct Debit. The subscription charges shall be set at the Annual General Meeting of the club and shown on application forms. There shall be no fee for Honorary Members.

10. Any member wishing to store a private boat within the boathouse shall also pay a racking fee. The racking fee shall be set at the Annual General Meeting.

11. All Ordinary Members are required to obtain a rowing licence and pay a licence fee as specified by Scottish Rowing.

CONDUCT AND DISCIPLINE See Appendix 1: Harassment and Bullying Policy

12. All members of the Club are required to conduct themselves in a manner that shall bring neither the club, Scottish Rowing nor the sport in general into disrepute. A person applying for membership who has previously held membership of another rowing club which is affiliated to any of the UK national governing bodies for rowing is to verify that they have not been expelled from membership of that club.

13. Where necessary and applicable, club members shall be subject to the requirements of current legislation relating to the Protection of Vulnerable Groups.

14. The Club shall have the power to enforce discipline among members as required. The Club shall have the power to expel any member from membership at a General Meeting of the Club. Between such meetings, discipline shall be controlled by the Committee of the Club and in extreme cases, between committee meetings by the Captain as detailed below.
15. Action to expel a member may only taken at a General Meeting and all Club Members, including the member(s) concerned, shall be notified at least one week before the meeting at which the expulsion is to be proposed. Any person who has been expelled from the Club may only be re-admitted to membership at a General Meeting.
16. Between committee meetings the Captain and Vice-Captain have the power to suspend members from membership for gross breaches of discipline until the next committee meeting. This suspension must take place before at least two witnesses who are Club Members. These officials can also report members to the committee for breaches of discipline, such members must be informed in front of one witness that they are being reported to the committee and why.
17. The names of persons suspended or reported and the circumstances surrounding the suspension or report must be immediately notified to the Secretary for inclusion on the agenda of the next committee meeting.
18. Persons suspended or reported must be invited, in writing, to attend the next committee meeting to state their case. If the suspension or report occurs within seven days of a committee meeting, a verbal invitation, witnessed by two members, will suffice.
19. If a member declines to attend a committee meeting to state his case the matter shall be dealt with in their absence. If, however, they intimate that they are unable to attend the next committee meeting they may submit a written report or they may have the matter put back to the following committee meeting, when it will be considered whether or not they are present.
20. All Club Members have the right to appeal against any decision concerning them made by an Officer Bearer, by making an appeal to the Secretary in writing. The secretary will then inform him/her of the date of the next committee meeting, which they should attend.

CONDUCT OF MEETINGS

21. The chair shall be taken by the President or Vice-President, or if they are absent or relinquish the chair, any Office bearer failing whom a member elected from the floor. At all meetings, the Chairperson shall have both a deliberative and a casting vote.
22. All reports and resolutions shall be proposed and seconded, and shall therefore be open for discussion. Only one amendment to any motion may be put before the meeting at any one time. If an amendment is carried, the original motion incorporating the amendment shall become the substantive motion, to which a further amendment may be moved.
23. Minutes shall be kept recording all decisions taken at all meetings convened in accordance with the constitution. No decision taken at any meeting shall have effect unless it is in the minutes of that meeting. All minutes shall be available to all members of the Club for inspection.

GENERAL MEETINGS

24. At all General Meetings, one quarter of the Ordinary Membership shall form a quorum.

25. Items for inclusion in the agenda of a General Meeting shall be in the Secretary's hand at least three weeks before the General Meeting.

26. The intention to hold a General Meeting shall be conveyed to all members at least two weeks before its intended date.

ANNUAL GENERAL MEETING

27. The A.G.M. will be held in October.

28. The Hon. Treasurer shall present a financial statement, and reports of the year's activities shall be given by the President, Captain, Hon. Treasurer. Only the Treasurer's report shall be open for discussion.

HALF-YEARLY GENERAL MEETING

29. The Half-Yearly general Meeting will be held in April.

SPECIAL GENERAL MEETING

30. A Special General Meeting of the Club may be called at any time by the Secretary or the Treasurer, either by instruction of the committee, or on receipt of a requisition to that effect by the Secretary.

