

CITY BARGE

CITY BARGE BOAT CLUB CONSTITUTION

This Constitution replaces all previous constitutions and the Customs of the Club document.

1. NAME

the Club shall be known as City Barge Boat Club, Oxford, hereinafter known as 'the Club.'

2. OBJECTIVES

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of Venetian rowing in Oxford and to provide facilities for and to promote participation in the amateur sport of rowing the Shallop owned by the Worshipful Company of Drapers on the River Thames.

3. MEMBERSHIP

A. Membership of the Club shall be open to anyone over the age of 18 interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Venetian rowing and rowing the Shallop owned by the Worshipful Company of Drapers. 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. The Club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. The Club's code of conduct is given as an appendix to this constitution. Appeal against refusal or removal may be made to the members.

B. Classes of Membership. The Club has the following classes of membership:

Full Membership (for rowers using club equipment)

Family Membership (includes two or more people in one household)

Non-rowing Supporter/Social Membership (excludes rowing in club boats)

Overseas Membership

Distance Rower (who lives over 75 miles away)

Life membership in any category is 10 times the annual membership.

Only Full and Family members over the age of 18 are entitled to vote at general meetings.

C. Applicants for membership and members renewing their membership, will abide by the Rules and Regulations of the Club. All members (including those who have already completed forms) should complete and return to the Membership Secretary a new membership form and pay their subscriptions by 6 April or each year. If a current member chooses not to do this, they will cease to be a member and so be removed from Spond, WhatsApp groups, e-mail lists, etc., as well as being asked to return any boathouse keys if they have any.

D. 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 rowing into disrepute or for some other similar good cause, the Club committee shall be entitled to refuse or withdraw such membership. The Club's code of conduct is given as an appendix to this constitution. In taking such a decision the committee shall provide full reasons for their decision and grant a right of Appeal to the members.

E. A person who has been expelled from, or refused membership of, the Club shall not be eligible for membership.

4. NON-DISCRIMINATION

Rowing membership of the Club is only limited by the necessary requirements of Venetian rowing and rowing the Shallop owned by the Worshipful Company of Drapers. The Club is fully committed to non-discrimination and the committee is responsible for ensuring that no member or applicant for membership is discriminated against because of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

5. PROTECTION PROCEDURES

If the Club decides in future to accept under-18s as members or regular participants in its activities it will first adopt and implement policy and procedures relating to Child Protection and the Protection of Adults at Risk and require all members to accept them in writing as a condition of membership.

If any under-18 years old is occasionally present at club activities, they must at all times be accompanied by one of their parents or legal guardians.

6. SUBSCRIPTION

The rates of subscription shall be determined by the Committee and shall be due on or before 6 April in each year.

7. CESSATION OF MEMBERSHIP, GRIEVANCE AND DISCIPLINARY PROCEDURES

A. Any member may resign at any time by giving notice in writing to the Secretary.

B. A member shall be deemed to have resigned from the Club if, after due notice or renewal in writing, they have not paid the annual subscription on or before 6 April each year. They may, however, re-join at any time during that year with payment of the full subscription, subject to the provisions in Section 3 above.

C. An individual or member with a complaint about treatment by the Club should set out their grievance in writing, in the first instance to the Club Chairman. The Club will seek to deal with complaints in a fair and timely manner.

D. If any member has good grounds to suspect criminal activity on the part of any club member, members must as soon as possible report this to the police.

E. 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 to be appointed by the Committee with advice from a solicitor if such an appeal is approved by a majority of the officers of the Club. The panel may be drawn from the membership of the Club or from other clubs in the region and will not be chaired by a member of the Committee. The panel will hear and receive evidence, reach a conclusion by majority vote, affirm or reject the sanctions imposed as appropriate.

F. 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.

G. If the Panel fails to reach a majority decision on any issue, the chairman of the Panel shall have a casting vote. The decision and/or award shall be in writing and shall be dated and signed by the Panel, and shall unless otherwise agreed by the parties be accompanied by brief, summarised reasons on which it is based. The decision of the Panel shall be final and binding on the parties.

H. Each party will bear its own costs for the Appeal preparation, including attendance for any hearing so required.

8. DISQUALIFICATION FROM HOLDING OFFICE

Only members entitled to vote and who have not been suspended are eligible to stand for or hold office.

9. COMMITTEE

A. The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Secretary, Treasurer, other Officers as deemed necessary, and ordinary members up to a maximum of 12 committee members in total. The Committee may between AGMs co-opt members up to the maximum of 10 committee members to serve to the end of the next AGM.

B. Nominations for the position of Chairman, Secretary, Treasurer and other Officers shall be put forward in the form of a motion to the AGM lodged with the Secretary at least 21 days preceding the AGM, and be signed by two members entitled to vote.

C. The term of office shall be for one year from the end of each AGM, and members shall be eligible for re-election.

10. DUTIES OF COMMITTEE OFFICERS

Any of these duties can be delegated but remain the overall responsibility of the officer concerned.

