



## CONSTITUTION OF THE NORTHERN ROWING COUNCIL

The name of the Rowing Council shall be the Northern Rowing Council ("the Council")

### 1. DEFINITIONS

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

- 1.1 Affiliated Member shall mean any member of British Rowing as defined in Article 8(ii) of the Articles of British Rowing.
- 1.2 "British Rowing": shall mean British Rowing Limited, the National Governing Body for the sport of Rowing, to which Clubs and Events within the Northern Region are affiliated
- 1.3 "the Council": shall mean the Regional Rowing Council for the Northern Region as constituted under these rules and as referred to in the rules of British Rowing.
- 1.4 "the Division": shall mean Division 1 as defined by British Rowing for representation on the British Rowing Council.
- 1.5 "Events": shall mean events registered with British Rowing. The definition shall include Regattas, processional and Simulated Rowing Events but not private matches
- 1.6 "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 Division 1 and shall include Universities, Colleges and Schools so registered.
- 1.7 "Member/s" shall mean and include a Member Club/s and Event/s
- 1.8 A "Member Representative" shall mean a person who is authorised 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 and membership if called upon to do so.
- 1.9 "the Region": shall comprise Division 1 and Clubs and Events within the Division as recorded as affiliated to British Rowing from time to time in the records of British Rowing.
- 1.10 "the Regional Chairman" shall mean the Chairman of the Regional Rowing Council, who shall represent the Region on the Council of British Rowing
- 1.11 "the Regional Representative(s)" shall mean the person(s) elected to represent the Region on the Council of British Rowing who is not the Regional Chairman.
- 1.12 "Masculine" shall be deemed to include the feminine and vice-versa, except where the contrary appears.



## **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 Members in the achievement of their objectives and in the conduct of their activities within the sport and to ensure that the talents and resources of all Members of the Council are utilised to the full and that no one receives less favourable treatment on any grounds which cannot be shown to be relevant to performance, in accordance with British Rowing's Equity Policy
- 2.4 To conduct all business and activities in the Region in accordance with best practice guidance and procedures applicable to the voluntary sector.

## **3. COMPOSITION AND POWERS OF THE COUNCIL**

- 3.1 The Council shall consist of one representative appointed by each of the Clubs and Events in the Region.
- 3.2 Each Affiliated Member of British Rowing shall have one vote.
- 3.3 All decisions of the Council (except constitutional change) shall be decided by a simple majority of those present, the Chair having a second or casting vote.
- 3.4 A Region may elect a person as its President in recognition of exceptional services to rowing within the Region [and he shall chair the Council/AGM/General Meetings].
- 3.5 Changes to this constitution may be made by a two-third majority of those present at a General Meeting of the Region.
- 3.6 The Council shall appoint an Honorary Auditor/Examiner who shall not be an Officer of the Region.
- 3.7 The Council may not override the nationally agreed policies of British Rowing, and must always be consistent with the practices and guidelines of British Rowing.

## **4 OFFICERS OF THE COUNCIL**

- 4.1 The election of the Regional Chairman and the Regional Representative(s) to the British Rowing Council shall be conducted by the Region in accordance with Articles 17 and 18 of the British Rowing Articles of Association.
- 4.2 The Regional Chairman and the Regional Representative(s) shall be elected by the Regional Rowing Council for a term of up to three years and will be eligible for re-election, but may not serve more than two consecutive terms, in total six years.
- 4.3 The Council shall appoint from amongst its Member Representatives an Honorary Secretary and an Honorary Treasurer.



- 4.4 The Council shall further appoint from amongst its Member Representatives any other Officer to a permanent position on the Council that it may choose.

