



RULES

of

BEDFORD ROWING CLUB LIMITED

1. DEFINITIONS AND INTERPRETATION

In these Rules:

- 1.1 'the Act' means the Companies Act 2006 including any statutory modification or re-enactment of it for the time being in force;
- 1.2 'AGM' means an annual general meeting of the members of the Club
- 1.3 'the Articles' means the Articles of Association of the Club as in force from time to time;
- 1.4 'British Rowing' means British Rowing Ltd (company registration number 1706271) or any entity which may replace it as the governing body for the sport of rowing in England;
- 1.5 'the Club' means Bedford Rowing Club Ltd;
- 1.6 'rowing' means and includes sweep-oar rowing, sculling and the use of rowing machines and 'row' and 'rower' shall be construed accordingly;
- 1.7 'Secretary' means the secretary of the Club or any other person appointed to perform the duties of the secretary of the Club, including a joint, assistant or deputy secretary;
- 1.8 unless the context otherwise requires, words or expressions contained in these Rules bear the same meaning as in the Act but excluding any statutory modification not in force when these Rules become binding on the Club;
- 1.9 the masculine includes the feminine and, where appropriate, the singular the plural.
- 1.10 These Rules are subject to the Articles and to the Act. In the event of any inconsistency between these Rules, the Articles and the Act:
 - 1.10.1 the provisions of the Act shall take precedence over the Articles and the Rules;
and
 - 1.10.2 the Articles shall take precedence over these Rules.
- 1.11 'Club Notice board' means any electronic or physical noticeboard under the control of the officers of the club as per [Rule 5.1](#)

2. PURPOSES

The Club is established to advance the objects set out in the Articles.

3. MEMBERSHIP

Open membership and Non-Discrimination

- 3.1 Subject to any limits determined in accordance with [Rule 4.9](#) membership of the Club is open, on application to the Committee, to any individual interested in the amateur sport of rowing regardless of age, gender, disability, race, ethnicity, nationality, sexual orientation, religion or other beliefs or social status.
- 3.2 The Club subscribes to British Rowing's Equity Policy

Categories of Membership

- 3.3 The Club shall have categories of membership as follows:
 - 3.3.1 Full Rowing Membership (which shall be open to persons over the age of 18);
 - 3.3.2 Such other categories as the Committee shall determine from time to time, and which shall be as follows until further such determination:
 - 3.3.3 Family Membership (open to a member of the family of a full rowing member);
 - 3.3.4 Recreational Membership (open to rowers who engage in rowing for recreational purposes from the Club premises only and who shall not compete in any rowing race);
 - 3.3.5 Student Vacation Membership (open to persons engaged in full-time education who do not use any of the Club's facilities during their establishment's term time);
 - 3.3.6 Coxswain/Coach Membership (open to persons who shall participate in rowing only as a coxswain or coach);
 - 3.3.7 Junior Membership (open to persons under the age of 18 at the time their membership begins and whose 19th birthday has not occurred before the next renewal date);

- 3.3.8 Temporary Membership for such duration as the Committee shall consider to be conducive to the Club's purposes (by way of non-exhaustive examples: for the duration of a Learn to Row or other beginners' course, and/or for the duration of a trial period for persons who have not previously been members of the Club other than for the duration of a beginners' course);
- 3.3.9 Honorary Membership (appointed by the Committee for such period as it thinks fit and subject to [Rule 19](#)); and
- 3.3.10 Vice-Presidents elected in accordance with [Rule 5.10](#).

4. RIGHTS AND CONDUCT OF MEMBERS

- 4.1 Student Vacation Members, Temporary Members and Honorary Members are not entitled to vote at general meetings of the Club. Otherwise all adult members and Vice-Presidents shall be entitled to vote at general meetings of the Club. A Junior Member may not vote, but a parent or guardian may cast a vote on the Junior Member's behalf (in addition to any vote to which the parent may be entitled by virtue of his or her own Membership).
- 4.2 The membership year shall run from 1 April to the next following 31 March, and (except in the case of temporary membership) Membership shall be automatically renewed on 1 April in each year unless terminated in accordance with these Rules.
- 4.3 A person may be admitted to membership at any point during the membership year in which case their subscription for the period until the end of that membership year shall be the proportionate part of the annual subscription for that person's category of membership.
- 4.4 Every member (and every parent or guardian of a junior member) must comply with these Rules, the Code of Conduct published by British Rowing and any other code or bye-law adopted by the Club concerning the conduct of persons using any Club facilities or otherwise representing the Club or accompanying any such persons, and shall accept as final any determination by the Committee or British Rowing in respect of such matters.
- 4.5 Except for the necessary business of the Club, or for the purposes of entry on the authority of the Captain at any competition, no member shall cause his or her name

