

# NORTH WEST ROWING COUNCIL

ESTABLISHED 1967 DRAFT  
CONSTITUTION (2010)

The name of the Rowing Council shall be the North West Rowing Council

## 1 DEFINITIONS

In this constitution the following words and phrases shall have the following meanings:

- 1.1 "British Rowing": shall mean the British Rowing Limited to which Clubs and Events within the North West Region are affiliated
- 1.2 "the Council": shall mean the Regional Rowing Council for the North West Region as constituted under these rules and as referred to in the rules of the British Rowing.
- 1.3 "the Region": shall comprise British Rowing registered Clubs and Events within British Rowing Divisions 3a and 3b as recorded as affiliated from time to time in the records of British Rowing.
- 1.4 "the Divisions": shall mean Divisions 3a and 3b as defined by British Rowing for representation on the British Rowing Council.
- 1.5 "Member Clubs" or "Clubs" or "Members": shall mean those Clubs or Events registered as affiliated to British Rowing from time to time and classified as being in any one of the divisions and shall include Universities, Colleges and Schools so registered.
- 1.6 "Events": shall mean events registered with British Rowing. The definition shall include regattas, Processional Races and Simulated Rowing Events.
- 1.7 "Member/s": shall mean and include Member club/s and Event/s.
- 1.8 A "Representative" shall mean a person who is authorized by a Member Club or Event to speak and vote for the Member at meetings of the Council.

Such a person shall also be a member of the Member Club or Event and must be prepared to produce proof of such appointment if called upon to do so.

## 2 OBJECTS

- 2.1 To promote the sport of rowing in the Region at all levels.
- 2.2 To represent the interests of the Region within British Rowing and to represent the interests of British Rowing within the Region.
- 2.3 To support all Clubs and Events in the achievement of their objectives and in the conduct of their activities within the sport.
- 2.4 To support the development of resources within the region so that they are utilised to the full.

2.5 To support the individuals of the region so that their talents are developed to the full.

2.6 To ensure that no one receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by the conditions or requirements which cannot be shown to be relevant to performance.

### **3 COMPOSITION OF THE COUNCIL**

3.1 The Council shall consist of one representative appointed by each of the Clubs and Events in the Region, the two Divisional Representatives to British Rowing and a President, all elected annually at the Annual General Meeting.

3.2 The President shall be elected in recognition of services to rowing within the region and shall be the chair of the Council.

3.3 All decisions of the Council (excepting constitutional change) shall be decided by a simple majority of those present, the Chair having a second or casting vote. (See Section 8 subsection 8.1 for definition of a Quorum).

3.4 Changes in this Constitution may be made at a General Meeting of the Council by a two thirds majority of a Quorum (See Section 8 subsection 8.1 for definition of a Quorum).

3.5 The Council shall approve the nomination of the Chairman of the Regional Umpires Commission for a term of no more than four years and for no more than two terms, to be appointed in accordance with the rules of British Rowing.

3.6 The Council shall approve the nomination of the other members of the Regional Umpires Commission for a term of four years.

3.7 The Council shall appoint an Honorary Auditor/Examiner (who shall not be an officer of the Council).

### **COMMITTEES AND COMMISSIONS OF THE COUNCIL**

4.1 The objects of the Council shall be discharged through:

- an Executive Committee
- a Regional Coaching Commission
- a Regional Junior Commission
- a Regional Safety Commission
- a Regional Umpires Commission
- a Regional Masters Commission
- a Regional Universities Commission

and such other bodies as from time to time appear necessary.

4.2 The remit of each Committee, Commission and working group shall be determined and reviewed from time to time by the Executive Committee and included in the minutes of the Executive Committee.

## **EXECUTIVE COMMITTEE OF THE COUNCIL**

5.1 Annually at the AGM the Council shall appoint from amongst its members the executive committee which will comprise the following officers:

- a) Chair
- b) Vice-Chair
- c) Honorary Secretary
- d) Honorary Treasurer
- e) Safety Adviser ) attendance
- f) Coaching Commission Chair ) at
- g) Masters Rowing Commission Chair ) all
- h) Recreational Rowing Commission Chair ) meetings
- i) Junior Rowing Commission Chair ) not essential,
- j) The Divisional Representatives (2)
- k) Universities Commission Chair
- l) Regional Umpires Commission Chair
- m) A minimum of two other ordinary members.

5.2 The Chairman of the Regional Umpires Commission is appointed by British Rowing.

5.21 The Chairman of the Regional Coaching Commission is appointed by British Rowing.

5.3 The Divisional Representatives are nominated and elected only by the Members of their respective Divisions.

5.4 The Council and/or the Executive shall have the power to appoint from its Members any person to a new position which it may create or be required to create. Such appointment shall expire at the next Annual General Meeting. Should the position be required permanently then an appropriate constitutional amendment must be approved at that Annual General Meeting.

5.5 As appropriate the members of the Executive shall represent the Council on all National Commissions and Committees established by British Rowing.

5.6 The Executive Committee shall have power to fill casual vacancies and to co-opt non-voting members from within the Council or from bodies associated with the region in any way.

## **COUNCIL MEETINGS AND APPOINTMENTS**

6.1 The Council shall hold an Annual General Meeting no earlier than 30th September and no later than the 30th November in each year.

