



1. Name of the Club

The name of the Club shall be Kingston Rowing Club

2. Objective of the Club

I. The objective shall be to promote rowing and sculling. Pursuant to this objective, the Club shall (without limitation):

- a) offer coaching and competitive opportunities;
- b) promote itself within the local community;
- c) ensure a duty of care to all members of the Club;
- d) provide all its services in a way that is fair to everyone; and
- e) ensure that all present and future members of the Club receive fair and equal treatment.

II. The income and property of the Club shall be applied solely towards the objects of the Club as set out in Rule 2.I and all surplus income or profits shall be retained within the Club and not distributed to members or third parties.

III. Subject to Rules 2.I and 2.II the Club may provide any and all of the benefits and facilities of a Community Amateur Sports Club ("CASC") and otherwise do any and all things permitted to a CASC as provided for in the Finance Act 2002 or any subsequent alteration or replacement of the provisions thereof.

3. Registered Address of the Club

The Headquarters of the Club shall be situated at the Boathouse, Canbury Gardens, Lower Ham Road, Kingston upon Thames, Surrey KT2 5AU, where there shall be made available to Members and prospective Members to consult on request a copy of these Rules and Bye-laws.

4. Membership

a) Membership of the Club shall be open to all and shall consist of ten classes of members, namely:

Full Members and Life Members, Casual Rowing Members, Half Members, Junior Members, Student Members, Social Members, Coach Members, Cox Members, Honorary Members

of whom there shall be not less than 25 in the aggregate.

b) Full Members and Life Members are entitled to all the privileges of the Club.

c) Casual Rowing Members are entitled to use the club premises for the purpose of rowing or sculling on an irregular basis only (but may compete in Head of the River races) provided that members under clauses b, d, e and f have priority on the use of equipment. Under Rule 14 Casual Rowing Members shall be treated as Half members. In all other respects Casual Rowing Members are entitled to the privileges of the Club.

d) Half Members are those members resident or attending full-time courses of instruction at Universities, Colleges, Schools or other educational establishments and who are thereby prevented from rowing for the Club during Term; such members are entitled to all the privileges of the Club other than using the Club premises for the purpose of rowing or sculling during Term.

- e) Junior Members are those members who have not attained the age of 18 years on 1st of October of the current Financial year. Such members are entitled to all privileges of the Club.
- f) Student Members are those members who have not attained the age of 25 on 1st October of the current Financial Year and are serving under articles or indentures or those resident or attending a full-time educational establishment but who are not thereby prevented from rowing for the Club during Term. Such members are entitled to all the privileges of the Club.
- g) Social Members and Cox Members are entitled to all the privileges of the Club other than that of using the Club premises for the purpose of rowing or sculling, but shall be allowed to cox at the discretion of the Captain.
- h) Coach Members are entitled to all the privileges of the Club other than that of using the Club premises for the purpose of rowing or sculling.
- i) Cox members.
- j) Honorary Members - the Executive committee may bestow Honorary membership on persons who are not members of KRC but have provided exceptional service to the Club. Honorary Members will be entitled to all the privileges of the Club other than that of using the Club facilities or for the purposes of rowing or sculling. Honorary Members will not have any voting rights nor will be able to serve on the Executive Committee .
- k) The Executive Committee shall be empowered to elect the members from time to time constituting the members of the rowing or boat club of any School or College that they may deem suitable as Affiliated Cadet Members, and to enter into such agreements with the school or College authorities as to period of membership, amount of and use of the Club premises and boats or otherwise, and also to make regulations for giving effect to any such agreement and for governing the status of such agreement. Affiliated Cadet Members shall be entitled at any time to apply for Full Membership of the Club.

Applicants for membership and members renewing their membership, will undertake to abide by the Rules and By-Laws of the Club and the sport of rowing.

5. Membership Applications

The name, address and description of an applicant for membership (including date of birth in the case of applicants for Junior Membership), together with the names of other Rowing Clubs of which the applicant may be a member, shall be entered on a form designated for that purpose which shall be posted in the Club premises.