to be published as a member of the Club in any publication without the prior authorisation of the Committee.

- 4.6 A member or another rowing organisation may store a boat at the Club premises with the prior authority of the Captain and on payment of such fee as the Committee may determine.
- 4.7 No member or crew may enter any competition as a representative of the Club without the prior authority of the Captain or his nominee. Competition fees are payable prior to the relevant competition and are non-refundable after the draw has taken place.
- 4.8 Nothing in these Rules shall prevent the Committee from authorising the occasional closure to members of the clubhouse or any part of it for such duration on each such occasion as it considers reasonable whether to facilitate the private hire of any of the Club's facilities, or in the interests of the health and safety of members and others, or otherwise.

Fees and Subscriptions

- 4.9 The Committee may (but is not obliged to) determine that a joining fee shall be payable on admission to membership and in that event shall determine the amount of the joining fee attributable to each category of membership.
- 4.10 The annual subscription attributable to each category of membership shall be determined from time to time by the Committee and shall be payable in full on 1 April in each year (or a proportionate part on admission to membership during the membership year as appropriate) but the Committee may in its discretion allow, in respect of any category of membership or any individual or group of individuals, payment by such instalments as the Committee thinks fit. In setting subscriptions and any joining fee the Committee shall have regard to the need to make membership as widely accessible as is consistent with the requirements to cover the Club's accrued and anticipated costs and to maintain a prudent level of reserves. The Club shall keep subscriptions and any joining fee at levels that will not pose a significant obstacle to people participating.
- 4.11 A member whose subscription or any other liability to the Club has not been paid within one month of the due date shall not be entitled to use any of the Club's facilities until payment is made. The Committee may cause the name of any member with a liability to the Club that is at least two months in arrear to be posted on the Club noticeboard or otherwise publicised to members.

Limits on Membership

- 4.12 The Committee may determine from time to time on a fair and non-discriminatory basis the maximum number of persons in any membership category and shall post any changes to the maximum number in each category in the clubhouse at least 21 days before it is to take effect. A change in the maximum number in any category shall not disadvantage any member already in that category.

Refusal of Membership or Renewal

- 4.13 Notwithstanding [Rule 3](#) the Committee may:
- 4.13.1 Refuse to admit a person to membership on the ground that the facilities of the Club (or those available to the relevant membership category) are insufficient to accommodate more than the pre-existing number of members; or
 - 4.13.2 Refuse to admit a person to membership or to renew the membership of a person who the Committee considers to be guilty of such conduct or to be of such character as to be likely to bring the Club or the sport of rowing into disrepute, or for other good and substantial reason.
- 4.14 The Committee shall provide to the affected applicant or member its reasons in writing for any refusal or termination of membership and that person shall have a right of appeal as set out in [Rules 18.2 to 18.4](#).

5. OFFICERS AND VICE PRESIDENTS

- 5.1 The Officers of the Club are the President, Deputy President, Captain, Secretary, Treasurer, Membership Secretary, Safety Officer, Communications

Officer and no more than two Welfare Officers. In the case of two Welfare Officers they shall not both identify with the same gender.

