



# Burton Regatta Association Constitution

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## Rule 1 - Name

The name of the Association shall be “Burton Regatta Association”, hereinafter known as ‘the Association’.

## Rule 2 - Object

The objects of the Association shall be:

- a) To organise rowing competition in Burton upon Trent under the rules of *British Rowing*.
- b) To offer the trophies in the possession of or under the control of the Association for competition at local rowing events.
- c) To support Rowing in Burton upon Trent along the following lines;
  - Financially by disbursement of surplus funds to the Local Clubs (as defined within Rule No. 5 below) or other Amateur Rowing organisations at the discretion of the Association Management Committee.
  - By shared usage of its assets and equipment.
  - By providing a competitive platform to assist the development of rowing in the region.

## Rule 3 - Equal Opportunities Policy

The Association 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.

## Rule 4 - Child Protection Procedures

The Association 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.

## Rule 5 – Membership Type

The Burton Regatta Association shall consist of the following categories of membership:

- Corporate Members
- Individual Members
- Honorary Life Members as defined within Rule No. 14

Corporate Members shall mean bodies of persons whether incorporated under statute or not incorporated.

Any *British Rowing* Affiliated Club with headquarters on the River Trent within East Staffordshire shall automatically be deemed to be an Honorary Corporate Member of the Association without a requirement to pay any subscription. Any such club may resign its

membership of the Association, but should be invited to re-join on an annual basis following the Association's AGM each year. These Rowing Clubs are hereinafter termed 'Local Clubs'.

## Rule 6 – Application for membership

- a) New Individual or Corporate Members shall apply for membership of the Association on Membership Application Forms provided. Such applications will be submitted to the Honorary Secretary together with the Membership subscription for the time being and shall subsequently be approved by the Management Committee.
- b) Membership of the Association shall be open to anyone interested in the sport of rowing, on application, in accordance with the Association's Equal Opportunities Policy.
- c) The Association may have different classes of membership and subscription on a non-discriminatory and fair basis. The Association will keep subscriptions at levels that will not pose a significant obstacle to people joining the organisation.
- d) Applicants for membership and members renewing their membership agree to abide by the Rules and Regulations of the Association and the sport of Rowing.
- e) If it is considered by the Association Management Committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Association, by virtue of conduct or character likely to bring the Association or the sport of Rowing into disrepute or for some other similar good cause, the Association Management Committee shall be entitled to refuse or withdraw such membership. In doing so the committee shall provide full reasons for their decision and grant a right of Appeal to the member/prospective member.

## Rule 7 – Restriction of Membership

A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership of the Association.

## Rule 8 - Subscriptions

The rates of Annual Subscription shall be determined by the members at the Annual General Meeting and shall become due when membership is accepted and, thereafter, on or before 1<sup>st</sup> January each year.

## Rule 9 – Management Committee

The Management of the Association shall be entrusted to a Management Committee which shall comprise:

- a) The President
- b) Any number of Vice Presidents who will be ex-officio members of the Management Committee and as such may speak at any meeting but do not carry a vote.

- c) The Chairman of the Management Committee
- d) The Honorary Treasurer
- e) The Honorary Secretary
- f) Elected Committee Members – four Committee Members who shall be elected at the Annual General Meeting.
- g) Nominated Committee Members – the Chairman and Captain of each Local Club as defined in Rule No. 5 above will automatically be considered Nominated Committee Members. Additionally, each Local Club may nominate a maximum of 2 persons to serve as Nominated Committee Members. Nominated Committee Members shall have equal voting rights to other Committee Members. They may also deputise another member of their Club to act in their absence should they not be able to attend meetings. Should the Chairman or Captain of any Local Club be elected into one of the other management committee positions they may nominate a deputy to fill their Nominated Committee Member position.

Committee members do not necessarily need to be members of the Association, but it should be noted that if they are not members they will not have the ability to vote at General Meetings. However, in the event of a Committee Member who is not a member of the Association being elected to accept the Chair at a General Meeting they shall have the casting vote in the case of a tie in any vote.

## Rule 10 – Election of Officers

The Officers and Elected Committee Members listed within Rule No. 6 (a, b, c, d, e & f) above, and the Honorary Auditor, shall all be elected by Individual Members and representatives of Corporate Members at the Annual General Meeting. The Management Committee shall have power to fill any vacancy in the office of Chairman of the Management Committee, Honorary Treasurer, Honorary Secretary or Elected Committee Members which may occur until the next Annual General Meeting.

## Rule 11 – Management Committee meetings

The Committee shall meet at least twice a year and in the absence of the Chairman of the Management Committee a Chairman for that meeting only shall be elected from those in attendance. The presiding Chairman shall have a second and casting vote.

Six members of the Management Committee shall constitute a quorum.

## Rule 12 – Management

The Management Committee shall have power to co-opt a maximum of three ex-officio Members on a simple majority vote to serve on the Committee until the next Annual General Meeting. Such ex-officio Members shall not have voting rights on the Management Committee.

