

CATTEWATER PILOT GIG CLUB

CLUB CONSTITUTION

NOVEMBER 2007





CATTEWATER PILOT GIG CLUB

Cattewater Pilot Gig Club Constitution

.1. NAME

The club shall be known as the Cattewater Pilot Gig Club hereinafter known as THE CLUB.

2. OBJECTIVES

The purposes of the Club are to promote the amateur sport of Cornish Pilot Gig Rowing in Plymouth and community participation in the same.

The objectives of the Club are

- To offer coaching and competitive opportunities in Cornish pilot gig racing.
- To promote the club within the local community and the sport of Cornish pilot gig racing.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.

3. MEMBERSHIP

A. Classes of Membership:

- a. Full Members - over the age of 16.
- b. Family Members - the spouse and/or children under 16 of a full member.
- c. Junior Members - under the age of 16.
- d. Student Members - over the age of 16 but in full time education.
- e. Social Members - do not have access to or use of club boats/ members training equipment.
- f. Affiliated Members - are fully paid members of an affiliated club.



CATTEWATER PILOT GIG CLUB

B. Election of Membership

1. Membership of the Club shall be open to anyone interested in the sport of rowing on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
2. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
3. Applicants for membership and members renewing their membership, will abide by the Rules and Regulations of the Club and the sport of Cornish Pilot gig racing.
4. If it is considered by the Club committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Club, by virtue of conduct or character likely to bring the Club or the sport of Cornish Pilot Gig Racing into disrepute or for some other similar good cause, the Club committee shall be entitled to refuse or withdraw such membership. In doing so the committee shall provide full reasons for their decision and grant a right of Appeal to the members.

C. Restriction:

A person who has been expelled from, or refused membership of, the Cornish Pilot Gig Association, shall not be eligible for membership.

4. EQUAL OPPORTUNITIES POLICY

The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation. The Club adopts the equity policy of the Cornish Pilot Gig Association.

5. CHILD PROTECTION PROCEDURES

The Club accepts the policy and procedures relating to Child Protection, as set out by the Cornish Pilot Gig Association, and requires all members to accept them as a condition of membership.

6. ENTRANCE FEE

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which shall be determined by the members in General meeting.

7. SUBSCRIPTION

The rates of subscription shall be determined by the members in General meeting and shall be due on election and, thereafter, on an annual basis from their initial joining date as recorded by the membership secretary.



CATTEWATER PILOT GIG CLUB

8. CESSATION OF MEMBERSHIP

- A. Any member may resign giving one month's clear notice in writing to the Secretary.
- B.i. 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 if such an appeal is approved by a majority vote of the executive officers of the Club. The panel may be drawn from the membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm or reject the sanctions imposed as appropriate.
- B.ii. Any hearings panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and Amateur Rowing Association
- C. A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by 2 calendar months the annual subscription which became due after a calendar year of their last payment of subscription fees . They may, however, rejoin at any time, subject to the provision of 3.B or 3.C above.

9. DISQUALIFICATION FROM HOLDING OFFICE

Only members entitled to vote are eligible to hold office.

10. COMMITTEE

- A. The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, and other Officers as deemed necessary, together with ordinary members. The Committee shall have the power to co-opt further members but co-opted members shall have no right to vote at Committee meetings.
- B. Nominations for the position of Chairman, Vice-Chairman, Secretary, Treasurer and other Officers shall be put forward in the form of a motion under the terms of Rule 13.D.
- C. The term of office shall be for one year, and members shall be eligible for re-election.

11. DUTIES OF COMMITTEE

- A. Chairman: The Chairman (or 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 Chairman shall represent or arrange for the representation of the Club at ARA regional level and at meetings of other organisations. The Chairman shall ex officio be a member of any other committee of the Club.



CATTEWATER PILOT GIG CLUB

B. Secretary: The 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.

C. 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. He or she 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. The transactions of the Club will be conducted through a bank account and will require the signatures of any two of the authorised members of the Committee who have been designated for the purpose.

12. CLUB COMMITTEE

A. The Committee is responsible for the general conduct of the Club's business and activities.

B. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.

C. Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than three committee members.

D. In the case of casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next AGM.

13. GENERAL MEETINGS

A. An Annual General Meeting shall be held in the end of January each year. There shall be laid before the meeting a statement of accounts made up to the 1st day of the month of December immediately preceding.

B. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than half of the members of the Club entitled to vote.

C. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

D. Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 30 days preceding the AGM, and be signed by two members entitled to vote.

E. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.



CATTEWATER PILOT GIG CLUB

F. At all General Meetings the Chairman will preside or, in his/her absence, the Vice Chairman. If Neither are available a Chairman for the meeting will be elected by the voting members present.

G. Accidental Omission: Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

14. LIABILITY

The General Committee shall manage the 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, but shall be the responsibility of the Club as a whole.

15. VOTING

Only full members are entitled to vote at all meetings.

16. ALTERATION OF CONSTITUTION

A. This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.

B. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club and not in any event to alter its purposes unless the procedure set out in 19 Dissolution, is being carried out.

17. AUDITOR

Every Annual General Meeting shall appoint an Auditor who shall at the conclusion of the next financial year examine the accounting records of the Club, and report to the members on the income and expenditure accounts and balance sheet that are presented to the next AGM.

18. NON-DISTRIBUTION TO MEMBERS

All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

19. DISSOLUTION

The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose.

Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body.

20. POWER OF DECISION

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.



CATTEWATER PILOT GIG CLUB

21. SAFETY

The club activities will comply with the Water Safety Code contained in the rules of the Cornish Pilot Gig Association and the Water Safety Code Guidance Notes as published by the Amateur Rowing Association.

The Committee shall appoint a member to act as Safety Adviser whose duty it will be to understand the requirements of the Cornish Pilot Gig Associations Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times.

22. DECLARATION

Each adult member, and the parent/guardian of a junior member, upon joining shall sign a declaration: stating that they agree to:

- Abide by the Clubs Code of Conduct.
- Provide any accurate medical information which may alter their ability to row

23. ACCEPTANCE OF CONSTITUTION

Cattewater Pilot Gig Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

NAME: JAMES HART

POSITION: Club Chair

SIGNED: DATE:

NAME: ANALISE COWAN

POSITION: Club Secretary

ISSUE NO.	DATE	NAME	DETAILS OF CHANGES
1	03/02/2008	COLIN STUCKEY	INITIAL ISSUE
2			
3			
4			