

# HEREFORD ROWING CLUB



## STANDING ORDERS, RULES AND BYLAWS

Revised 18<sup>th</sup> December 2017

## STANDING ORDERS

(Made by General Meeting)

### 1. TITLE AND COLOURS

The Club shall be called HEREFORD ROWING CLUB, and a trading subsidiary of Hereford Rowing Club shall be called HEREFORD ROWING CLUB LTD, a Company with one share wholly owned by HEREFORD ROWING CLUB. The colours shall be RED, WHITE and BLUE in accordance with the pattern or patterns sanctioned by the Committee.

### 2. OBJECTS

**The object of the Club shall be the encouragement of rowing at Hereford amongst amateurs.**

**DELETE & REPLACE WITH**

**The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Rowing in Hereford.**

### 3. CONSTITUTION

The Club shall consist of a President, Vice Presidents, Captain(s), two Sub-Captains, Secretary, Treasurer, four Trustees, other Officers and Committee as may be elected and Members.

### 4. MEMBERSHIP

The membership of the Club shall be as prescribed in the Rules of the Club from time to time.

**The Club will ensure that the talents and resources of all members are utilised to the full and that no members receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.**

**DELETE & REPLACE WITH**

**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, except as a consequence of the requirements of Rowing. The club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The club will keep its subscriptions at levels that will not pose a significant obstacle to people participating.**

The Club accepts the policy and procedures relating to Child Protection and the protection of Adults at risk as set out by British Rowing, and requires all members to accept them as a condition of membership.

### 5. FINANCIAL YEAR

The financial year shall end on the 31st July, and the Annual General Meeting shall be held as soon after the 1st August as can be arranged at such time and place as shall be selected by the Committee.

### 6. OFFICERS AND COMMITTEE

The President, additional Vice Presidents, Captain(s) and other Officers, except the Secretary, shall be elected by a ballot if necessary at the Annual General Meeting in each year.

Nominations for President and Captain(s) should be in the hands of the Secretary not later than ten days before the Annual General Meeting. Nominations for additional Vice Presidents must be posted on the Club Notice Board, appropriately proposed and seconded, ten days prior to the Annual General Meeting. A President may serve for a maximum of three consecutive years. Only the Captain(s) shall have the power to nominate Sub-Captains, (any member may second). They shall then be considered for election in the normal way at an Annual General Meeting.

The Secretary shall be appointed by the Committee. Committee Members shall be elected for a term of three years, two years and one year according to the vacancies available, and not less than one third of their number shall retire each year, but shall be eligible for re-election at the Annual General Meeting. Nominations for the Committee must be in the hands of the Secretary not later than ten days before the AGM. The Principal Officers and Committee shall carry their responsibilities of office into the following year until the Balance Sheet is passed at the Annual General Meeting. The term "Principal Officers" shall mean the President, Vice Presidents, Captain(s), Sub-Captains, Secretary, Treasurer and their Assistants, as may have been appointed.

## 7. POWERS AND DUTIES OF OFFICIALS

### (a) President.

The President shall normally take the chair at all General Meetings of the Club at which he is present and shall regulate and keep order in the proceedings.

### (b) Captain(s).

The Captain(s) shall be responsible for the Rowing programme and for the selection of oarsmen/ oarswomen and the regattas at which they shall compete. He may delegate duties to his/her sub-Captains or others. He/she shall also be responsible for the general discipline of Club Members. Should the need arise, he/she may call upon the Committee at any time for guidance or assistance in his responsibilities.

### (c) Secretary.

The Secretary will be responsible for keeping the records of the Club, recording and circularising as necessary Minutes of Meetings, conducting correspondence and discharging such other duties as shall be necessary. He/she shall produce at Meetings the previous Minutes for reading and confirmation. He/she shall have copies made of all agreements and contracts entered into by the Club, which copies he/she shall file and index in suitable form for reference and examination. The duties of the Secretary shall include the observance of the appropriate Licensing Act in so far as it affects Club Secretaries. An Assistant Secretary may be appointed as and when necessary. The office of Secretary shall carry with it the full privileges of membership without payment of subscription.

### (d) Treasurer.

The Treasurer shall be responsible for the keeping the Accounts of the Club and shall receive the funds of the Club and place them in the bank appointed and shall report to the Committee on matters relating to the Club funds as they may require. The office of Treasurer shall carry with it the full privileges of membership without payment of subscription.

### (e) Trustees.

All Freehold and Leasehold property of the Club shall be vested in four Trustees who shall be appointed at a General Meeting of the Club. Such Trustees shall hold office until death, resignation or removal at the instance of a resolution duly passed at a General Meeting of the Club. It shall not be obligatory to replace any such vacancies until the number is reduced to two, but such vacancies may be filled at the next General Meeting. Nominations for new Trustees must be in the hands of the Secretary not later than ten days before the General Meeting.