6.2 At the Annual General Meeting the appointments referred to in paragraphs 3 & 5 above shall be made. Any such appointments not then made or any vacancies thereafter shall be made or filled by the Executive Committee.

6.3 Notice for the Annual General Meeting will be given in writing or electronically, to all members (Clubs and Events) of the Council at least 28 days prior to that meeting. This notice will include an Agenda listing all matters to be considered with relevant papers and a nomination form for the posts of Officers of the Council.

- 6.4 Nominations for Representatives and Officers on the Council shall be notified to the Hon. Secretary by Clubs or Events not less than 2 week before the annual general meeting and require the consent of the person so nominated.
- 6.5 Apart from the Annual General Meeting of the Council all other meeting shall be called Extraordinary General Meetings and shall be held on the written/electronic requisition of the Executive Committee or on the written/ electronic requisition of no fewer than ten members of the Council. The Honorary Secretary shall give written/electronic notice to all Members, of such a meeting, which shall be called within fourteen days of such request giving 28 days notice and specifying the matters to be considered.
- 6.6 Appointments and elections referred to in this Constitution shall be annual, except where otherwise stated, but those appointed or elected may, if eligible, be re-appointed, except where otherwise stated.

## **COMMITTEES - GENERAL**

- 7.1 The Executive Committee shall meet at least six times a year.
- 7.2 The Commissions shall meet no less than two times a year.
- 7.3 The Commissions shall have the power to determine matters within their remit and shall report to both the Executive Committee and to the full Council.
- 7.4 The Commissions may at their discretion establish procedures for the better conduct of their business; such procedures should be approved by the Executive Committee with a copy being deposited with the Secretary of the Council.
- 7.5 Any person who has a financial or other conflict of interest in any matter coming before the Executive Committee or a Commission shall declare such interest immediately the person becomes aware of the matter.

That person shall not be entitled to vote on such a matter.

## **8 QUORUM AND VOTING**

- 8.1 The quorum for meetings of the full Council shall be two fifths or 20, whichever is the greater, of its members.

Before a meeting commences, every Representative present shall declare to the Honorary Secretary of the meeting, whom they represent by signing a proforma / register, of member clubs and events where appropriate.

- 8.2 The quorum for meetings of the Executive shall be seven.
- 8.3 The quorum for meetings of the Commissions shall be three.
- 8.4 All matters at meetings of the Executive and Commissions shall be decided by a simple majority of those present and entitled to vote, with the Chair having a second or casting vote.

## **9 FINANCE**

- 9.1 The Council shall request a subscription payable by the Members to enable it to carry out its objectives. Such subscription shall be determined at the Annual General Meeting of the Council and failure by a Member to pay such a subscription may result in suspension from involvement in the activities and services provided by the Region.
- 9.2 The Council shall have power to refer the suspension of a Club or Event to British Rowing for further consideration and until such time as the subscription and any arrears have been paid in full.
- 9.3 All financial transactions shall be subject to the Financial Procedures in operation at the time, as approved by the Council at each Annual General Meeting.
- 9.4 The Council shall be non-profit making, and any funds, income, or acquired property of the Council shall be applied in pursuance of the above objects or any of one of them. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to Members of the Council.
- 9.5 Reasonable and proper out of pocket expenses incurred in the course of furthering the objects of the Council shall be reimbursed as required.
- 9.6 The Council shall be entitled to solicit and receive financial support from any source but has no powers to enter into any form of borrowing or Loan Agreement without the written agreement of British Rowing under resolution of the British Rowing Executive Committee.
- 9.7 The Council may not take any person into any form of employment or enter into any form of Agreement, financial or otherwise, lasting more than twelve months without the written agreement of British Rowing under resolution of British Rowing Executive Committee.
- 9.8 The Treasurer shall maintain such bank accounts which are considered necessary by the Council. The account(s) shall be in the name of the Council and shall be operated only under the financial procedures of the Council.
- 9.9 The Treasurer shall maintain such Books of Account as are required in order to give a full and complete statement of the financial affairs of the Council. The books shall be audited annually by the appointed Auditors/Examiners and the accounts signed by the Auditors shall be presented to the Annual General Meeting for acceptance.
- 9.10 A copy of the approved audited accounts shall be sent to the Treasurer of British Rowing, no later than six months after the end of the financial year.

## **10 GENERAL**

- 10.1 After adoption by the Council a copy of this Constitution and any subsequent amendments shall be passed to British Rowing.
- 10.2 Any property of the Council shall be vested in the Council for the time being and to this end, the Council may appoint Trustees to hold the assets of the Council and such Trustees shall be appointed or removed by an ordinary resolution of the Council.

- a) Any decision to wind up the affairs of the Council may be made at a General Meeting called for that purpose at which a simple majority shall be sufficient to pass such a resolution.
  - b) Any assets remaining after the satisfaction of debts and liabilities shall be redistributed among the member Clubs and Events of the region.
  - c) Any assets which have been funded by the Lottery or other grants from Public Bodies shall be disposed of in accordance with the funding agreement. In the absence of such agreement, they shall be given or transferred to other voluntary organisations having objects similar to those of the Region in priority to any other assets which shall have been funded by the Region itself or the Clubs and Events.
- 10.3 The secretary shall send a copy of the minutes of the Executive Committee and Council meetings to British Rowing at the same time as they are circulated within the Council.