- 5.2 The Officers must each be proposed, seconded, and elected at a General Meeting in the manner set out in these Rules.
- 5.3 The President shall be proposed by the Committee and elected at an Annual General Meeting (AGM) for the term from the conclusion of that AGM until the conclusion of the fifth next following AGM.
- 5.4 At that AGM (the fifth following the President's election) and at each subsequent AGM until someone else is elected in accordance with [Rule 5.3](#) s/he shall be eligible for re-election until the conclusion of the next following AGM only.
- 5.5 The Deputy President shall be proposed by the Committee and elected at an AGM for a term co-terminous with that of the incoming President elected at that meeting or (if none) with that of the then current President.
- 5.6 The Captain shall be elected at a General Meeting to be held in the month of July and shall hold office from the conclusion of the AGM next following such election until the conclusion of the AGM second following that one, but shall be eligible to seek re-election
- 5.7 All other Officers shall be elected at an AGM and shall hold office from the end of that AGM until the conclusion of the next following AGM but shall be eligible to seek re-election.
- 5.8 The duties of the Officers, all of whom must keep the Committee promptly and properly informed of all their activities material to their respective posts, are:

President

To preside at all general meetings of the Club and at all meetings of the Committee; to guide the administration of the Club in accordance with the Articles, these Rules and any bye-laws made pursuant to them; to represent or arrange the representation of the Club at British Rowing regional level and at meetings of other organisations; to be (ex officio) a member of any other committee of the Club; and to be a director of the Club

Deputy President

To deputise for the President at any meeting which the President is unable to attend; to assist the President in the performance of his other duties; and to be a director of the Club

Captain

To be responsible for training, coaching and the representation of the Club in competitions; and to be a director of the Club. S/he shall have entire control over all matters affecting the composition and management of any crew which rows in a Club boat and the equipment they may use. The Captain may appoint any Vice-Captains he thinks necessary in the interests of the Club, and who shall deputise for him in his absence

Secretary

To organise meetings of the Committee and of the Club; to record minutes of such meetings; to keep records of competitions in which the Club is represented; to conduct such correspondence on behalf of the Club as the Committee may direct; to be responsible for the secure storage of all material documents in the Club's custody; and to be a director of the Club

Treasurer

To be responsible for the collection and disbursement of all moneys belonging to the Club; to keep proper accounting records of all its transactions; to present to the members at each AGM a true income and expenditure account and balance sheet prepared (or reviewed and approved) by an appropriately-qualified professional accountant in compliance with all legal requirements showing the Club's financial position and the results of its transactions for the year; to maintain and (subject to such requirements for additional signatories or otherwise as the Committee may determine from time to time) operate the Club's bank account(s); and to be a director of the Club

PROVIDED that if the elected President, Deputy President, Captain, Secretary or Treasurer shall show to the satisfaction of the Committee good reason why s/he should not serve as a director of the Club (for example that the terms of his or her employment prohibit such service) then the Committee may dispense with that requirement

Membership Secretary

To manage the process of application for membership of the Club; to monitor the payment of any joining fees and of subscriptions; and to report to the Committee all such applications, any resignations and any non-payment of joining fees or subscriptions

Safety Officer

In consultation with the Captain to be responsible for, and to advise the Committee on, matters concerning the safety of the members and others using the Club's facilities, and for the condition of the Club's property insofar as the health or safety of persons may be affected by it; and to manage the Club's adherence to the safety guidance issued by and to serve in the capacity of Safety Advisor required by British Rowing from time to time

Communications Officer

To be responsible for effective communication between the Club and its members, and between the Club and third parties; and for promotion of the Club to the public and within the rowing community

Welfare Officer(s)

To be responsible for, and to advise the Committee on, matters concerning the welfare of the members and others using the Club's facilities and in particular those below the age of majority or otherwise vulnerable; to investigate any relevant concerns raised by any such persons and where appropriate to propose suitable measures to address such concerns

Removal from Office

- 5.9 Any Officer may be removed from office by a vote of no confidence passed by a simple majority at a duly-convened general meeting of the Club provided, first, that at least 21 days' written notice of the resolution stating the grounds for such removal and proposed and seconded by two adult voting members of the Club named in the resolution has been given and, secondly, that the Officer who is the subject of the resolution shall be given a fair opportunity to state his or her case to the meeting.