6. Election of Applicants

- I. The election of applicants shall be vested in the Executive Committee (as defined in Rule 20 below) and shall be by ballot. The Executive Committee shall not vote on the election of an applicant until after the posting of the relevant application form in accordance with Rule 5 and the receipt by the Club of an amount equal to the first annual subscription payable by the applicant. Election will only be confirmed by the favourable vote of the majority at a meeting of the Executive Committee. Subject to the foregoing, the method of voting upon the election of applicants shall be at the sole discretion of the Executive Committee.
- II. The Executive Committee is entitled to refuse an application for membership if it considers that accepting the same would be detrimental to the objects of the Club.

7. Notification of Election or Refusal

Immediately on the election or refusal of an applicant the Membership Secretary shall notify the same to the applicant in writing and shall bring to the applicant's notice the Rules and Bye-laws of the Club. In the event of the refusal of an application by the Executive Committee, the Membership Secretary shall notify such refusal and the reasons for it to the applicant and shall return the amount paid by the applicant under Rule 6.I.

8. Registered Address of Members

The address inserted in an applicant's application form shall, after election to Membership, be deemed to be that member's registered address for all purposes of the Club and all Club notices sent to the said member at such address shall be deemed to have been received by that member unless that member shall have notified any change of address to the Membership Secretary in writing, in which case such new address shall become that member's registered address.

9. Subscription

The Annual Subscription shall be determined by the Executive Committee each year and shall be notified to all members at least 28 days before the date on which such subscriptions are due.

The Executive Committee shall have the power:

- I. To waive or vary on such terms as they may think proper, the subscription payable by any Member in the case of hardship or should it be considered that there is any other special reason for doing so.
- II. To waive the payment by any member elected to membership after Henley Royal Regatta in any year of the whole or part of his subscription until the 1st October that year.

10. Financial Year

The Financial Year of the club shall begin on the 1st of April.

11. Payment of Subscriptions

Annual subscriptions shall be due and payable on 1st October of each year. If members shall fail to pay their Annual Subscriptions within such period as the Executive Committee at their discretion think fit, the Executive Committee may instruct the Membership Secretary to have the defaulting members' names conspicuously posted in the Club premises and those members shall be debarred from all the privileges of the Club until such Annual Subscription be paid.

12. Life Membership

A member who has been a member for an unbroken period of 15 years, after having attained the age of 18 years, and has paid all subscriptions which may have become due during such a period, shall have the option of applying to become a Life Member. The Executive Committee shall maintain and review as needed from time to time a protocol for assessing applications for Life Membership and for determining the one-off fee to be paid and upon payment thereafter shall be liable to no further subscription.

13. Half Members, Junior Members and Student Members ceasing to Qualify

Unless qualified for Junior Membership under Rule 4 every Half Member on ceasing to be qualified as a Half Member, every Junior Member on attaining the age of 18 and every Student Member on attaining the age of 25 years or ceasing to be qualified as a Student Member shall, ipso facto become a Full Member as from the commencement of the ensuing year.

14. Application by other Members for Social Membership

Full, Half, Junior or Student Members wishing to become Social Members must submit their name to the Committee for acceptance as such, but shall be liable for full subscriptions as Full, Half, Junior or Student Members as the case may be in respect of the financial year in which the names have been submitted.

15. Temporary Members

Rule 4(a) notwithstanding, the Executive Committee shall have the power to nominate and elect Temporary Members for a limited period not exceeding 6 weeks, provided that in all cases at least 48 hours shall elapse between the nomination and the election, and the admission of such members to the Club. Members admitted under this Rule shall be entitled, without payment of subscriptions, to the same privileges of the Club as Social Members except those of attending meetings of the Club and shall, save as aforesaid, be subject to the Rules and Bye-laws applicable to members.