The Trustees shall deal with the Freehold and Leasehold property of the Club in accordance with the instructions given by the Committee or any General Meeting of the Club. Any monies requiring to be invested on behalf of the Club may be invested in the purchase or upon the security of such investments as the Trustees in their absolute discretion think fit to the intent that the Trustees shall have the same unrestricted powers of investing in all respects as if they were absolutely entitled thereto beneficially.

Any investments other than property purchased on behalf of the Club shall, at the Committee's discretion, be placed in the name of the Trustees for the time being of the Club or in the name of the Club's bankers as nominees. Subject to the prior approval of the Committee, the Trustees may engage a professional organisation to manage the Club's investments. If such management is undertaken the investments may be transferred into the names of the investment managers for the time being.

The Trustees are authorised to pay the fees of the investment managers, but the fees and the manner in which they are paid must have the prior approval of the Committee.

(f) Committee

The general management of the affairs of the Club shall be entrusted to the Club Committee of nine members plus the President, Captain(s), Sub-Captains, Secretary, Treasurer and Sub-Treasurer and Assistant Secretary (if any), who shall be members ex officio. All other officers shall be eligible for election to the Committee, but no person shall serve or be elected to serve on the Committee who is not entitled to the full privileges of Senior Membership, or who is a current employee of HRC or a Club that holds affiliated membership with HRC, and who has not received at least  $\frac{1}{3}$  of the votes available at the General Meeting at which he/she stood for election. Should compliance with this Standing Order result in a lesser number than nine members being elected to the Committee, then the Committee may, if considered necessary, implement Standing Order 8(e), but in so doing should take into account the wishes of the membership shown at the General Meeting.

The Committee has executive powers, but limited as to expenditure in that the Club shall not be committed to capital expenditure exceeding £20,000 for any one item without the specific authority of a General Meeting. This restriction shall not apply to the expenditure for the purchase of boats.

The Committee shall have the power to borrow up to £5,000 from the Club's bankers for the specific capital project without the authority of a General Meeting of Members and may authorise the Trustees to provide security for any such loan should the bank request it.

Directors of Hereford Rowing Club Ltd, a subsidiary of Hereford Rowing Club, shall be appointed from the duly elected officers and Committee of Hereford Rowing club by a vote at a Committee meeting as specified under standing order 8A.

8. COMMITTEE (General Regulations)

(a) Meetings.

The Committee shall decide the time and place of their meetings, at which five shall be a quorum.

(b) Chairman.

The Chairman will be elected annually post Annual General Meeting from the newly formed Committee to serve until the following Annual General Meeting. In the absence of the Chairman, the Chair will be taken by a member of the Committee elected from those present.

(c) Chairmans' Powers and Duties.

The Chairman of the Meeting shall decide upon the points of order and procedure, he/she shall guide and control discussions, and shall have the power to suspend any meeting for a brief interval for such sufficient cause and likewise to adjourn it to another date, he/she may also postpone discussion or close a meeting because of the lateness of the hour or other sufficient reason.

(d) Voting at Committee Meetings.

Each Committee Member present, whether elected direct to the Committee or serving on it ex officio, shall have equal rights of voting except for the Secretary and Assistant Treasurer and their appointed Assistants who shall have no vote at Committee Meetings.

The Chairman of the Meeting has a casting vote at all times which he/she may exercise if he/she so wishes, but it is customary for the Chairman only to use his/her casting vote when it is his considered opinion that it is in the interests of the Club to do so. If the Chairman has a vote in his/her own right as a Committee Member he/she shall be entitled to vote on any matter and that shall not preclude him/her from exercising his/her casting vote in addition. The Chairman should not however, use his/her vote without giving notice of his/her intention to do so when putting the motion to the meeting. If the Chairman votes on a motion and a count shows the side to which he/she gave his/her support lost the day, this shall in no way be interpreted as a vote of "No Confidence" in the Chairman.

Except as otherwise provided for, the vote of the majority of those voting shall decide, and thus a motion on which the voting is equal shall not be carried unless the Chairman in his/her absolute discretion uses his/her casting vote.

(e) Co-opting.

The Committee shall have the power to co-opt others for specific purposes but persons co-opted to the committee shall have no vote.

(f) Attendance at Committee Meetings.

Any Members of the Committee not attending half of the Committee Meetings called during the year may only continue as a Committee Member if re-elected at the following Annual General Meeting.

(g) Rescindment of Resolutions.

A resolution passed by the Committee can only be rescinded within the subsequent three months by the decision of four-fifths of the Committee present voting for the rescindment.

(h) Power to fill Vacancies.

