



Scottish Rowing **Club Constitution Guide**

Approved by the Board December 2009
Modified July 2011

Writing a Constitution for a club need not be difficult. The following elements are generally recognised as providing an essential basis for a well-run club.

Section 1: The Name of the Club

The club has to have a name.

Under Scots Law, it really ought to have an address or operational base too which should be included in the Constitution. The Scottish Law Commission is trying to get legislation into the parliamentary programme which will grant unincorporated associations – ie clubs which are not registered as limited companies – "legal identity." This will give a certain amount of legal and financial protection to the office bearers and members of the club. Without an address specified in the Constitution this legal protection will not exist.

Section 2: The Objectives of the Club

What is the club for?

It is useful to include in this section a reference to "the promotion of community participation in healthy recreation." This will help qualify the club for Community Amateur Sports Club status which has certain taxation advantages.

Section 3: Membership

Membership of the club should be open to all who are amateurs as defined for the time being by Scottish Rowing. No application for membership should be refused other than on reasonable grounds. There should be no discrimination on grounds of race, occupation, sex or religious, political or other opinion. And your preamble to this section should say so.

a. Classes of Membership

Definitions of the types of membership available, including eligibility, rights and benefits of each class.

This section should also specify which class(es) of member will be responsible for the club's debts in the event of dissolution.



b. Application Procedure

This section details what a person needs to do in order to become a member and how new members will be approved.

c. Discipline and Resignation

How members are expected to behave and how they can terminate their membership.

Scottish Rowing should be recognised as the club and its members' governing body – eg by

"Club members accept that by virtue of the club's membership of Scottish Rowing they are subject to the Scottish Rowing Rules, Policies and Constitutive Documents, and accept the Authority of Scottish Rowing in all matters of discipline and conduct."

4. Subscriptions

How subscriptions are set and how they are to be paid.

5. Office-Bearers

A list of the club's office-bearers and an outline of their duties, responsibilities and powers.

There should be an indication as to how office-bearers are elected, though this is probably best left to section 6 (Meetings) below.

In this section it is useful (for eligibility for grant support) to include a statement of who is responsible for winding up the affairs of the club in the event of dissolution.

6. Meetings

As a bare minimum this should describe the organisation of the club's Annual General Meeting, including

- A time window for holding the meeting,
- The notice to members required,
- The business of the meeting – usually including office-bearers' reports, changes to the constitution, election of office-bearers and setting of subscriptions.

In addition, you would probably want statements on

- How Extraordinary General Meetings may be convened.



- Approximate frequency of committee meetings.
- Quora – general meetings and committee.

The following paragraph is useful once again for grant application purposes.

"A General Meeting of the club will be held at or before the dissolution or winding up of the club to determine by Resolution of the members how any property whatsoever remaining after the club's debts and liabilities have been satisfied should be disposed of. This property shall be given or transferred to another organisation or organisations whose objects (ie aims and activities) are similar to those of the club. If effect cannot be given to such provision, then the property shall be transferred to some charitable objects."

7. Uniform and Colours

It is not strictly necessary to include this in a Constitution. It does however ensure that changes are not made frivolously as such changes would require a majority at a quorate AGM.

8. All questions not specifically provided for in the foregoing rules shall be decided by the committee of management.

This effectively empowers the committee.



APPENDIX : SAMPLE CONSTITUTION

I NAME

The club shall be called “Strathclyde Park Rowing Club”.

Its operational base will be The Watersports Centre,
Strathclyde Country Park,
366 Hamilton Road,
Motherwell,
ML1 3ED.

II OBJECTS

The objects of the club shall comprise

- a. the encouragement and furtherance of amateur rowing,
- b. the promotion of community participation in healthy recreation, and
- c. the promotion of a friendly spirit of emulation and interest amongst its members.

III MEMBERSHIP

Membership of the club is open to all who are amateurs as defined for the time being by Scottish Rowing. No application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex or religious, political or other opinion, in conformity with the following :-

1. Classes

For the purpose of defining membership categories, the Scottish Rowing definitions of rowing age will be applied.