16. Resignation of Members

Any member wishing to resign from the Club shall give notice in writing to the Membership Secretary to that effect before 1st October of any year; The Executive Committee shall, however, have power to waive all or part of the subscription of a member wishing to resign after 1st October.

17. Discipline

- a) All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Executive Committee shall ensure that all such complaints are properly investigated and shall meet as soon as possible (but in any case no more than twenty eight days) after the submission of such a complaint to consider the same. The Executive has the power to take disciplinary action against members of the Club, including the termination of membership. The decision of the Executive Committee regarding a complaint and any consequent disciplinary action shall be notified in writing to the complainant and any member identified in the complaint within seven days.

- b) Notice of any appeal against a decision taken in accordance with sub paragraph (a) above must be submitted in writing to the Secretary within fourteen days of the notification of the decision. The Executive Committee shall consider such an appeal within twenty eight days of its submission and notify its decision to the parties involved within seven days.
- c) In case the conduct of any Member either in or out of the Club House or premises shall in the opinion of the Executive Committee, or of any 15 members of the Club who shall certify the same in writing, be injurious to the character and interests of the Club, the Executive Committee shall be empowered to request such Member to resign, and if the



member so requested shall not resign within a month after such request, the Executive Committee shall then call a Special General Meeting, and if a majority of two-thirds of those present vote for the expulsion, such member shall cease to be a Member of the Club.

18. Register of Members

The Membership Secretary shall keep or cause to be kept upon the Club premises a register of the names and addresses of the members and a record of the latest payment of their subscription.

19. Officers, President and Vice Presidents

The Officers of the Club shall consist of a Captain, Honorary Secretary and Honorary Treasurer. A President and Vice-President is not, ex-officio, an Officer of the Club but may be elected as an Officer in accordance with this Rule. All Officers, a President and Vice-Presidents shall be elected by ballot (or in any event of there being only one candidate nominated for any Office, by a show of hands) at the Annual General Meeting in every year after having been proposed and seconded in the prescribed manner, with the exception only of a Vice-President who on election shall continue as Vice-President whilst remaining a member.

Members nominated for any Office must be proposed by one member and seconded by another and their names submitted to the Secretary at least 14 days before the date of the Annual General Meeting. Members nominated as President and Vice-Presidents must be proposed by the Executive Committee and do not require to be seconded. All Members so nominated shall signify their willingness to serve if elected. The names of the candidates nominated, with the names of the proposers and seconders shall be posted at least 7 days (or such time as may be appointed by the Executive Committee) before the Meeting.

An Office may be held jointly by two or more members, and a member may be nominated for and elected to hold more than one Office.

20. Committee

- a) The affairs of the Club shall be managed by a Committee (to be called the Executive Committee) composed of the officers of the Club and the President ex-officio and thirteen Administrative Members to be elected at the Annual General Meeting in every year in the same manner as that prescribed for the election of Officers by Rule 19. The names of the candidates nominated for election as Administrative Members of the executive Committee must be proposed by one member and seconded by another and their names submitted to the Secretary at least 14 days before the Annual General Meeting; Members so nominated must signify their willingness to serve on the Executive Committee if elected.

The names of the candidates nominated shall be posted at least 7 days (or such time as may be appointed by the Executive Committee) before the Meeting. In the case of any casual vacancy caused by resignation or otherwise during the period between one Annual General Meeting and next such Meeting, a member of the Club may be appointed by the Executive Committee to fill the vacancy.

- b) The Vice-Presidents shall be eligible for election to the Executive Committee on the same footing as other members of the Club, and references to `members of the Club` in paragraph "a" of this Rule shall be deemed to include the Vice-Presidents. If it shall



seem especially desirable to the Executive Committee, any Vice President or Vice-Presidents may be invited by the Executive Committee to attend any meeting of such committee, but shall not be entitled to vote thereat.

- c) Supplementary to their responsibilities as Members of the Executive Committee, Members will at the first meeting of the Committee after the Annual General Meeting in any year (the "First Meeting") be allocated one or more of the following Committee Appointments and the responsibilities involved will be defined or otherwise ensure that the duties associated with each Appointment can be properly discharged.