If an Office becomes vacant, the Committee shall have the power to appoint a person to fill such a vacancy until the next General Meeting of the Club only, at which such appointment must be confirmed or varied, until the Annual General Meeting only, when the person so appointed must retire but shall be eligible for re-election in the normal way. When the vacancy has been filled by the Committee under this section, it shall be published on the Club notice-board immediately and for not less than fourteen days thereafter.

9. VICE PRESIDENTS.

Persons shall be eligible for election to the Office of Vice President who have rendered outstanding services to Hereford Rowing Club or who have distinguished themselves in rowing elsewhere. Once elected they shall remain Vice Presidents and would only be removed from that Office by a two thirds majority ballot of the Annual Meeting. Additional Vice Presidents shall be admitted to the Club on the two thirds majority ballot of the Annual Meeting.

10. PRIVILEGES OF OFFICERS.

The President, Vice Presidents, Secretary, Treasurer and their Assistants if any, shall enjoy the same privileges as Senior Members but shall be exempt from payment of subscriptions. All other Officers of the Club shall pay the same rate as other members. Should any of the above wish to upgrade their membership (i.e. to Senior Rowing) subscription must be paid at a pro-Rata rate.

11. HONORARY LIFE MEMBERSHIP.

Honorary Life Members shall be admitted to the Club in recognition of their outstanding and exceptional services to the Rowing Club on the unanimous vote of the Annual General Meeting and provided that notice of such proposal shall have been received by the Secretary in accordance with Standing Orders relating to notices of motion at the Annual General Meeting. Honorary Life Members shall enjoy the same privileges of membership as Senior Members, but shall be exempt from the payment of subscriptions.

12. GENERAL MEETING - CONVENING.

If ten or more members of the Club shall deem it advisable to hold a General Meeting they shall deliver to the Secretary a Requisition in writing, signed by all the members requiring him/her to summon such a meeting, and stating the proposed objectives thereof, and the Secretary shall thereupon summon such General Meeting (at which no other business shall be transacted except as may be necessary under Standing Order 8(h)) to be held within twenty eight days from the time of delivery of such requisition.

Subject as aforesaid all General Meetings shall be called at the discretion of the Committee.

13. GENERAL MEETING - QUORUM.

At all General Meetings twenty-five members entitled to vote at such meetings shall be a quorum.

14. GENERAL MEETINGS - PROCEDURE.

A motion for the consideration of a General Meeting must be submitted in the name of a person entitled to vote at such Meeting and seconded by another person similarly entitled to vote, and if either named proposer or named seconder be not present at the Meeting for any reason, it shall not be invalidated thereby, provided that a similarly qualified person(s) present be willing to propose or second the motion. Notice of a motion for consideration must appear in the summons for the Meeting, and no other motion than those on the summons may be voted at the Meeting.

As far as possible the Committee will guide members who submit notices of motion as to their phraseology. No amendment to a notice of a motion may be accepted at the General Meeting, unless the amendment be on the Summons for that Meeting, but the Chairman may, at his/her discretion, vary the wording of a motion provided that such variation does not alter the purport of the motion in any respect, nor any detail of its intention. No resolution by a General Meeting shall direct the Club Committee on any matter which is within the Committee's jurisdiction to decide, but this shall not prevent a General Meeting from recommending that the Committee consider taking a certain course of action. A resolution by any General Meeting may be rescinded at an Annual General Meeting, but at any other General Meeting such rescindment, if agreed upon by the majority, shall not take effect until and unless it is confirmed by a subsequent General Meeting.

The procedure outlined in this Standing Order shall apply similarly to motions submitted for the consideration of the Annual General Meeting, at which the Agenda shall include Minutes of the previous Annual General Meeting, matters due for consideration from a previous General Meeting (if any), the Annual Report, the Treasurer's Report and adoption of Accounts and Balance Sheet, Election of Officers other than the Secretary, and filling of vacancies on the Committee. A discussion period may also be held if time permits.

15. COMPETING AT REGATTAS.

No Member of the Club shall contend for any public prize under the name or colours of the Club without the sanction of the Captain(s) or of the Committee.

16. WEST OF ENGLAND CHALLENGE VASE COMMITTEE.

A Member of the Club shall be appointed by a General Meeting to be the representative of the Club on the West of England Challenge Vase Committee.

17. BYLAWS.

The Committee shall have the power to make, alter and repeal Bylaws.

18. RULES.

The Rules of the Club may only be altered or repealed or new ones made by General Meeting, after ten days prior written notice circulated to Members. Notice of a Proposal to alter or repeal any of the Rules or to add new Rules shall be given by the proposer to the Secretary in accordance with the procedure laid down in Standing Order 14 and subject to the provisions of that Standing Order, not less than twenty-eight days before the General Meeting at which such proposal is to be submitted and the Secretary shall forthwith circulate notice to members.

