



Club Constitution
BRIXHAM GIG CLUB CONSTITUTION

1. Introduction

The Club will be called Brixham Gig Club hereinafter to as 'the Club'.

The Constitution defines the Rules on which the Club is based and applies equally to all members,

Rules 2 and 5 inclusive are defined as Key Rules.

2. Purpose

The purposes of the Club are to promote the amateur sport of Cornish Pilot Gig rowing on the Brixham harbour and sea and community participation in the same.

3. Membership

3.1 Membership of the Club shall be open to anyone interested in the sport 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.

3.2 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 to people participating.

3.3 The Club may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against or removal may be made to the members

4.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.

4.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-event expenses, post-event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

4.3 The Club may also in connection with the purposes of the Club:

- (a) Sell and supply food, drink and related sports clothing and equipment;
- (b) Employ members (through not for rowing) and remunerate them for providing goods and service, on fair terms set by the General Committee without the person concerned being present;
- (c) Pay for reasonable hospitality for visiting crews and guests;

(d) Indemnify the General Committee and members acting properly in the course of the running of the Club against liability incurred in the proper running of the Club (but only to the extent of its assets).

4.4 The General Committee will have due regard to the law on disability discrimination and child protection.

5. Winding Up

5.1 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

5.2 The General Committee will then be responsible for the orderly winding up of the Club's affairs.

5.3 After settling all liabilities of the Club, the General Committee shall dispose of the net assets remaining to one or more of the following:

(a) To another Club with similar sports purpose which is registered charity and/or

(b) To another Club with similar sports purpose which is registered CASC and/or

(c) To the Clubs governing body for use by them for related community sports.

6. Priority

6.1 Where there is any conflict between any of the Key Rules and any other rule or rules the Key Rule(s) will take priority. Interpretation of all Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

7. General Committee

7.1 The General Committee shall be comprised of: Chairman, Vice Chairman, Secretary, Treasurer, Gig Captain, Safety Officer, Welfare Officer, Junior Captain, Membership Secretary, and up to 4 adult members.

7.2 The General Committee shall appoint a suitable person to be Bosun of the Boats.

7.3 All members of the General Committee must stand down or stand for re-election after 24 months.

7.4 The General Committee shall meet monthly. A special meeting may be called at any time by the Chairman or by three members of the General Committee within 24 hours' notice being given to other members of the General Committee.

7.5 If the Chairman is absent from any meeting, the members of the General Committee shall choose one of their members to be Chairman before any business is transacted. This would normally be the Vice-Chairman but may be another.

7.6 Every matter, except as required by section 9 (EGM) shall be determined by a majority of votes of the General Committee members present and voting on the question. If required, the Chairman shall have a second or casting vote.

7.7 There shall be a quorum of four members of the General Committee to validate decisions taken.

7.8 The Secretary or other person appointed by the General Committee shall keep a full record of proceedings at every meeting. These are too verified by the Chairman.

7.9 If any member resigns from the General Committee there shall be an election to fill the position at the next available open meeting.

7.10 Failure to attend three consecutive General Committee meetings without notified reasonable cause expels a member from General Committee.

7.11 The General Committee's responsibility are to formulate policy, to develop the Club, to administer the Club, to maintain adequate insurance cover, to organise a monthly meeting, to ensure accounts are correctly kept and audited.

8. Annual General Meeting (AGM) and nominations for General Committee

8.1 The AGM will be held annually but within 16 months of the previous AGM; it will receive the Chairman's report for the year, audited accounts, elect the General Committee for the following year.

8.2 All listed members shall be sent a formal notice of the date fixed for the AGM including nomination forms, approximately 1 month in advance of the final date for submission of nominations (approximately 2 weeks before AGM).

8.3 No Nominations will be accepted after this date. The list of proposed candidates is to go out to members prior to the AGM.

8.4 If at an AGM, after the elections are complete, there remain vacancies on the General Committee the Chairman may take nominations from the floor and hold an immediate vote. Such nominees must be eligible.