Chairman of the Executive Committee
Safety Adviser
Membership Secretary
Social Secretary
Fund Raising Manager
Communications Manager
Head of Recreational Rowing
Canbury Boathouse Manager
Bar Manager
Fleet Manager
Kingston University Liaison
Kingston Amateur Regatta Liaison
Club Welfare Officer
Kingston Heads Organiser
Without Portfolio 1
Without Portfolio 2

Where the duties involved with a Committee Appointment are beyond the capacity of an individual to discharge, the Executive Committee shall form a standing sub-committee to enable the duties to be discharged. The Appointments 'Without Portfolio' will be assigned to sub-committees. The Executive Committee will appoint assistants to be additional members of sub-committees as required.

Notwithstanding such other responsibilities as may be allocated by the Committee, the duties of the Safety Adviser are as described in Rule 37.

In addition at its First Meeting, the Committee will verify the appointments of a Junior Organiser as described in Rule 36.

- d) The Executive Committee shall have powers to appoint working sub-committees as may be required from time to time and to co-opt any other Members. The Executive Committee may appoint assistants to any of the Club's Officers or Administrative Members.

21. Audits

Before submission to an Annual General Meeting in accordance with Rule 22 the accounts of the Club shall be audited by the Honorary Auditor. Such Auditor shall be appointed by a resolution of the Club held in General Meeting, but one appointed shall hold such office without necessity for annual re-election unless:

- I. The appointed Auditor shall resign office by notice in writing given to the Secretary at least one month prior to any Annual General Meeting.

or

- II. A resolution for removal is passed by a majority of at least two-thirds of the members present at any Annual General Meeting.

22. Annual General Meeting

An Annual General Meeting of the Club shall be held every year at such time and place as the Executive Committee shall appoint, for the purpose of receiving a report of the Club's current activities and a Statement of Accounts for the past Financial Year, and of electing the Officers and the Administrative Members of the Executive Committee for the ensuing year. If any measure not connected with the foregoing shall be intended to be proposed at the Annual General meeting in any year, the same shall be specified in the notice convening such a meeting.

If at an Annual General Meeting a member nominated as an Officer or for election as an Administrative Member of the Executive Committee be not elected or, if insufficient nominations have been received by the prescribed date in accordance with Rules 19 and 20, nominations may be accepted at the Annual General Meeting if it would otherwise result in a vacancy not being filled.

23. Special General Meeting

A Special General Meeting of the Club shall be held whenever required by the Executive Committee or if required by notice in writing signed by not less than 15 members and given to the Secretary. No subject shall be brought up at such meeting which has not been specified on the notice convening the meeting.

24. Notice of Meeting

Not less than six days notice in writing shall be given to all members of the Club of every General Meeting, whether Annual or Special.

25. Chairman

The Chair at every General Meeting shall be taken by the President or otherwise by a Chairman to be elected for the occasion by the Meeting. At its first meeting following the Annual General Meeting in any one year, the Executive Committee shall elect a Chairman to serve until the next Annual General Meeting.

26. Voting

At General Meetings, Full Members, Half Members, Casual Rowing Members, Junior Members, Student Members, Social Members, Coach Members, Cox Members and Life Members shall be entitled to one vote each.

27. Quorum

At General Meetings ten members shall form a Quorum and at Executive Committee meetings three Members shall form a Quorum.

28. Method of Voting

At every General Meeting and at every Executive Committee Meeting the voting shall be by a show of hands (except where these Rules require a Ballot to be taken). Notwithstanding the foregoing, a ballot must be taken if it is demanded by any five members in the case of a General Meeting or by any one member in the case of an Executive Committee Meeting. There shall be no proxy votes.

29. Hours of Opening and Closing

The premises of the Club shall be open and closed at such hours as the Executive Committee shall from time to time determine, not earlier than 6.00 a.m. for opening or later than 12.00 midnight or 45 minutes after the termination of a special Licence Extension for the bar, whichever shall be the later for closing.