19. STANDING ORDERS.

Standing Orders shall be subject to revision every third year, for which purpose the Secretary will during the last week in June in that year, advise all Members that Standing Orders are subject to revision at the Annual General Meeting and that any suggestions for alteration or

deletion of the Standing Orders or addition of new ones must be received by him/her within the following fourteen days. The Club Committee will appoint a Sub-Committee to consider and advise on Standing Orders, which Sub-Committee will meet as early in July as is practicable and their recommendations will be circulated to all members with the Summons of the Annual General Meeting.

In addition, should an opportunity arise which it is thought will benefit the Club financially and/or operationally, then an associated proposal can be made in writing to the Committee of the day for the revision of a Standing Order. Provided that this proposal is endorsed by the entire Committee then it can be put to members at an EGM within the three year period.

## 20. VOLUNTARY DISSOLUTION.

The Hereford Rowing Club shall only be voluntarily dissolved under the following conditions and procedure:

- (a) A resolution must be passed at a properly convened General Meeting that the question of voluntary dissolution must be referred to the Club Committee for full consideration and report, or alternatively to a Special Committee of not less than twelve members, six to be a quorum. The Committee must give its recommendations in a written report signed by all the members of that Committee whether agreeing or dissenting, and the report duly submitted to a further General Meeting.
- (b) If at this second General Meeting a two-thirds majority of the members present and voting decides to recommend dissolution, notice of a Special General Meeting to consider and decide upon the recommendation must be sent by post to the last known address of every member, giving eight days' notice, exclusive of the day of posting, and the day of the meeting. If that (third) Special General Meeting decides to recommend dissolution by a two-thirds majority of the members present and voting, a further Special General Meeting must be called to receive for confirmation the Minutes of the previous meeting,, such confirming meeting to be held no sooner than fourteen days and not later than twenty-eight days after the previous meeting, notice of meeting being given in the same manner as previously, The non-receipt by any member of either notice shall not invalidate the proceedings of either meeting.
- (c) The Club's Solicitor must be invited to attend these Special Meetings and if present shall take the chair.
- (d) If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given to some other Institution or Institutions having objects wholly or partly the same as the objects of the Club and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club, such Institution or Institutions to be determined by the members of the Club at or before the time of dissolution. **and if and so far as effect can not be given to such provision then to some charitable object.** For the purpose of this standing order, an Institution or Institutions shall be defined as:- the Sport's governing body for use in related community sport, another CASC, or a charity.

## 21. PRINTING OF STANDING ORDERS, RULES AND BYLAWS.

The Standing Orders, Rules and Bylaws of the Club shall be printed and a copy supplied to every member, or when printing is impracticable they shall be posted up conspicuously in the Clubhouse.

## 22. FINANCE.

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

Last Revised 18<sup>th</sup> December 2017

## RULES

(Made by General Meeting)

### 1. OBJECTS.

**The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Rowing in Hereford**

### 2. MEMBERSHIP OF HEREFORD ROWING CLUB.

Membership of Hereford Rowing Club shall be confined to persons whose membership, in the opinion of the Committee, will further the stated objects of the Club, the encouragement of rowing at Hereford amongst amateurs.

#### **DELETE & REPLACE WITH**

**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, except as a consequence of the requirements of Rowing. The club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The club will keep its subscriptions at levels that will not pose a significant obstacle to people participating.**

### 3. APPLICATION FOR MEMBERSHIP.

A person wishing to become a member of the Club must complete and sign an application form obtainable from the Secretary, to whom it should be returned.

The appropriate subscription together with a joining fee of £10.00 for Juniors and £20.00 for all other categories of membership (the total being returnable in the case of non-election) must accompany the form. Where a member is re-applying for membership any previous debts to the Club must be settled prior to the application. The applicant may be invited to meet the interviewing Sub-Committee; after this meeting and providing the application has been displayed at the Clubhouse for seven days, The Committee shall have the power to elect in such category of membership as they consider suitable or to refuse or defer the application, taking into consideration any information available. In the event of refusal/removal from the Club the applicant/member may appeal in writing to the Committee. The joining fee may be waived at the discretion of the Committee.

NOTE: GENERAL HEALTH AND ABILITY TO SWIM.

Rowing members must be able to swim and must declare they are so able on their application form.

Junior members must furnish a health declaration signed by their parents or legal guardian.

### 4. CATEGORIES OF MEMBERSHIP.

Senior Rowing Membership: is open to persons who

- (a) undertake to row for Hereford Rowing Club, or
- (b) wish to regularly use the racing craft or any other training facility for leisure purposes

Senior Rowing Members who have been members continuously for twelve months or more shall be entitled to vote at meetings and shall be eligible to be nominated members of the Committee, except employees as in Standing Orders 7(f). Senior Rowing Members may use all club facilities.