COMMITTEE MEETINGS

31. At all Committee Meetings, one half of the Committee Members shall form a quorum.

32. Committee Meetings shall be held at a periodicity appropriate to discharge the business of the Club in an effective and responsible manner. In addition a Committee Meeting can be called by the Secretary or Treasurer, either at their discretion or on the receipt of a request to that effect by any two committee members.

33. The intention to hold a Committee meeting shall be conveyed to all Committee Members at least one week before its intended date.

OFFICE BEARERS

34. The Club shall be managed by a Committee comprising the following office bearers: President, Vice President, Captain, Vice Captain(s), Safety/Welfare Officer, Hon Secretary, Hon Treasurer and up to six other members. Other Office Bearers may include an Hon Commodore and a number of Vice Commodores but these shall have no executive authority.

35. Anyone presenting themselves for election to the Committee of Management of the Club must have been a member of the Club for a minimum qualification period of one year immediately prior to election. The positions of Captain and Vice-Captain must be filled by Ordinary Members. Should a member be proposed for election to the Committee of Management prior to the end of the qualification period, the Committee will at their next meeting consider the proposal and cast a vote. If the vote results in a unanimous vote in favour, the member shall be appointed to the position proposed.

36. Office Bearers of the Club shall be elected at the A.G.M. for a period of not less than one year by the majority of members present. All Office Bearers shall be subject to re-election annually; retiring members shall be eligible for re-election. All resignations must be submitted to the Secretary in writing.

37. Any Committee Member who fails to attend three consecutive committee meetings may be deemed to have resigned from the Committee, at the discretion of the Committee. If any Committee Member resigns or is deemed to have resigned from the Committee, the Committee may elect a new member from the body of the Club.

38. The Office Bearers are responsible for implementation and interpretation of the Constitution and Byelaws between General meetings. All Office Bearers are responsible to the Committee between General Meetings.

39. President. To take the chair at all meetings and to ensure that the meeting is run in an orderly manner.

40. Vice-President. To assist the President in the execution of his duties. To take the chair at all meetings either at the request of the President or in his absence.

41. Captain. To organize the maintenance of all Club equipment and property; To decide if a crew or sculler is competent to represent the Club at regattas; To decide what equipment should be used by crews and scullers; To enforce the rules and policies of the Club between committee meetings and to report breaches to the committee.

42. Vice Captain. To assist the Captain in the execution of his/her duties and to act for the Captain in their absence.

43. Safety Officer. To be the lead contact for club members on matters of safety. and the welfare of vulnerable groups.

44. Welfare Officer / Child Protection Officer. To be the lead contact for all club members on matters of welfare and the protection of young people and vulnerable groups.

FINANCE

45. The Club shall keep at least one bank account and funds of the Club shall be deposited in a Bank and shall be dealt with through online banking and/or cheques. All cheques shall be signed by a minimum of 2 persons; The Treasurer and the Secretary or

one other Committee Member. The Treasurer may authorise expenditure below £50. All expenditure above £50 requires a confirmation email from either the President or Vice President.

46. Upon dissolution of the Club any remaining assets shall be given or transferred to another registered Community Amateur Sports Club; a registered charity or to Scottish Rowing for use by them in related community sports.

47. All surplus income or profits are to be reinvested in the Club. No surpluses or assets shall be distributed to members or third parties.

48. The Financial Year shall end on September 30th.

49. A person approved by the Committee shall be appointed to audit the Club's accounts for the presentation at the A.G.M. If this person is a Club member or is not recognized by a relevant professional body, two members shall be invited to scrutinize the audited accounts prior to presentation.

50. Committee Members with the exception of the Treasurer, shall not spend more than £50 (fifty pounds) on behalf of the Club between committee meetings unless prior approval of the Committee has been given. All such expenditure must be declared at the next committee meeting. The Treasurer has approval to spend Club finances as necessary in the day to day running of the Club and should emergency repairs be required. All isolated and extraordinary items of expenditure require prior Committee approval.