The bar may open for the supply of intoxicating liquor at the following times:-

Monday – Saturday	11.00 – 23.00
Sunday and Good Friday	12.00 – 22.30
Christmas Day	12.00 – 15.00

Subject to any special Licence Extension which may be granted from time to time.

30. Admission of Guests

Each member shall be allowed to introduce guests into the Club premises, for whose good behaviour such members shall be responsible, and no guest shall remain upon the premises of the Club after the member by whom the guest has been introduced has left.

31. Repeal or Alteration of Rules

Any repeal or alteration of, or any addition to, these Rules may be effected by a Resolution passed by a majority of two-thirds of the members present at an Annual or Special General Meeting provided that notice of the resolution be given in the notice convening the meeting.

32. Bye-Laws

The Executive Committee shall have the power to make from time to time such Bye-Laws and Regulations consistent with the General Rules of the Club as they shall think necessary, and to amend or repeal such Bye-Laws.

33. Nominations by the Executive Committee

The Executive Committee may nominate a person to be a member and/or Director of any Company, Corporation, Society or Association formed for purposes which include the acquisition of premises, goods or services which may from time to time be necessary or convenient for the proper running of the Club or to further the interests of the Club financially or otherwise. Such nominees shall at all times act in accordance with the policies and on the instructions of the Executive Committee and so doing will be indemnified against any liabilities which they may incur in carrying out their duties. The Executive Committee may at any time request the resignation of any such member or director of such Company, Corporation, Society or Association by giving notice in writing and upon such notice being given the individual (if a member) shall forthwith resign or take all necessary steps to transfer such membership to some other person so nominated or (if a Director) shall forthwith resign such Directorship.

34. Equal Opportunities Policy

The Club follows the British Rowing Model for Equal Opportunities and is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

35. Equity Policy

The Club shall maintain an Equity Policy based on the Sport England definition of sports equity and Sport England guidelines.

36. Child Protection Procedures

The Club accepts and adopts British Rowing's Safeguarding and Protecting Children Procedures and Protection of Vulnerable Adults Procedures and requires all members to observe them as a condition of membership.

In accordance with the British Rowing policy and rules relating to Child Protection procedures the Executive Committee shall appoint: -

- a) A person who has gained one of the British Rowing Coaching Awards as "Junior Organiser", to be responsible for the club's Juniors on a day-to-day basis.
- b) A separate "Welfare Officer" to whom concerns or allegations regarding inappropriate treatment of Juniors can be made. The Welfare Officer will have a duty to understand the requirements of the British Rowing Child Protection Procedures and to act on them as necessary. The Welfare Officer must also ensure that there is a well-established complaints procedure and that parents and children have the relevant information and thus easy access to it.

37. Safety Policy

The Club shall maintain a Safety Policy which will include the KRC Safety and Boating Plan. In addition, the Club accepts and adopts the British Rowing Row Safe Guidance Procedures as set out from time to time by British Rowing, and requires all members to observe them as a condition of membership. If due to the particularities of the Kingston Reach, conflict arises between the KRC Safety and Boating Plan and the British Rowing Row Safe Guidance Procedures, the Executive Committee shall determine and explain any necessary override. The duties of the Club Safety Adviser will be to understand and maintain the Club Safety policy, to advise on its prominent display, its observation and its implementation at all times.

38. Code of Conduct for Coaches

The club accepts and adopts the British Rowing Code of Conduct for Coaches and the Clubmark Code of Conduct for Club Officials and Volunteers.

39. Grievances

An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Chairman. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.

40. Winding up or Dissolution

Winding up or dissolution of the Club shall only occur if agreed by 75% of the members present at a Special General Meeting called for that purpose. If on the winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the remaining members but shall be given or transferred to some other CASC or to a registered charity or to the relevant national governing body for rowing, for use for community sports purposes consistent with the objectives set out in Rule 2.1