Senior Membership: is open to persons who

- (a) have rowed for this or any other Club, or
- (b) will foster the Club's rowing activities.

Senior Members are not generally entitled to the use of the racing craft or other training facilities, but may do so on specific occasions with the prior authority of the Captain(s). Senior Members who have been members continuously for twelve months or more shall be entitled to vote at meetings and shall be eligible to be nominated members of the Committee except employees as in Standing Order 7(f), and except where restricted above may use all the Club's facilities.

Country Senior Rowing Membership:

is open to persons who reside outside a 25 mile radius of the Club and who

- (a) undertake to row for the Club, or
- (b) wish to regularly use the racing craft or other training facilities for leisure purposes.

Country Senior Rowing Members shall enjoy the same privileges as Senior Rowing Members except employees as in Standing Order 7(f) but shall be accepted at a special annual subscription as set by the Annual General Meeting or Extraordinary Meeting.

Junior Rowing Membership:

is restricted to persons under the age of 18 years who undertake to row for the Club.

Applicants for Junior Rowing Membership must furnish proof of age. Junior Rowing Members shall be entitled to the use of the Club premises other than the bar, but shall not vote at any meeting, and not be eligible to serve on the Committee or hold office in the Club. Junior Rowing Members shall be entitled to use the Club pleasure boats.

A Junior Rowing Member shall cease to be such at the end of the calendar year in which he/she attains the age of 18 years.

Junior Members must comply with the Junior Code of Practise which must be signed by parents and adhered to.

Student Membership:

is open to persons over the age of eighteen who are in full time education and

- (a) undertake to row for Hereford Rowing Club, or
- (b) wish to regularly use the racing craft or other training facility for leisure purposes.

Student Members under the age of twenty-one shall not be eligible to vote and Student Members over the age of twenty-one shall only be eligible to vote after being members continuously for two years. Student Members may use all the Club facilities and shall pay a subscription equivalent to half the Senior Rowing subscription applicable in the year of joining.

Student vacation membership. Open to students currently attending University or other full time education away from Hereford and:-

- (a) Undertake to row for Hereford Rowing Club, or
- (b) Wish to regularly use the racing craft or other training facility for leisure purposes.

The membership to cover use of the Club's facilities during Christmas, Easter and Summer vacations only. Student vacation members under the age of twenty one will not be eligible to vote and Student vacation members over twenty one shall only be eligible to vote after being members continuously for two years.

Student vacation membership will be an amount equivalent to one quarter of the Senior Rowing membership in the year of joining, with no further concessions.

Associate Membership:

A limited number of Associate Memberships may be granted at the discretion of the Committee. Associate Members shall not be entitled to vote at meetings, and shall not be eligible to hold office in the Club, nor be nominated to serve on the Committee **nor propose or second applications for membership of the Club**. They shall not be entitled to the use of the Club pleasure boats.

Family Membership Extension:

For an additional payment, Officers of the Club, Honorary Members, Senior Rowing Members, Country Senior Rowing Members and Senior Members shall entitle his/her spouse (and sons and daughters from 14 to 16 years of age) to use the Club premises and Club pleasure boats without the presence of the Member.

Junior Coxing Membership:

Junior Coxing Membership is open to persons under the age of 18 years who undertake to cox for the Club. Junior coxing members shall not be eligible to vote or serve on the committee or hold office in the club.

Applicants for Junior Coxing Membership must furnish proof of age. Privileges of Coxing Membership are restricted to the use of the Club premises and the occasional use of racing craft with the prior authority of the Captain(s).

Senior Coxing Membership:

Senior Coxing Membership is open to persons over the age of 18 years who undertake to cox for the Club. Senior coxing members who have been members continuously for twelve months or more, shall be entitled to vote at meetings and shall be eligible to be nominated for election on to the committee or as an officer of the club.

Privileges of Senior Coxing Membership are restricted to the use of the Club premises and the occasional use of the racing craft with the prior authority of the Captain(s).

## Subscriptions

All subscriptions are due in full on the 1<sup>st</sup> April (or on the date a new application for membership is received). The rates of subscriptions will be agreed at the AGM in the preceeding year and will be posted on the noticeboard in the Clubhouse. Senior Rowing Members who opt to pay their subscriptions in full prior to the 1<sup>st</sup> April shall be entitled to a 10% reduction on the rate agreed at the previous AGM. Alternatively, Senior Rowing Members may pay their subscriptions by standing order in 12 equal monthly instalments due on the first of each month of the subscription year plus a single cash or cheque payment of between £0 and £10 payable by the 30<sup>th</sup> April.