51. The Club will not be responsible for any debts incurred by any member out with the Committee, unless prior approval of the Committee has been given.

52. The Treasurer shall have the power to withdraw the use of Club facilities from any member who is in debt to the Club, by publishing their name and the sum due on the Club notice board.

CONSTITUTION

53. This Constitution may be amended at any General Meeting provided that:

a. The proposed amendment has been given in writing to the Secretary, and they have given at least one week's notice of the proposed amendment to the members of the Committee.

b. The amendment is voted for by at least two-thirds of those present and entitled to vote.

54. On the question of interpretation of the Constitution, the decision of the Chairperson of the Meeting shall be final and binding on that meeting.

Appendix 1

HARASSMENT AND BULLYING POLICY

The Club is committed to ensuring that its members and are able to conduct their activities in an environment that is free from harassment, intimidation or bullying.

- Harassment can be described as actions, behaviour comments or physical contact that are unwelcome, inappropriate, unreciprocated and objectionable or causes offence to the recipient. It may be related to age, gender, racial group, disability, religion or belief, social status, sexuality or some other personal characteristic.
- Bullying is one form of personal harassment. It is the misuse of power or position to persistently criticise or to humiliate and undermine an individual's confidence.
- Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport, is deemed as unacceptable behaviour.

The Club regards harassment, intimidation or bullying, as described above as gross misconduct and any member of the Club who harasses, intimidates or bullies any other person will be liable to suspension from club activities or membership.

DISPUTE RESOLUTION

All members shall be responsible for reporting allegations or threats of: Harassment, Intimidation or Bullying,(HIB) to either: the Chairman, Secretary, Club Welfare Officer (CWO) or other Committee member as appropriate. The club shall be responsible for taking all allegations seriously and to deal with incidents promptly and effectively. The club shall follow the steps below:

Step 1: If a member (or guest/visitor) believes that they have been treated in a way that conflicts with the Harassment and Bullying Policy outlined above, they must raise it in person or in writing (email) with the Club Welfare Officer(CWO), who is responsible for Dispute Resolution, and the CWO will then undertake an assessment of the alleged circumstances (calling on other committee members as appropriate) to determine whether follow up action is required.

Step 2: Reconciliation by getting the parties together. It may be a genuine apology solves the problem.

Step 3: If this fails or is deemed not appropriate, a small panel (made up from Chairman, Club Welfare Officer, Secretary or committee members) will meet with the victim to get details of the allegation. Minutes will be taken for clarity, which should be agreed by all as a true account. The same 3 persons will meet with the alleged perpetrator and put the incident raised to them, to answer and give their view of the allegation. Minutes will again be taken and agreed.

Step 4: If harassment, intimidation or bullying has, in their view, taken place, the perpetrator will be given a verbal warning and put on notice of further action if the harassment, intimidation or bullying continues. Club Committee will monitor the situation for an agreed period of time, to ensure the harassment, intimidation or bullying is not being repeated. The Club shall inform the victim of the HIB about the outcome of the allegation.

Consideration will be given as to whether a reconciliation meeting between parties is appropriate

at this time.

Step 5: If the perpetrator fails to comply with the warning imposed as part of the disciplinary process and the harassment, intimidation or bullying continues then a small panel (made up from Chairman, Club Welfare Officer, Secretary or committee members) will meet with the perpetrator again to reiterate the Club Harassment and Bullying Policy and review further complaints and if the panel decide that harassment, intimidation or bullying has, in their view, taken place, they will issue a written warning.

Step 6: Cessation of Membership - if the harassment, intimidation or bullying behaviour continues to be repeated, the club Committee shall consider further disciplinary action to suspend the membership of the member, or in severe cases the club may expel the member from the club for breach of the club's Constitution, Codes of Conduct and Policies. The club may also consider referring the matter to Scottish Rowing for direction under their own Disciplinary Procedures.