Vice-Presidents

- 5.10 The Club may, on the recommendation of the Committee in recognition of special or exceptional service to the Club or other exceptional circumstances, elect by members at an AGM one or more Vice-Presidents who shall hold office from the conclusion of that AGM for life. A Vice-President may attend and speak at meetings of the Committee but may not vote at such meetings. A Vice-President may

become a member of the Club in any other applicable category under [Rule 3.3](#) on payment of the appropriate subscription in which event s/he shall be entitled to all of the rights and privileges (but subject to the duties and obligations) of membership in that category. A Vice-President has no duties other than those attaching to ordinary members, and shall not be deemed to be an officer of the Club.

6. COMMITTEE OF MANAGEMENT

- 6.1 In accordance with the Articles the directors of the Club may exercise all the powers that may be exercised by the Club and to that end have established the Committee to conduct the general business of the Club; to regulate its internal management; to enforce these Rules; to make such bye-laws as the Committee thinks necessary for those purposes and for the conduct of members and others using Club facilities or having dealings with the Club; and generally to do all things the Committee considers necessary or desirable to advance the objects of the Club in accordance with the Articles.
- 6.2 The Committee consists of the Officers and two other elected Committee Members.
- 6.3 Four Members (of whom at least two are Officers) constitute a quorum of the Committee.

7. ELECTION OF COMMITTEE

Election of Members to the Committee must take place in the following manner:

- 7.1 Any two voting Members of the Club may nominate any other voting Member to serve on the Committee for a period from the conclusion of the AGM at which they are elected until the conclusion of the next following AGM.
- 7.2 The Secretary shall post notice of invitation for nominations to serve on the Committee on the club notice board at least 28 days before the General Meeting at which the election is to take place. Notice of the name of each Member nominated must be sent to the Secretary in writing at least 21 days before that General Meeting. Such notice must be signed by the candidate's proposer and seconder

(each being a voting Member) and incorporate the candidate's consent to serve, signed by the candidate.

- 7.3 At least 14 days before the General Meeting the Secretary shall post on the Club notice board in alphabetical order the names of the candidates for election, and the office for which they are seeking election, together with the names of their proposers and seconders.
- 7.4 In the event of more than one candidate being nominated for the same office, the Secretary shall organise a secret ballot.
- 7.5 All voting Members present shall be entitled to vote for up to the maximum number of vacancies.
- 7.6 On the conclusion of the ballot the Secretary shall appoint two tellers to count the votes.
- 7.7 The candidate with the most votes shall be elected to the office for which they are standing.
- 7.8 In the event of a tie for the vacancy, and there being no agreement among the candidates, the matter shall be decided on the toss of a coin.
- 7.9 If insufficient candidates are nominated to reach the maximum, no further steps shall be taken at the Annual General Meeting, but the Committee shall, at its first meeting, determine whether to operate below its maximum size, or to seek co-options.
- 7.10 In the event that the Committee decides to seek co-options, it may co-opt Members. Such co-options shall be subject to the same conditions as those specified in [Rule 8](#), Casual Vacancies, below.
- 7.11 6.11 The members of the Committee shall retire at the conclusion of the AGM at the expiry of their elected term, but (except as provided in [Rule 5.3](#) in the case of the President) shall be eligible to seek re-election.

8. CASUAL VACANCIES

- 8.1 Any casual vacancy on the Committee may be filled by the Committee, but the Member so co-opted shall have no voting rights.
- 8.2 Any Member chosen to fill a casual vacancy must retire at the next following AGM, but is eligible as a candidate for election at that meeting.

9. DELEGATION

- 9.1 The Committee may, from its own numbers, appoint sub-committees and depute to them such powers and duties as it may determine.
- 9.2 The terms of reference of such sub-committees shall be approved by the Committee.
- 9.3 Any sub-committee shall be quorate given the attendance of a sub-committee member who is also an elected Committee member, and at least one other member of the sub-committee.

10. POWERS OF THE COMMITTEE

The Committee, in addition to the powers specifically conferred on it by the Articles and by these Rules, has the control of the finances of the Club, power to engage, control and dismiss Club staff, and all administrative powers necessary to carry out the objects of the Club in accordance with the Articles and these Rules.

11. GRIEVANCE AND DISCIPLINARY PROCEDURES

- 11.1 An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the President. 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.
- 11.2 No member may reprimand an employee of the Club or any of its contractors, except with the authority of the Committee.