New Senior Rowing Members joining after April may pay their subscriptions by (a) One single payment proportional to the number of months remaining in that year. Or (b) Three months (pro rata) subscription by cash/cheque and the remaining months by monthly standing order. Junior and Student Rowing Members and Coxing Members joining after April will be liable for a single payment proportional to the number of months remaining in that year. Previous Members who are returning as holiday students while in full time education will be liable to pay for the complete months of holiday membership due. The terms of this membership will be solely at the discretion of the committee.

Senior Rowing Members and Senior members, on reaching the age of 65 after a continuous membership period of at least 10 years will be entitled to a discount of 50% but neither will be eligible for any additional early payment discount. Senior Rowing Members and Senior members who at 21<sup>st</sup> October 2016 already received a discount of 25% or 50% for age may continue to pay a discounted membership fee.

Senior Members who at 15<sup>th</sup> October 2010 paid a frozen membership fee lower than the discounted fee may continue to pay the lower amount.

Arrears of subscriptions will be dealt with under Rule 5

### 5. COMMITTEES POWERS REGARDING MEMBERSHIP.

The Committee shall have the power to grant membership on other terms than those laid down in these Rules at their absolute discretion.

### 6. ARREARS OF SUBSCRIPTION.

A member who does not pay his/her renewal subscription (or the appropriate subscription instalment) within thirty days of the due date, or has any other debt unpaid by the last day of January shall ipso facto cease to be a member of the Club. Anyone having membership withdrawn under this Rule, if he/she wishes, may re-apply but if the application is accepted an entrance fee will be payable in accordance with the procedure laid down in Rule 2.

A list showing the names of members who have paid their subscriptions shall be kept posted in the Club House.

### 7. VISITORS.

(a) A member may introduce occasional visitors to the Club. He/she must enter the visitors name and address in the book kept for this purpose. The introducing member will be held responsible for the conduct and behaviour of his/her visitors.

- (b) In the event of an organised visit by members of a sporting club or association for the purpose of participating in a pre-arranged sporting event with Hereford Rowing Club such members, officials and friends of the visiting club or association shall be entitled with the sanction of the Club Committee or Secretary to purchase intoxicating liquor for consumption on the premises on the day of the visit only.

8. LIABILITY FOR DAMAGE.

Members shall be liable for all damage done to boats, sculls, oars or other Club property whilst in their custody or charge and such damage shall be dealt with by the Committee in such manner as the Committee may think fit. In exercise of the inherent right of the Club to compensation for the damage sustained, the Committee may require any member who damages Club property to pay into the Club Funds the whole or part of any cost of making good such damage.

9. DISCIPLINE.

The Committee shall have the power to expel or suspend from membership from all or any of the privileges of membership any member whose conduct is, in the Committee's opinion, not in keeping with the traditions, objects or interests of the Club; provided that such member shall first have had reasonable opportunity of appearing before the Committee to state his/her case.

Members must observe the Rules and Bylaws of the Club with which they should be acquainted, as these regulate and control their privileges of membership.

10. DEFINITION OF MEMBERS.

In the foregoing Rules 2, 6, 7, 8 and 9 the term "members" shall include Associate Members.

11. LOCKERS.

Lockers may be rented annually at a fee and under terms to be decided by the Committee, subject to being available.

12. ENGINES ON CLUB BOATS.

No motor or other equipment shall be used on any Club boat which has not been modified or constructed or allocated by the Committee for that purpose.

13. KEELAGE CHARGES.

The Committee shall have the power to make a charge for keelage upon boats kept by members upon the Club premises, but accept no responsibility for the safety of such boats under any circumstances.

14. **VOLUNTARY DISSOLUTION**

**The Hereford Rowing Club shall only be voluntarily dissolved under the following conditions and procedure:**

- (a) **A resolution must be passed at a properly convened General Meeting that the question of voluntary dissolution must be referred to the Club Committee for full consideration and report, or alternatively to a Special Committee of not less than twelve members, six to be a quorum. The Committee must give its recommendations in a written report signed by**

all the members of that Committee whether agreeing or dissenting, and the report duly submitted to a further General Meeting.