A. Chairman

Chair all committee meetings and the AGM

Attend to the administrative running of the Club

Act as spokesperson on official occasions

Coordinate the production of the annual club programme

Ensure that one person takes responsibility for each club event and publicising theme

Issue, with the secretary and the membership secretary, the invitations to the AGM

B. Treasurer

Collect, record and bank all club monies

Pay on behalf of the Club all centrally paid invoices

Keep insurance premiums paid up to date

Prepare accounts for the year ending on 31 December annually

Advise and recommend on fiscal practices to the committee

C. Secretary

Take minutes at each AGM and committee meeting and circulate them

Write on behalf of the Club to various contacts on request

Keep up to date copies of the constitution

Maintain the Club records

D. Standing Rowing Captain

Arrange for someone to be present to open the boathouse for Saturday outings

Be the coordinator for the pool of Venetian rowers attending the Vogalonga

Encourage and arrange training for all Venetian rowers but especially new ones

Supervise the maintenance of the Club's Venetian boats

Check annually that club members Venetian boats are insured, inc. for 3rd party risks

E. Venetian Liaison

Be the focal point within the Club for Venetian rowing good practice and liaison with Venetian clubs

F. Barge Master

Be the main contact point for the Worshipful Company of Drapers within the Club

G. Membership Secretary

Request subscriptions of members with the annual circulation of the AGM invitations

Receive and record membership subscriptions in January chasing for outstanding ones thereafter

In conjunction with the Treasurer maintain the list of members with contact details and payment status

Maintain an e-mail list and e-mail all the Club members on request of the Chairman or other Committee officer

H. Social Secretary

Plan the social part of the Club AGM

Plan and encourage other social events, with or without rowing, during the year

I. Printer

The focal point for all design-related questions for club kit and material such as posters, as well as being in charge of all printing-related questions.

11. 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. A quorum shall consist of not less than five members.
- E. Decisions shall be by simple majority of those voting. In the case that the votes for and the votes against are equal in number, including the Chairman's ordinary vote, then the Chairman of the meeting shall have a casting vote.
- F. Exceptionally between scheduled committee meetings a resolution in writing with the written consent of every Committee member shall be valid without a meeting. It shall be reviewed at the next scheduled committee meeting.
- G. The Committee and individual committee members should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with. All conflicts of interest must be declared at the start of the committee meeting dealing with the relevant matter. The member having the conflict of interest will be required to withdraw out of hearing of the meeting while the matter is under discussion and voted upon.
- H. A committee member ceases to be part of the committee if they cease to be a club member or are suspended from membership.

12. GENERAL MEETINGS

- A. An Annual General Meeting shall be held in first quarter of each calendar year and not more than 15 months after the last AGM. There shall be laid before the meeting a statement of accounts made up to the last day of December of the immediately preceding year.
- B. Every AGM shall:
 - elect a Committee, including a Chairman, Treasurer and Secretary to serve until the next AGM;
 - consider and vote on the accounts of the Club for the latest financial year audited by the Independent Examiner or Auditor appointed by the previous AGM;
 - appoint an Independent Examiner or 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;
 - hear reports from the Committee on the Club's activities since the previous AGM;

- and discuss and vote on any resolution submitted in accordance with the provisions of this Constitution.

C. 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 10 of the members of the Club entitled to vote.

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

E. Resolutions for discussion at Annual General Meetings not originating from within the Committee, shall be lodged with the Secretary at least 30 days preceding the AGM, and be signed by five members entitled to vote. No other business will be accepted for discussion.

F. 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.

G. At all General Meetings the Chairman will preside or, in his/her absence, a Chairman for the meeting will be elected by the voting members present. While the meeting is in progress the Chairman's decision on the conduct of the meeting in accordance with this Constitution shall be final.

H. At all General Meetings not less than 10 voting members present or 10 per cent of the total membership entitled to vote, whichever is the greater, shall constitute a quorum.

I. Absences of Quorum: If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.

J. 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.

13. 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. The Committee should ensure that adequate and appropriate public or preferably civil liability insurance is in place to cover all the activities of the Club, its committee and members.

14. VOTING

Only full members and family members are entitled to vote at general meetings.

15. 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 per cent of the members present at the General Meeting, and voting on this behalf.

16. SURPLUS INCOME OR PROFITS

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

17. DISSOLUTION

the Club shall not dissolve, 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 Community Amateur Sports Club, a registered charity or the sport's governing body for use by them in related community sports.

18. SAFETY

- A. The Officers and Committee have primary responsibility for safe practice within the Club, taking note of relevant guidance on water safety from Oxford University Rowing Club and British Rowing and other relevant bodies, and following legal regulations laid down by the Environment Agency and other relevant bodies.
- B. Members must comply with all safety rules decided on by the Committee, give respect to all guidance decided on by the Committee, and take individual responsibility for their own actions and inactions.

19. POWER OF DECISION, INTERPRETATION

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.

CITY BARGE CODE OF CONDUCT

It is the policy of City Barge Boat Club that all members must show respect and understanding for each other and conduct themselves in a way that contributes to the Club's continued success, good reputation, and smooth running. Everyone involved in the Club should abide by the rules decided on by the committee and respect the guidance issued by the committee.

All members:

- Take care of all property belonging to the Club and club members.
- Treat other club members with respect at all times – on and off the water – and treat other water users as members would themselves wish to be treated themselves.
- Control tempers and avoid behaviour which may inconvenience or upset others.
- Co-operate fully with and respect all requests and decisions made by the poppieri, those in overall charge of rowing and other club events, and the committee.
- At all times, take personal responsibility, acting with care and consideration, for the safety of themselves, other club members, and others on the water.
- Display consistently high standards of behaviour and appearance.
- Constructively encourage members as we collectively continually strive to improve our Venetian rowing technique.

The aim is for all members to improve their skills and have fun whilst pursuing the enjoyable amateur sports of Venetian rowing and rowing the Barge owned by the Worshipful Company of Drapers.

February 2024