## **5 COMMITTEE/S COMMISSIONS OF THE COUNCIL**

- 5.1 The objects of the Council shall be discharged through an Executive Committee, an Umpires Committee, a Coaching Committee, a Junior Committee, a Masters Committee, an Events Co-ordinator, Regional Safety Adviser and such other bodies as from time to time appear necessary.
- 5.2 The Council shall, without restriction as to numbers, appoint the Chairman and members of the Regional Committees except the Regional Umpires Committee each of which shall have power to co-opt from within or outside the Council.
- 5.3 The Council shall appoint representatives to National Committees as required by British Rowing

## **6 THE EXECUTIVE COMMITTEE**

- 6.1 At the Annual General Meeting the Council shall appoint from among its Members the Executive Committee which shall comprise the following Officers:-
- 6.1.1 The Regional Chairman
  - 6.1.2 British Rowing Divisional Regional Representative/s.
  - 6.1.3 Honorary Secretary
  - 6.1.4 Honorary Treasurer
  - 6.1.5 Regional Safety Adviser
  - 6.1.6 Chairman of the Regional Coaching Committee
  - 6.1.7 Chairman of the Regional Junior Committee
  - 6.1.8 Chairman of the Regional Masters Committee
  - 6.1.9 Chairman of the Regional Recreational Rowing Committee
  - 6.1.10 Chairman of the Regional Umpiring Committee
  - 6.1.11 Chairman of the Young Peoples' Committee
  - 6.1.12 All other persons whom the Committee would wish to appoint or to co-opt onto the Committee.
- 6.2 The Chairman of the Council shall be the Chairman of the Executive Committee.
- 6.3 The Executive Committee shall have power to fill casual vacancies and to co-opt from within the Council or from bodies associated with the region in any way.



## **7. COUNCIL MEETINGS AND APPOINTMENTS**

- 7.1 The Council shall hold an Annual General Meeting no earlier than 30th September and no later than the 30th November in each year. Notice of the Annual General Meeting stating the agenda items, posts to be filled by election and nomination forms will be **e-mailed** to Member Clubs not less than twenty-one days before the meeting.
- 7.2 At the Annual General Meeting there shall be made the elections and appointments referred to in paragraphs 4, 5 & 6 above. Any such appointments not then made or any vacancies thereafter shall be made or filled by the Executive Committee.
- 7.3 Nominations for Regional Chairman, Regional Representatives and Officers on the Council shall be notified to the Hon. Secretary by Member Clubs not less than 1 week before the meeting in each year, save that the Secretary may accept a written statement that a Representative is so nominated in the absence of any information to the contrary.
- 7.4 A Member shall be responsible for the capability and suitability of a Member Representative to represent the Member at meetings of the Council.
- 7.5 Apart from the Annual General Meeting, all other General Meetings of the Council shall be called Extraordinary General Meetings. All business shall be deemed special that is transacted at an E.G.M. and all that is transacted at an A.G.M. shall also be deemed special with the exception of the following which shall be deemed ordinary business:-
- 7.5.1 Consideration of the accounts
- 7.5.2 Election of Officers and appointments to Committees.
- 7.5.3 Appointment of an Honorary Auditor/Examiner.
- 7.6 An Extraordinary General Meeting of the Council shall be held on the written requisition of the Executive Committee or on the written requisition of not fewer than three Members. The Honorary Secretary shall give written notice to all Members of such a meeting which shall be called within fourteen days of such request specifying the matters to be considered. Twenty one days shall be the required notice of an Extraordinary General Meeting.
- 7.7 All appointments and elections referred to in this Constitution shall be annual except for the Chairman and Regional Representative but those appointed or elected may, if eligible, be re-appointed.

## **8. COMMITTEES - GENERAL**

- 8.1 Generally, meetings of the Executive Committee and its committees etc. shall be held as required at the request of the respective Chairman.



- 8.2 Committees and other bodies shall have the power to determine matters within their remit and shall report to the Council via the Executive Committee which shall itself then report to the Council.
- 8.3 All Committees may at their discretion make regulations for the better conduct of their business, such regulations to be approved by the Executive Committee with a copy being deposited with the Secretary of the Council.
- 8.4 Any person who has a financial interest in any matter coming before a Committee shall declare such interest immediately the person becomes aware of such and shall not be entitled to vote on such a matter unless permitted to do so by majority resolution of the relevant Committee.