12. EQUAL OPPORTUNITIES POLICY

The Club 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.

13. CHILD PROTECTION

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.

14. ACCOUNTANTS

- 14.1 The Committee must annually ensure that the accounts of the Club are prepared, and engage a firm of accountants to review those annual accounts.
- 14.2 The Treasurer must propose the appointment of accountants to a General Meeting for approval whenever such approval is required by law.

15. ELECTION OF MEMBERS

- 15.1 A person (being an individual and not a body corporate) may apply for membership of the Club in the appropriate category in such form as the Committee shall determine. In the case of junior membership the Committee may require that the application form be signed by the applicant's parent or guardian taking responsibility for the applicant's adherence to these Rules and to the Club's policies and procedures
- 15.2 On the election of a new Member the Membership Secretary must notify him or her in writing, supply a copy of these Rules, present an invoice for the relevant joining fee (if any) and subscription, and inform the new Member of any temporary or initial conditions that the Committee has attached to his or her membership.

16. PAYMENT OF SUBSCRIPTIONS

- 16.1** All subscriptions are payable without demand, in full and in advance by the first day of the relevant membership year. This may be by payment directly to the Club or by means of setting up a direct debit arrangement or banker's standing order or (if approved by the Committee) . Any Member who has not paid within one month of the due date or met any requirements under [Rule 4.10](#) for payment by instalments shall be deemed to have resigned unless they can provide an explanation satisfactory to the Committee.
- 16.2** The Committee shall have discretion on a case-by-case basis, to reduce or remit subscriptions for any individual but may use that discretion only in exceptional circumstances.

17. RESIGNATIONS

- 17.1** A Member may at any time, by giving notice in writing to the Membership Secretary, resign his or her membership of the Club. The Member, whatever their mode of payment, shall remain liable for any portion of the annual subscription or joining fee unpaid at the time of resignation.
- 17.2** Any Member who, having resigned and discharged all liabilities to the Club, wishes to rejoin, may, at the discretion of the Committee, be excused of all or a proportion of any joining fee.

18. EXPULSION AND SUSPENSION

18.1 A Member may be expelled from the Club if:-

18.1.1 A written notice signed by five Members and detailing the circumstances is sent to the Secretary; and

18.1.2 the Secretary communicates with the named Member, so that he or she may have the opportunity to explain themselves or withdraw from the Club; and

18.1.3 in the event of their not withdrawing, a meeting of the Committee is convened at which the named Member shall have the right to appear and to put their case; and

18.1.4 in a secret ballot two thirds of the Committee present and voting shall vote for the expulsion.

18.2 In such case, the expelled Member shall have the right to appeal to a general meeting convened with 21 days' notice as in [Rule 21](#) below solely to consider the expulsion.

18.3 At the general meeting the Secretary shall report the nature of the complaint and the findings of the Committee. The expelled Member shall then be given the opportunity to put his or her case. Without further discussion or questioning, the meeting shall be asked to confirm the expulsion by a simple majority of those present and voting. If the expulsion is not confirmed, the Member shall be reinstated.

18.4 Any Member so expelled will forfeit all rights to or claims on the Club or its property or funds that he or she might have had by reason of membership, and remains liable for any fees, subscription, or other costs outstanding at the time.

18.5 No Member expelled from the Club shall be eligible for re-election at any future date.

18.6 A member may be suspended from the Club for a period not exceeding six months if:

18.6.1 a written notice signed by five Members detailing the circumstances is sent to the Secretary; and

18.6.2 the Secretary communicates with the named Member, so that he or she may have the opportunity to explain themselves or withdraw from the Club; and

18.6.3 in the event of their not withdrawing that a meeting of the Committee is convened at which the named Member shall have the right to appear and to put their case; and

18.6.4 the Committee having determined that the issue, whilst not serious enough to warrant expulsion, should merit suspension, in a secret ballot two thirds of the Committee present and voting shall vote for exclusion for a specific period of time, not exceeding six months.

18.7 In the case of suspension, the Member shall have no right of appeal to a general meeting.

18.8 A suspended Member shall be barred from the Club premises, and from meetings of the Club for the period of suspension, but shall remain liable for all outstanding joining fees or subscriptions.

