

CONSTITUTION
OF
TROON COASTAL ROWING CLUB

1. MEANINGS OF WORDS AND PHRASES

“AGM” is an annual general meeting convened in accordance with this Constitution;

“Affiliate” means an affiliated organisation in terms of clause 5.4;

“Assets of the Club” means each St Ayles Skiff, and all clothing, equipment or other items used by the Club in connection with its activities, except items leased or borrowed from third parties but including items purchased or donated, and “asset of the Club” means any one of the assets of the Club;

“Club” means Troon Coastal Rowing Club;

“Committee” means the committee of Members formed in accordance with this Constitution;

“Member” means a member of the Club;

“Office Bearer” means a member of the Committee who holds of any of the offices of Chair, Secretary and Treasurer of the Club;

“Rules” means this Constitution as amended from time to time in accordance with its terms;

“Troon community” means the community comprising the town of Troon and areas and communities near to Troon.

2. OWNERSHIP OF “MARR VOYAGER” & FUTURE BOATS

The St Ayles skiff constructed at Troon and named “Marr Voyager” is an asset of the Club, and all Members who may have contributed funds, materials or other support to the construction of the skiff agree that the completed skiff and related equipment is an asset of the Club. Any other boats constructed, or otherwise acquired, by the club and its Members shall also be considered assets of the Club

3. OBJECTIVE

The Club will promote and encourage coastal rowing within the Troon community.

4. ACHIEVEMENT OF OBJECTIVE

The Club will work to achieve its objective by such means as it considers are appropriate, for example by:

- Providing information about coastal rowing to local schools and other organisations;
- Liaising with the Scottish Coastal Rowing Association to share in best practice and current information;

- Publicising the activities of the Club;
- Providing coaching and making its boat or boats available for educational or training purposes, in particular among young people in the Troon community;
- Promotion of good and safe practice in coastal rowing and other marine activities;
- Participation in competitions and rowing events

5. **MEMBERSHIP & AFFILIATES**

1. Membership is open to all, regardless of age, sex, race, ability or disability, political or religious affiliation or belief, or any other matter
2. Admission to the Club will be by application, in such form as the Committee requires, and approval by the Committee;
3. The Club may adopt, at any AGM, a group membership policy on such terms as the Committee may propose and the AGM approves;
4. The Committee may agree terms as it considers appropriate with any organisation or body for affiliation to the Club including rights to use a boat or boats, and/or other equipment, subject to the affiliation being consistent with the Objective of the Club.

6. **EQUALITIES POLICY & PROTECTION OF VULNERABLE GROUPS**

1. The Club is committed to ensuring that all Members are treated fairly and equally in all the activities of the Club. It will not tolerate discrimination among Members based on race, religion, disability, gender, sexual orientation or any other matter. The Committee will ensure this policy is understood and given effect by all Members, and will ensure that any affiliate or group member recognises this policy.
2. The Club is committed to ensuring appropriate protection of children and other vulnerable groups. Members will adhere to a Child Protection Policy, approved by the Committee, and any relevant regulations, procedures or legislation relating to the safeguarding of children and other vulnerable groups, during Club activities.

7. **MANAGEMENT**

1. The Club shall be managed by a Committee consisting of the Office Bearers and between five and eight other members;
2. One half in number of the Committee, including one Office Bearer shall be a quorum for Committee meetings;
3. The Committee may delegate any function to one of its number, other than the functions of the Office Bearers which may only be delegated in the circumstances outlined below. For example, it may appoint a Membership Officer to deal with and approve applications for membership and related matters. Every delegate will be subject to the supervision of the Committee. The functions of an Office Bearer may only be delegated in the event of a vacancy (as described in section 8.4) or an Office Bearer requiring a temporary leave

of absence due to illness or similar. In such circumstances, the functions of an Office Bearer may be delegated for a period of no more than 12 weeks, at which time that delegation must be re-approved by the Committee;

3.1. The Committee may assign the following specific roles to any one of its number, including Office Bearers, with each role subject to the supervision of the Committee: i) Regatta Officer, ii) Training Officer, iii) Fundraising Officer, iv) Communications Officer. Further roles specific to elements of the Club's activities may be identified and allocated as the Committee sees fit.

4. The Committee shall meet as frequently as it considers necessary, but at least quarterly;
5. The Chair shall preside at all Committee meetings at which he or she is present, and otherwise the meeting shall determine which of the other Office Bearers should take the chair;
6. The Chair shall have a casting vote in relation to any matter.
7. At any time following their retirement from the Committee, any former Member of the Committee having served a minimum of 5 years, including at least one term as an Office Bearer, shall be eligible to be appointed Honorary President by the Club. Such appointments will be made by a vote of the Club at an AGM on the recommendation of the Committee. If appointed, an Honorary President will retain the title for the duration of their Membership unless a subsequent proposal to remove the title is passed by the Club.