## **9. QUORUM AND VOTING**

- 9.1 The quorum for meetings of the Council shall be 4 Representatives present and entitled to vote. Before a meeting commences, every Representative present shall declare to the secretary of the meeting stating whom they represent.
- 9.2 Committees or bodies shall fix their own quorums which shall be set annually.
- 9.3 No Member Representative may represent a Member Club or Event of which the he or she is not a member.
- 9.4 Decisions of the Executive and other Committees shall be made by majority vote of the appointed members, each voting member having one vote. In the event of equality of votes, the Chair shall have a second or casting vote.

## **10. FINANCE**

- 10.1 The Council shall have the power to introduce a subscription payable by the Members to enable it to carry out its objects. Such subscription shall be determined at the Annual General Meeting of the Council and failure by a Member to pay such a subscription will result in suspension from involvement in the activities and services provided by the Region and the Council shall have power to refer the suspension to British Rowing for further consideration and until such time as the subscription and any arrears have been paid in full.
- 10.2 All financial transactions shall be in accordance with Financial Procedures which shall be adopted by a Region at an Annual General Meeting.
- 10.3 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 them. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to Members of the Council
- 10.4 Nothing herein shall prevent the reimbursement of reasonable and proper out of pocket expenses incurred in the course of furthering the objects of the Council.



- 10.5 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 British Rowing's Executive Board.
- 10.6 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's Executive Board.
- 10.7 The Executive Committee shall have the power to apply any funds of the Council and authorise any payments for the furtherance of its objects subject to its accountability to the Council and to the restrictions set out in 10.3 and 10.6 above.
- 10.8 The Treasurer shall maintain such bank accounts which are considered necessary by the Council at a financial institution approved by the Council. The account(s) shall be in the name of the Council and shall be operated only under the joint signatures of two Officers of the Council, one of whom shall be the Treasurer or the Chairman, except for cheques less than one hundred pounds where the signature of the Treasurer alone is acceptable.
- 10.9 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 (who shall be neither the Treasurer nor a signatory on the Bank Accounts) and the accounts signed by the Auditors/Examiners shall be presented to the Annual General Meeting for acceptance.
- 10.10 Upon acceptance of the annual accounts by the Council at its Annual General Meeting, the Treasurer shall be directed to forward a copy of the audited accounts to the Treasurer of British Rowing no later than six months after the end of the financial year.

## **11. GENERAL**

- 11.1 The rules of this Constitution may only be altered by a two thirds majority of the votes of the Members of the Council present at a General Meeting duly convened in accordance with the rules hereof.
- 11.2 The rules of this Constitution and any amendments thereto shall first be approved by British Rowing before adoption by the Council.
- 11.3 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 Trustee shall be appointed or removed by an ordinary resolution of the Council.
- 11.3.1 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 resolution.



- 11.3.2 Subject to clause 11.3.3 below, any assets remaining after the satisfaction of debts and liabilities shall be given or transferred to British Rowing who shall decide, giving due consideration to the views expressed by the Region, by resolution as to what shall be done with them including consideration of realising all the assets and converting them into money and distributing them amongst the Members of the Region.
- 11.3.3 Any assets which have been funded by the Lottery or other grants from Public Bodies shall, if made a condition of such funding, be given or transferred to some other voluntary organisation 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 Members.
- 11.3.4 In the case of funds being insufficient to discharge the liabilities, British Rowing shall advise on how the shortfall balance shall best be provided.
- 11.4 In addition to the above rules, the rules set out in the schedule hereto which are special to the Region shall also form part of and be deemed to be incorporated into the rules of this Constitution.
- 11.5 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.

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