- (b) **If at this second General Meeting a two-thirds majority of the members present and voting decides to recommend dissolution, notice of a Special General Meeting to consider and decide upon the recommendation must be sent by post to the last known address of every member, giving eight days' notice, exclusive of the day of posting, and the day of the meeting. If that (third) Special General Meeting decides to recommend dissolution by a two-thirds majority of the members present and voting, a further Special General Meeting must be called to receive for confirmation the Minutes of the previous meeting,, such confirming meeting to be held no sooner than fourteen days and not later than twenty-eight days after the previous meeting, notice of meeting being given in the same manner as previously, The non-receipt by any member of either notice shall not invalidate the proceedings of either meeting.**
- (c) **The Club's Solicitor must be invited to attend these Special Meetings and if present shall take the chair.**
- (d) **If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given to some other Institution or Institutions having objects wholly or partly the same as the objects of the Club and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club, such Institution or Institutions to be determined by the members of the Club at or before the time of dissolution and if and so far as effect can not be given to such provision then to some charitable object. For the purpose of this standing order, an Institution or Institutions shall be defined as:- the Sport's governing body for use in related community sport, another CASC, or a charity**

15. **FINANCE.**

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



**BYLAWS** ( Made by Committee)

1. The normal Permitted Hours of opening of the Bar for the sale and consumption of intoxicants shall accord with the hours granted by the Licensing Justices for all licensed premises in the City.

Actual hours of opening, within the above shall be laid down by the Committee and are currently:-

Mon to Fri	6.00 p.m. to 11.00 p.m.
Saturday	12 noon to 3.00 p.m. & 7.00 to 11.00 p.m.
Sunday	12 noon to 3.00 p.m.

Temporary variations to actual hours of opening, particularly in respect of Bank Holidays, will be posted on the notice board.

2. Junior Members and Guests under 16 years of age will not be allowed in the Bar during actual hours of opening. This restriction includes "babes-in-arms".  
  
Junior Members and Guests under 16 years of age may use the Lounge area, but young children must be accompanied by an adult and kept under control.
3. Persons under the age of 18 years are not permitted to consume intoxicants within the Club premises.
4. Members and Guests using the Bar and Lounge Areas must maintain an acceptable standard of dress. Persons wearing training kit (except on regatta days), working overalls, etc. will not be allowed in these rooms.
5. Cycles must be kept only in the racks provided and are not allowed in the vestibule of the Club.
6. Dogs, except Guide Dogs, and all other animals are not allowed inside the Club
7. Notice boards are reserved for the posting only of official Club communications from the Captain(s), Sub-Captains, Main Committee or Sub-Committees. No pamphlet, advertisement or notice shall be placed on any notice board or in any Club room by any other person without prior authority via the Club Secretary. Any member found to have defaced a notice or to have removed a notice from a notice board without permission is liable to be suspended from the Club.
8. No bathing is to take place from the Club while racing craft are practising or about to practise in the vicinity of the Rowing Club.
9. Lockers will be allocated by the Committee at the end of each year for the ensuing twelve months to 31st December, following Members' applications. The annual rent for the lockers will be determined by the Committee each year prior to allocation and will be due for payment immediately on allotment. Lockers are not transferable.
10. All petrol and petrol tanks whether property of the Club or an individual member, must be stored only in the Engine Shed when not in use, and must not be placed in any other Club buildings.

11. The Committee will issue permits each year, expiring on 31st December, to Members who apply for permission to moor their privately owned pleasure boats at the Club premises, subject always to availability of space and also subject to the Committee's approval of the craft concerned. Such boats, unless they are left on the river must be removed from the Club premises, but this shall not prevent the Captain(s) from giving permission for a member's boat to be placed on some part of the Club premises prior to its removal or launching, for a period not exceeding one week. Member's own pleasure boats must not be moored with the Club boats, but only at the place allocated and will not be serviced by the Club Boatman.

### ROWING.

12. Only Members who have competed at an open regatta or head of the river may wear the Club badge.
13. At the end of each rowing season awards will be made for rowing success in the name of Hereford Rowing Club as follows:
- A certificate will be given to an oarsman/woman/sculler achieving his/her first ever Junior category win.
  - A certificate will be given to an oarsman/woman/sculler having achieved a qualifying novice win.
  - A certificate will be given to an oarsman/woman/sculler when IM3 status is achieved.
  - A certificate will be given to an oarsman/woman/sculler when IM2 status is achieved.
  - A plain white cap will be given to an oarsman/woman/sculler when IM1 status is achieved.
  - A red ribbon for attaching to the peak of the cap will be awarded when Senior status is achieved.
  - A blue ribbon to replace the red ribbon will be awarded when Elite Status is achieved.
  - Only one presentation will be made to any individual member in any year and this will be in accordance with the highest status attained.
14. No Hereford Rowing Club member shall compete in any composite crew without the prior authority of the Committee.
15. Every member using a boat which has to be carried up or down the bank shall help to carry it. Every member using an oar or racing sculls shall return them to their proper rack after use.
16. Crews in training must at all times wear rowing vests, preferably in Club colours, (or in the case of school crews, the school colours).
17. **Definitions**
- |                         |  |
|-------------------------|--|
| <b>Junior</b>           | Person under the age of 18 yrs. regardless of rowing status.                                       |
| <b>Competent Junior</b> | Person under the age of 18 yrs. that has been certified by the HRC Captain as competent at rowing. |