8.5 A quorum for an AGM is 50% of the listed adult members. If, within half an hour of the time fixed, a quorum is not achieved the meeting shall be adjourned for 14 days. All listed members to be notified of the new date and time. At the adjourned meeting the quorum will be 25% of listed members.

8.6 Approval of resolutions shall be by simple majority, the Chairman having the casting vote.

8.7 Voting shall be by personal vote in a ballot. In case of bona fide reasons, a postal vote can be applied for, in writing to the Secretary, one month before the AGM.

8.8 There shall be one vote per listed member.

9. Extraordinary General Meeting (EGMs)

9.1 The Secretary of the Club, upon receipt of a 'Special Resolution', shall within 14 days give all listed members 21 days' notice of the time, date and place fixed for the EGM.

9.2 A 'Special Resolution', to be valid, must be signed by 5 members of the General Committee or 30 listed members. An explanatory statement must accompany it.

9.3 A quorum shall be as in paragraph 8.5 and voting in accordance with paragraph 8.7.

9.4 If two-thirds of those listed members present request a deferment no vote shall be taken and the meeting adjourned and held within 28 days. All listed members shall be sent a report of the meeting, together with any further special resolution within 7 days.

10. Selection Committee

10.1 At the commencement of each season i.e. from one AGM until the next, a Selection Committee must be appointed which will consist of the Gig Captain, Junior Captain, all Coxswains and coaches.

10.2 The Selection Committee will be responsible for the selection of rowing crews and their decision is final. In the case of a dispute the Gig Captain will have the casting vote. It is the responsibility of the selection committee to implement rowing policy from the General Committee. In this and all other matters the Selection Committee must act in a fair and just way without influence or prejudice.

10.3 It shall be the responsibility of the Gig Captain and Junior Captain to actively encourage new members. The Captains, Coxswains and Coaches shall maintain contact with rowers of all abilities to ensure that selection of racing crews is respective of current performance of individuals.

10.4 Racing crews will be selected at the beginning of each season with 8 rowers in each crew if permissible, and they will remain together throughout the racing season.

11. Finance

11.1 It shall be the responsibility of the Honorary Treasurer to keep a complete and accurate account of the Club's finances and to ensure that they are audited annually. The Honorary Treasurer shall submit (either written or verbal) a report of the Club's financial situation at each committee meeting. A short financial report will be given at an open meeting.

11.2 The Honorary Treasurer shall submit a report to all members at the AGM summarising the previous year's accounts and the current financial position of the Club.

12. Safety

12.1 It shall be the duty of the Safety Officer to ensure that the Cornish Pilot Gig Association (CPGA) safety code and the Club's safety standards are implemented and adhered to by all members.

13. Alterations to the Constitution

13.1 The General Committee shall have the power to deal with any cases that are not provided for in these rules in such a manner as they may determine provided it is in keeping with the CPGA.

13.2 This constitution may be altered by a resolution passed by not less than 50% of the members present and voting at an AGM or EGM. Notice of the resolution setting out terms of the alteration must be given prior to the AGM or EGM.

14. Grievance and disciplinary procedure

14.1 Once a grievance has been made and independent mediator is appointed by the Chairman in agreement with the complainant.

14.2 The mediator should advise the terms of the procedure, who may attend and the conduct of the hearing.

14.3. The mediation may help to resolve the situation, clarify any misunderstandings or help identify the issues in dispute before an hearing is convened.

14.4 Where discipline an individual or organisation who has contravened the organisation rules or code of conduct, or who is deemed to have brought the sport or organisation into disrepute the framework should be adopted as above.

14.5 Appeal procedure for Grievance and discipline if either party wish to appeal against the outcome of the hearing, they should be set out in writing to the Chairman within 14 days of the outcome of the initial hearing.

15. Child Protection

15.1 The welfare officer is point of contact for all child care procedures.

15.2. Any individual involved with children must have a CRB check completed and report any incidents to the welfare officer.

Adopted at a meeting held

At

On

Signed

Name

Signature (Chairman)

Witnessed

Name

Address

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OccupationSignature