## Rule 13 - Roles and Responsibilities

The Management Committee will have the power to appoint the following Officers as it sees fit:

- a) Event Safety Advisor – will advise to ensure that the Association complies with British Rowing guidelines and general good safety practice.
- b) Event Welfare Officer – will ensure the Association complies with the policy, procedures and general good practice relating to Child Protection and the Protection of Adults at Risk as set out by British Rowing.
- c) Delegate to British Rowing - will represent the Association at meetings of and in communications with East Midlands Regional Rowing Council, and in event related communication with *British Rowing*. The delegate will carry the authority to vote on behalf of the Association. The delegate may deputise another member of the Association to speak and vote on their behalf should they be unable to attend Regional Council meetings.

## Rule 14 - Trustees

There shall be elected at the first Annual General Meeting after the adoption of these rules not more than four nor less than two Trustees. The property of the Association (other than cash or money in current account at the Bank) shall be vested in them to be dealt with by them as the Management Committee shall from time to time direct by resolution. The Trustees shall be indemnified against risk and expense out of the Association's property and shall hold office until death or resignation or until removed from office by a resolution of the Committee. Any vacancy in or any new appointments to the office of Trustee shall be filled or made at a General Meeting.

## Rule 15 – Honorary Auditor

The Honorary Auditor shall be elected at the Annual General Meeting. The Honorary Auditor shall audit the Association's accounts not less than 14 days before the next Annual General Meeting. Any casual vacancy in the office of Honorary Auditor shall be filled by the Management Committee.

## Rule 16 - Accounts

The current account of the Association shall be kept at any banking establishment as the Committee may from time to time decide, and all monies received by the Association shall be deposited therein. Withdrawals from the said account shall be by cheque signed by any two of the three officers of the Association. The Honorary Treasurer may be authorised to make payments on behalf of the Association by telephone or online banking and such payments should subsequently be verified by a second officer of the Association.

## Rule 17 – Honorary Life Members

The Association, at an Annual General Meeting, shall have power to elect as Honorary Life Member, without further subscription, any Member who has rendered distinguished service to the Association or to Rowing in Burton upon Trent or to Rowing generally. Nominations

for Honorary Life Membership shall be submitted to the Management Committee for approval, and subject to such approval, shall be properly notified to the Members in the notice convening the meeting.

## Rule 18 – General Meetings

The Annual General Meeting of the Association shall be held in the month of November, or as near as practicable to that month to transact the following business:

- a. To receive from the Committee a Report, Balance Sheet, Statement of Accounts and Auditors' Report, and to take such action thereon as may be thought fit.
  - b. To elect the President, Vice Presidents, Chairman of the Committee, Honorary Treasurer, Honorary Secretary, Honorary Auditors and eight Members of the Committee for the ensuing year.
  - c. To consider any other matter of which notice shall have been properly given in the notice summoning the meeting
- I) Ten days at least before any General Meeting, the Honorary Secretary shall send to every Member of the Association a notice of the Meeting and of the business to be transacted thereat and such notice in the case of the Annual General Meeting shall be accompanied by the Committee's report for the year and a copy of the Statement of Account and the Honorary Auditors' report thereon.
  - II) The Honorary Secretary shall call a Special General Meeting in the manner specified for an Annual General Meeting on being required to do so by the Committee or on receipt of a requisition signed by not less than ten Members stating the purposes for which the Meeting is required.
  - III) At all Annual General Meetings of the Association the Mayor of Burton upon Trent for the time being, or in his or her absence the President of the Association, or in his absence, a Member elected by the meeting shall take the chair. At Special General Meetings, the President of the Association, or in his absence, a Member elected by the meeting shall take the chair.
  - IV) Subject to the exception herein mentioned every Vice President, Corporate Member, Individual Member and Honorary Life Member present (or in the case of a Corporate Member, a representative nominated in writing) shall be entitled to one vote upon every motion and in the case of an equality of votes the Chairman shall have a second or casting vote. No person present at a General Meeting shall have more than one vote with the exception of the Chairman as mentioned herein.
  - V) The Nominated members of each Local Club, as defined in Rule No. 5 above, shall have one vote each at any General meeting.

## Rule 19 - Dissolution

- a) A resolution requesting dissolution of the Association may be passed at General Meeting by a two thirds majority of the members present.

- b) A Special General Meeting should then be called no less than six weeks later, with four weeks written notice given to each member advising that the resolution to dissolve the Association would be tabled at the proposed meeting.
- c) Not less than one half of the current Members of the Association must be present at the Special General Meeting for the resolution to dissolve the Association to be discussed. Dissolution of the Association shall be confirmed by a resolution passed by a majority of two thirds of the Members present.

If a resolution for the dissolution of the Association is passed:

- I) The Management Committee shall immediately, or at such future date as shall be specified at such resolution, realise any property of the Association.
- II) Any trophies in the ownership of the Association should be transferred to the Charter Trustees of the local authority in Burton upon Trent.
- III) After the discharge of any liabilities, any monies held by the Association should be paid equally between the Local Clubs as defined in Rule No. 5 above.
- IV) On the completion of such realisation, transfer and payment, the association shall be dissolved.

## Rule 20 – Alteration of these Rules

These rules shall not be altered or repealed except by resolution at a General Meeting. In the notice summoning the Meeting the nature of the alteration or repeal should be set out. A resolution to give effect to a change must be passed by at least two-thirds of the Members present at the General Meeting who are eligible to vote.

