



# YORKSHIRE ROWING COUNCIL CONSTITUTION

Effective Date : 20<sup>th</sup> February 2012

The name of the Council shall be the Yorkshire Rowing Council ("The Council").

## 1 DEFINITIONS

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

- 1.1 "British Rowing": shall mean British Rowing Limited to which Clubs and Events within the Yorkshire Region are affiliated.
- 1.2 "the Council": shall mean the Regional Rowing Council for the Yorkshire Region as constituted under these rules and as referred to in the rules of the British Rowing.
- 1.3 "the Region": shall comprise Division 2 (and British Rowing Clubs and Events within that Division) as recorded as affiliated from time to time in the records of the British Rowing.
- 1.4 "The Division": shall mean Division 2 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 the Division 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 and Simulated Rowing Events.
- 1.7 "Member/s" shall mean and include Member Club/s and Event/s.
- 1.8 "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.

## 2 OBJECTS

- 2.1 To promote the sport of rowing in the Region at all levels, including high standards of rowing, coaching, umpiring and administration of clubs and events.
- 2.2 Regional representation through the medium of a Regional Representative/s, who for this purpose shall be styled Regional Representative.
  - 2.2.1 To represent the interests of the Region within British Rowing.
  - 2.2.2 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.
- 2.4 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 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

The Council shall consist of an equal number of representative/s appointed by each of the Members.

## 4 OFFICERS OF THE COUNCIL

- 4.1 The Council shall appoint from amongst its representatives a Chairman, Honorary Secretary and an Honorary Treasurer.
- 4.2 The Council shall further appoint from amongst its representatives any other Officer to a permanent position on the Council it may choose.
- 4.3 No Officer shall be entitled to vote in the affairs of the Council in his/her own right save for the Chairman of the meeting at any one time who shall have a casting vote.

**5 COMMITTEE/S OF THE COUNCIL**

- 5.1 The objects of the Council shall be discharged through an Executive Committee and Committees for Umpiring, Coaching, Students, Juniors, Competitions, Masters, Explore Rowing plus Yorkshire Head Secretary, Water 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 Committee except the Regional Umpiring Committee, each of which shall have power to co-opt from within or outside the Council.
- 5.3 The Council shall appoint representatives to all National Committees as required by British Rowing.
- 5.4 The Council shall approve the appointment of the Chairman and members of the Regional Umpiring Committee appointed in accordance with the rules of British Rowing.

**6 THE EXECUTIVE COMMITTEE**

- 6.1 The Executive Committee shall comprise:-
- 6.1.1 The Officers of the Council appointed under Clause 4.1 above.
- 6.1.2 All other persons appointed as Officers of the Council under 4.2 above.
- 6.1.3 The British Rowing Divisional Representative.
- 6.1.4 The Chair of the Regional Committees, Yorkshire Head Secretary and Regional Safety Adviser, and other bodies as from time to time appear necessary - see Clause 5.1 above
- 6.1.5 All other persons whom the Executive Committee would wish to appoint or to co-opt on to the Executive Committee.
- 6.2 The Chairman of the Council shall be the Chairman of the Executive Committee. The Chairman shall preside at all Meetings and in the absence of the Chairman, the Meeting shall elect a presiding Officer, who shall for that meeting hold the Chairman's casting vote.
- 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 & APPOINTMENTS**

- 7.1 The Council shall hold an Annual General Meeting no earlier than the 30<sup>th</sup> September and no later than the November/December British Rowing Council Meeting.
- 7.2 At the Annual General Meeting there shall be made the appointments referred to in paragraphs 4 and 5 above. Any such appointments not then made or any vacancies thereafter shall be made or filled by the Executive Committee.
- 7.3 Nominations for representatives and Officers on the Council shall be notified to the Honorary Secretary by Clubs or Events not less than two weeks before the meeting in each year, save that the Secretary may accept a written statement that a representative is to be nominated in the absence of any information to the contrary.
- 7.4 A Member shall be responsible for the capability and suitability of a 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 EGM and all that is transacted at an AGM 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 3 members.  
The Honorary Secretary shall give written notice to all members of such a meeting which shall be called within 14 days of such request specifying the matters to be considered.  
21 days shall be the required notice of a General Meeting.

7.7 All appointments and elections referred to in this Constitution shall be annual, 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 10 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 quorums shall be one-third of the membership.

9.3 All matters at meetings of the Council shall be decided by a simple majority of the representatives present and entitled to vote in accordance with Rule 1.8 hereof, the Chair having a second or casting vote.

9.4 No representative may represent a Member of which the representative is not a member.

9.5 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 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.

10.2 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.

10.3 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 Board.

10.3a 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 12 months without the written agreement of British Rowing under Resolution of the British Rowing Executive Board.

10.4 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 10.3a above.

- 10.5 The Council shall have the power to introduce a subscription payable by the Members to enable it to carry out its objects. Such subscriptions 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.
- 10.6 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 signatories of two Officers of the Council, one of whom shall be the Treasurer or the Chairman, except for payments less than £1000 where the authorisation of the Treasurer alone is acceptable.
- 10.7 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 Account), and the accounts signed by the Auditors shall be presented to the Annual General Meeting for acceptance.
- 10.8 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 6 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 any 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 deem 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 General Regional Meetings to British Rowing at the same time as they are circulated within the Council.