(a) Ordinary

Men and women who have attained the rowing age of 18. Ordinary members shall be entitled to the full benefits and privileges offered by the club. In the event of the club's dissolution, the ordinary members will be responsible for the club's debts.

(b) Student

Men and women who have attained the rowing age of 18 but who remain in full-time education. Student members shall be entitled to the full benefits and privileges offered by the club at a reduced subscription.

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(c) *Junior*

Men and women who have not attained the rowing age of 18. Junior members shall be entitled to the benefits and privileges of ordinary members except that they will not be eligible to hold club office or to vote at club meetings.

(d) *Cadet*

Men and women who have not attained the rowing age of 14. Cadet members shall be entitled to the same benefits and privileges as junior members at a reduced subscription.

(e) *Associate*

Non-rowing men and women of any age who wish to maintain a friendly relationship with the club. Associate members will be entitled to attend and speak at general meetings of the club, but will not be entitled to vote or hold office. They will have none of the boating or boat storage rights or privileges accorded to other members.

(f) *Temporary Membership*

Men and women on visits to the area lasting no more than 3 months within the categories above. Temporary members will have no entitlement with respect to the management of the club nor any responsibility for the club's debts.

2. (a) Candidates for membership must submit a completed application pack, and subscription due, to the Treasurer (or other committee member) at least one week ahead of the committee meeting at which the application is to be considered.
(b) The database manager, as nominated by the committee, will post a list of applicants to be considered on the club notice board(s) 4 days ahead of the committee meeting.
(c) No application for membership will be considered by the committee if incomplete in any way or if it is not accompanied by the subscription due.
3. A majority of the committee members present shall be considered sufficient to elect a new member.
4. No one shall be entitled to the privileges of membership whose subscription remains unpaid or in arrears at the 1st January following the Annual General Meeting, who fails to conform to the rules of the club, or in any way denies, except in order at a properly constituted meeting, the authority of the committee or office-bearers.
5. Members leaving the club must intimate the same in writing to the secretary. Such resignation must be in the hands of the secretary by the date of the Annual General Meeting or such member will be held liable for his or her subscription for the ensuing season.
6. Responsibility for the club's debts rests with members who have attained the age of 18.



7. Club members accept that by virtue of the club's membership of Scottish Rowing they are subject to the Scottish Rowing Rules, Policies and Constitutive Documents, and accept the Authority of Scottish Rowing in all matters of discipline and conduct.

IV SUBSCRIPTIONS

1. The annual subscriptions shall be decided by the club in Annual General Meeting and shall be subject to annual review. They shall be payable in advance and shall be due from 1st January following the Annual General Meeting.
2. New members elected part way through a subscription year may be able to pay a reduced subscription at the committee's discretion.
3. No refund, or part refund, of a subscription already paid will be made to any member who resigns.

V OFFICE-BEARERS

1. The following office-bearers will form a committee of management for the ordinary affairs and business of the club, viz.: -
 - (a) President,
 - (b) Vice-President,
 - (c) Secretary,
 - (d) Treasurer,
 - (e) Captain,
 - (f) Vice-Captain,
 - (g) Club Master,
 - (h) Three members, chosen annually from amongst the eligible Ordinary and Student members of the club,
 - (i) One non-voting member, chosen annually from amongst the eligible Junior members of the club to represent the Junior and Cadet members, and elected by those members.

2. Duties of Office-Bearers

- (a) President's duties shall include
 - occupying the chair at all meetings of members and committee,
 - providing leadership and direction for the club,
 - formally representing the club where required,
 - vetting of new coaches,.

He or she may not hold office for more than five consecutive years and is not



eligible for re-election for a sixth consecutive year.