8. **AGM, OFFICE BEARERS AND COMMITTEE MEMBERS**

1. The AGM will be held annually, (once in each calendar year), on such date as the Committee may determine. The AGM shall be convened by the Secretary (or if he or she cannot do so another Office Bearer) in writing to each Member, including a copy of the Agenda and a request for any member who wishes to be a candidate for election to Office or to the Committee to declare their interest in writing to the Secretary (or another specified Office Bearer) prior to the AGM. Notice will be given at least three weeks before the AGM.
2. Effective at and after the 2021 AGM, Office Bearers and Committee Members shall serve for one year from the date of the AGM and shall thereafter be eligible for re-election at the next AGM, up to a maximum of three consecutive years. At any AGM a majority of those eligible to vote may permit the continuation of any Office Bearer or Committee member despite the foregoing provisions.
3. Voting for candidates for Office Bearers and other Committee Members shall be at the AGM. Any Member may give the Chair a proxy vote in writing no later than one week before the AGM. All decisions shall be by majority vote of those present and granters of proxy, but any amendment of the Rules must be approved by a two-thirds majority of those present or voting by proxy. Voting shall be by show of hands or such other method as the Committee may decide, and each Member shall have one vote.
4. In the case of a vacancy occurring during the year among the members of the Committee, with the exception of the Office Bearer positions, the Committee shall be entitled to fill such a vacancy by co-opting a suitable Member of the Club. In the case of a vacancy

among the Office Bearers, only current elected members of the Committee may be appointed to fill the role. A Member co-opted to the Committee may not become an Office Bearer. Any Member so appointed may hold office until the next Annual General Meeting but may then be elected to that position.

5. Any Office Bearer or member of the Committee may be removed at any time by a majority of two-thirds of the Members voting at a Special General Meeting.
6. The Secretary or, if he or she cannot do so, another Office Bearer shall convene all meetings of the Club and Committee. The Secretary shall keep or, cause to be kept, full and correct Minutes of all proceedings to be tabled and approved at the succeeding Committee meeting.
7. A Special General Meeting of the Club may be called at any time (a) by the Secretary, on the instructions of the Committee, (b) on a written requisition signed by one-third of the Members and stating the object for which the meeting is desired. On receipt of such a requisition from those Members, the Secretary will give notice of the meeting in the same manner as for an AGM, and the Meeting shall be held as soon as reasonably possible but in any case within one month following the date of notice.
8. At all meetings of the Club one-third of the Members shall form a quorum. A quorum must be present throughout the meeting. The Chair shall preside at all meetings of the Club and in his or her absence the Meeting shall elect a Chair to conduct the meeting.
9. The Chair of any Club meeting shall have a casting vote.

9. **FINANCE**

1. The Treasurer shall receive and disburse all monies. The Treasurer may disburse funds without Committee approval but any disbursement of more than £100 must be approved in writing by the Chair. All such disbursements exceeding £100 shall be reported to the next Committee meeting. The Treasurer shall keep correct accounts and books showing the financial affairs of the Club, which shall be subject to an annual audit by an independent and suitably qualified person. That person shall be appointed on a proposal by the Committee at the Annual General Meeting of the Club. A copy of the audited accounts will be made available to Members with the notice of the Annual General Meeting.
2. A bank account shall be kept in the name of the Club in a bank selected by the Committee. Cheques shall be signed by any two of the Chair, Treasurer and Secretary, and any other form of payment shall be authorised in such reasonably equivalent manner as the Committee may decide.
3. A subscription, decided annually at the AGM, shall be payable by each Member. The Treasurer or, if appointed the Membership Officer, shall be responsible for maintaining a register of the Members of the Club, and for sending subscription notices to Members as soon as practicable after the AGM. Any appointed Membership Officer will liaise with the Treasurer concerning the receipt, acknowledgement and banking of subscriptions. The Treasurer or his nominee shall deposit all monies received in the Club bank account.

4. The financial year of the Club shall commence on 1st October and end on 30th September in each year, or otherwise as agreed at an AGM.
5. The Committee shall have the power to borrow money, up to a limit approved at an AGM. No security may be granted over any asset of the Club.
6. The Committee may seek and obtain funds for the Club, including grant finance or sponsorship of the Club, on such terms as the Committee considers appropriate.
7. If any Committee member incurs personal liability in connection with any lawfully incurred debt of the Club he or she shall be indemnified out of the assets of the Club, or if necessary by the Members in equal shares.

10. **PROPERTY DISSOLUTION**

1. The whole assets of the Club including "Marr Voyager" and subsequent boats belong to the Members, subject to the powers of the Committee in terms of the Rules.
2. The Club may be wound up if (a) the Committee, on advice from the Club's auditor or other suitably qualified person, determines that the Club is insolvent, (b) if so decided at an AGM or Special General Meeting.
3. Should the Club be wound up, its assets will be applied to meet its liabilities, and any remaining assets will be donated to kindred clubs or associations as decided by the Members or, failing that, by the Committee.

11. **EXPULSION OF MEMBERS**

Any Member who fails to pay his or her subscription within 28 days after issue of a subscription notice, or who is in breach of the Rules, or otherwise acts in a way which brings, or may bring the Club into disrepute, may be expelled from the Club by the Committee, but any expelled member shall have the right to appeal against that decision at a Special General Meeting convened in accordance with the Rules.

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