19. HONORARY MEMBERS

The category of Honorary Member is created to allow members of other Rowing Clubs to enjoy the benefits of the clubhouse and facilities of the Club, and to encourage potential members. This category is not a substitute for Membership with its rights and responsibilities, and where, in the judgement of the Committee, it is being used as a substitute for Membership, the Honorary Member should be encouraged to join in one of the other categories of Membership, failing which their access to the Clubhouse and other facilities of the Club shall be withdrawn.

20. ANNUAL GENERAL MEETING

20.1 The Annual General Meeting of the Club must be held each year at a time and place determined by the Committee and in accordance with the Act and the Articles. It shall be chaired by the President or, in his or her absence, by the Deputy President or, in the absence of both the President and his Deputy, by the Captain.

20.2 After the specified business has been transacted (which shall not include the item Any Other Business), the chairperson shall close the AGM, and shall conduct an Open Forum, at which Members present may raise any issue or concern that they wish to be addressed by the Committee during the forthcoming year.

21. SPECIAL GENERAL MEETING

The Articles provide for the calling of a Special General Meeting. Additionally, the Committee must call a Special General Meeting at the written request of a Member who has been expelled from the Club by the Committee, and desires to appeal to a Special General Meeting.

22. NOTICE OF MEETING

- 22.1 In the case of the Annual General Meeting, written notification to e-mail address or club standard communication as recorded in the Club's register must be sent to every Member with at least 14 days' notice, specifying the nature of the business to be transacted, the Club accounts for the year in question and the date time and place of the meeting.
- 22.2 In the case of a Special General Meeting, arrangements for notifying members are as for the Annual General Meeting in [Rule 20.1](#) above. Where an election is to take place, the timescales governing elections at General Meetings (see [Rules 7.2 and 7.3](#)) shall apply.

23. BYELAWS

- 23.1 The Committee may make, repeal and amend any byelaws it may from time to time consider necessary for the wellbeing of the Club.
- 23.2 Byelaws, repeals and amendments have effect until otherwise determined by the Committee or a general meeting, where a simple majority of those present and voting shall suffice.
- 23.3 No byelaw may conflict with the Rules of Bedford Rowing Club or the Articles.
- 23.4 A copy of the byelaws current at any time shall be posted on the Club notice board(s) for the reference of any Member.

24. CLUB PROPERTY

- 24.1 No Member may, without express permission of the Committee or (in the case of any boat or rowing equipment) the Captain take away any property of the Club from

the Clubhouse, or permit it to be taken away, or injure or destroy any property, or permit it to be injured or destroyed.

- 24.2 The Club shall not make a distribution of any surplus or assets save in accordance with the Articles.

25. SALE OF INTOXICATING LIQUORS

No person under the age of 18 may buy or consume alcoholic liquor on Club premises.

26. NOTICES

No notice may be exhibited on any Club notice board except by a member of the Committee in pursuance of their official duties, or by a Member of the Club or a visitor to the Club with the permission of, and through the agency of the Secretary.

27. PAYMENT OF EXPENSES

Members are responsible for ensuring, before leaving, that all expenses in the Clubhouse incurred by themselves or their guests have been fully paid.

28. ADDRESSES OF MEMBERS TO BE REGISTERED

- 28.1 It is the responsibility of every Member to ensure at all times that the Secretary has an accurate record of email address, for the purpose of communication.
- 28.2 Every Member must provide a valid email address to which the Club may send any notice required by these Rules to be given to him/her or to the Members (or to any category or categories of Members) at large. Any such notice shall be deemed to have been received by the relevant member when it is sent by the Secretary or any other member of the Committee. Failure to receive such notice shall not invalidate it.

29. SMOKING POLICY

No-one may smoke on the Club's premises (except in any area designated for the purpose by the Committee) or when representing the Club elsewhere.

30. MEMBERS BOUND BY RULES

Every Member is bound by these Rules and any byelaws, policies and procedures adopted by the Club.

31. DISSOLUTION

The Club shall not be dissolved except in accordance with the Articles.