- (b) Vice-President shall assist and deputise for the President in his or her absence. In the event of President demitting office prematurely, Vice-President shall assume the office of President
 - (c) Secretary's duties shall include
 - keeping the minutes of proceedings at all meetings,
 - undertaking all correspondence for the club,
 - drawing up the annual report, and
 - carrying out all other duties usual to the secretaryship.
 - (d) Treasurer's duties shall include
 - recording all financial transactions of the club,
 - receiving all subscriptions and other monies due to the club and paying monies due by the club as instructed by the committee,
 - producing at any time desired by the committee a financial statement,
 - in the event of the club's dissolution, winding up the affairs of the club according to the Resolution of the General Meeting of the club held in accordance with Section VI MEETINGS, Subsection 8 below.
 - (e) Captain's duties shall include
 - having full charge of determining boat allocation,
 - supervising all arrangements for participation in open competitions,
 - safety officer,
 - child protection officer (unless Captain is a junior coach).
 - (f) Vice-Captain shall assist and deputise for the Captain in his or her absence. Vice-Captain shall participate in the vetting of new coaches.
 - (g) Club Master shall be the sole judge of whether equipment is fit for use. He or she shall be responsible for maintaining club equipment and organising repairs.
 - (h) Ordinary Committee Members shall participate in the running and decision-making of the club.
3. Members may appeal in writing against the decision of any office-bearer so constituted by those rules etc., first to the committee, and finally, if desired, to the club for formal consideration.

VI MEETINGS

The meetings of the club shall be held regularly as follows: -

1. An Annual General Meeting at some point during the last 10 days of November, all members receiving from the secretary at least fourteen days earlier notice of the



meeting along with a copy of the treasurer's audited balance sheet for the year ending 31st August previous.

- The Secretary shall present the report for the year,
 - the Treasurer shall present his or her report,
 - and the office-bearers, committee, SR representatives and auditors for the following year shall be appointed.
 - The annual subscriptions for the forthcoming year shall be fixed.
 - At this meeting only can any business affecting the Constitution be discussed, provided the same has been intimated in writing to the secretary one month previously. All such alterations require the support of two-thirds of the votes cast before being carried.
2. Extraordinary General Meetings may be held as frequently as the committee of management may deem necessary, or on their receipt of a requisition signed by five members, setting forth to the committee the intention of such a meeting. The meeting shall be convened within one month of receipt of the requisition. The secretary shall give fourteen days notice of such meeting to the members.
 3. If at any time the committee find the funds of the club inadequate to meet its liabilities, a special meeting must be called within fourteen days thereafter for the consideration thereof.
 4. An informal meeting of members may be held periodically at which members may bring matters they wish discussed to the attention of the committee of management and receive any explanations they may require from office-bearers or committee members. The meeting shall be informal and shall not be minuted. Notification of the meeting will be posted on the notice board fourteen days in advance.
 5. Committee meetings shall be held monthly or as the secretary may find necessary.
 6. Ten shall form a quorum at the Annual General Meeting or other club meeting and five in committee, one of whom must be President, Vice-President, Secretary or Treasurer.
 7. A social meeting shall be held annually.
 8. A General Meeting of the club will be held at or before the dissolution or winding up of the club to determine by Resolution of the members how any property whatsoever remaining after the club's debts and liabilities have been satisfied should be disposed of. This property shall be given or transferred to another organisation or organisations having objects (ie aims and activities) similar to those of the club. If effect cannot be given to such provision, then the property shall be transferred to some charitable objects



VII UNIFORM AND COLOURS

1. Racing Uniform

- (a) The outfit shall be navy blue with two broad vertical, sky blue stripes at each side. An undervest, if worn, will be navy blue. The uniform may be altered by the committee of management to include such details of sponsorship and advertising as they deem necessary at the time.
- (b) Members competing in a regatta as Strathclyde Park RC shall be in the uniform of the club.

2. Blades

The blade colours shall be a sky blue diagonal across a navy blue ground.

VIII All questions not specially provided for in the foregoing rules shall be decided by the committee of management.