<b>Senior Junior</b>	Person between 16 and 18 yrs. that has been certified by the HRC Captain as having the equivalent competence both in attitude and aptitude as a senior IM3 sculler/oarsperson.
<b>Adult</b>	Person over the age of 18 yrs. that has limited rowing/sculling experience.
<b>Competent Adult</b>	Person over the age of 18 yrs. that has been certified by the HRC Captain as competent at rowing/sculling.
<b>Competent Coxswain</b>	Person that has been certified by the HRC Captain as competent at coxing.
<b>3 ft. level</b>	A level above the green marker as measured at the club steps
<b>6 ft. level</b>	A level above the yellow marker as measured at the club steps
<b>Coach</b>	A person that has completed a BRA coaching course
<b>Responsible Adult Supervisor</b>	Person over the age of 18 yrs that has been certified by the HRC Captain as capable of running an on-water training session without a coach being present.

Severe disciplinary action will be taken against any member who contravenes the Club code of river conduct and safety, which is the current British Rowing Water Safety Code of Practice as displayed in the Clubhouse, plus the following Hereford Rowing Club byelaws:-

#### 18. General Rules

- a) No sliding seat boats are permitted below the Wye Bridge . No Junior, Novice crew, Novice sculler or Novice coxswain is permitted above Warham Steps without the Captain's permission
- b) All boats must be signed out and back in to the Boathouse.
- c) All safety incidents must be recorded in the accident book and reported to the clubs H&S advisor. These include capsizes and collisions.
- d) A safety boat must be available at the Club for emergency use whenever the Club boats and crew are on the water. Should all safety launches be out of commission water training for all members will be suspended.
- e) In the case of one to one Junior training it is acceptable that the Coach or Responsible Adult Supervisor supervises from the bank provided an adequate risk assessment has been completed. Throw lines must be carried by the supervisor and line of sight must always be maintained.
- f) Crews must not race past the club steps. Coaches must cut their launch wash before passing the club steps and when passing any crews or scullers on the river.
- g) The general rules on the river is that boats must keep to the right. However, on the stretch of the river above Warham steps from the Little Devil to 100 metres below Red Rocks this rule is reversed and boats must keep to the left when proceeding upstream and to the right (clubside) coming downstream (refer to map located in entrance lobby of the Clubhouse).
- h) No crew or sculler shall go above the 2000 metre mark when the river is below the level of the bottom step.

#### 19. Rules in the green (below 3ft)

- a) No Junior is permitted on the water without an accompanying manned safety launch.
- b) Adult scullers/Adult sweep oarspersons or Competent Juniors are allowed on the water with an accompanying manned safety launch or accompanying competent crew or sculler or Competent Coxswain.
- c) In the case of one to one training for Competent Juniors, Adult scullers, Adult doubles and Adult pairs it is acceptable that the Coach or Responsible Adult Supervisor can supervise

from the bank provided throw lines are carried, the crew is always in line of sight and an adequate risk assessment has been completed.

- d) Senior Juniors are permitted on the water provided they have notified a Responsible Adult Supervisor at the Club or gained the Captain's permission.
- e) Competent Adults are allowed on the water without supervision.

**20. Rules above green into yellow (above 3ft, under 6ft)**

- a) No Junior is permitted on the water above 3ft
- b) Competent Juniors are permitted on the water providing they are accompanied by a manned safety launch. **NO SINGLES ARE ALLOWED**
- c) Senior Juniors must notify a Responsible Adult Supervisor at the Club or gain the Captain's permission
- d) Adults are only permitted on the water in quads, fours, eights and octuples and must have manned safety launch or Competent Coxswain. Single scullers, doubles and pairs require Captain's permission and manned safety launch.
- e) Competent Adults are permitted on the water without supervision. They must complete a basic risk assessment for pairs rowing and must not go on the river if there is a reasonable chance the river will rise beyond the 6ft level during the outing.

**21. Rules above yellow into red (above 6ft)**

- a) No pairs, doubles sculls or single sculls are allowed on the water.
- b) No Competent Juniors or Adult oarspersons are allowed on the water.
- c) Competent Adult oarspersons/scullers and Senior Junior quads, fours, eights and octuples are only allowed on the water with Captain's permission following completion of an adequate risk assessment. Crews must be accompanied by a manned safety launch.
- d) All crews on the water must stop just before the Club wall

**22. Rules after sunset**

- a) Only Competent Adult and Senior Juniors are only allowed on the water with Captain's permission following completion of an adequate risk assessment. They must have clear white light at bow and visible red light at stern and be wearing high visibility vests at bow and stern. Water level must be below 6ft.
- b) Crews must be accompanied by a manned safety launch or have a Competent Coxswain.

Revised 22<sup>nd</sup> October 2015